



FIGTREE PUBLIC SCHOOL

PARENTS & CITIZENS ASSOCIATION MEETING MINUTES

18 February 2025

Jasmine Campbell opened meeting at 7.10pm

Present: Jasmine Campbell (Chair), Natalie Campbell, Dave Stuart, Kristy Turner, Eva Thompson, Chantell Willis, Stephanie McKeown, Mel Harding, Dina Baytieh and Sarah Grimm

Apologies: Nil

Acceptance of the Previous Minutes – 19 November 2024

Minutes of the meeting held on 19 November 2024 be accepted. Moved by Eva, Seconded by Sarah

Previous Meeting Actions

Action Who By Remarks

Date	Actions	Who	When	Comment
19/11/2024	Funds to be transferred to FPS	Dave	18/03/2025	Sales Order forwarded to David Stuart 17/2/25. David has been in contact with ED Connect, awaiting details of bank account to transfer funds to FPS.
17/9/2024	Survey to be sent to families to ascertain demand for online P&C meetings.	Jasmine	--	Jasmine keeping note of survey requirements; on hold.
18/6/2024	P&C bylaws	Jasmine	18/03/2025	Reviewed. Policy to be sent out to exec for DocuSign
21/5/2024	Facebook page	Jasmine & Nat	18/03/2025	Nat to setup Facebook page (on hold until after AGM; pending new roles)
21/5/2024	Figtree Grove vouchers Purchase x10 \$20 each	Eva	18/03/2025	Submitted by Eva Approval received from Figtree Grove – cards to be issued and paid Eva to chase up with Figtree Grove
18/2/2025	ACNC - It's time to submit the 2024 Annual Information Statement DUE 31 Jan 2025	Dave	18/3/2025	Dave has been given access to ACNC portal as authorised person - checking if he can update
18/2/2025	Sign on / Sign Off required for Debit card	Eva	18/3/2025	
18/2/2025	Paid position for Canteen Manager	Eva	18/3/2025	Jasmine making enquires to P&C Federation – Insurances & Workcover

Closed Actions

15/10/2024	2 nd Hand Uniform shop –Advertise days & Times to families. Online payments via Spriggy app	Kristy	19/11/2024	David to meet with 2 nd hand Uniform shop volunteers to ascertain suitable opening times and advertise days for the remainder of the year. Looking for another 1-2 helpers fortnightly at convenient time, advertise new location also
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New financial members

Dina Baytieh Sukkar & Sarah Grimm
Financial contribution of 50c made by new members

Correspondence – In

- a. Fundraising catalogues (emails to Fundraising committee)
- b. Volunteers for Bunnings BBQ (emails forwarded to Fundraising committee)
- c. Forwarding of invoices (emails to Treasurer)
- d. P&C News Bulletin (forwarded to Exec committee)
- e. ACNC – reminder sent to submit the 2024 Annual Information Statement
- f. Food Handling Certificates; Rebecca Walshe-Smith
- g. Parent feedback re: 2 consecutive afternoons in one week (see business arising below)

Correspondence – Out

- a. Meeting minutes/agendas etc circulated for general meeting

Business Arising from Correspondence

- a. Parent feedback re: 2 consecutive afternoons in one week
Mel has responded directly to the parent via email

Principals' Report – Melissa Harding

See attached report

Treasurer's Report – David Stuart

Financial statements attached

Audit being finalised, due to be completed by next week

Account balances:

Canteen account \$41,160.27

P&C account \$44,867.10

Funds of \$20,000 to be transferred from Canteen account to P&C account

Outstanding donation of approx. \$18,000 to be transferred to Figtree PS

Fundraising and Event Report **Fundraising Committee**

- \$2553.60 Xmas raffle. Outgoings \$41.30 for laundry baskets. Total profit \$ 2512.30
- Bunnings BBQ 8th March. More volunteers are required.
- Easter raffle to be drawn at Easter Hat Parade on last day of term. Discussed online tickets, decided that we would continue to use paper tickets. Mufti Day 27 March 2025.
- Trivia Night will be held in Term 2, 24th May 2025

Canteen report (Stephanie McKeown)

See attached report

General Business / Actions

Community Building Partnership Grant – submitted by Eva

Hall refurb – air conditioning and painting. Quotes being organised.

ICT equipment Grant – EOI submitted today by Eva

P&C Day 5th March

Day of celebration and acknowledgment of the work of our volunteers. Jasmine suggested the school post on Facebook. Mel agreed and will post a message on FB school page.

AGM is scheduled for 18th March 2025.

Anyone that would like to vote in AGM, must be a P&C financial member prior to AGM.

Meeting closed at 8.25pm

Next meeting: 6.30 AGM followed by regular meeting 7pm, Tuesday 18th March 2025

CANTEEN REPORT for P&C MEETING – 18 Feb '25

- Food Safety Supervisor course – Steph completed 7/12/24
- Kitchen Clean & Pest Control
 - School pest control, including canteen completed in Jan '25
 - 31/1/25 ovens professionally cleaned. Discussed Troy the Oven Cleaner email - \$280 quoted to clean the 3 ovens donated by Troy back to the children to use in the canteen or to help underprivileged students with uniforms, etc
 - Term 1 deep clean completed on 5/2/25 – thank you Nat V and Mandy
- Roster/Volunteers
 - 2025 canteen roster has been confirmed with all volunteers and is posted in the Facebook private group.
 - We have one new canteen volunteer, Rebecca Walshe-Smith (Kindy) starting in March. Food Basics course completed and emailed to P&C inbox. We lost 5 volunteers over the summer break due to other commitments; Deb T, Jenna, Kristy, Nichola, Emily H. Steph is covering these shifts.
 - 2025 P&C driven special canteen “events” on Thursdays are underway. We are scheduling one term at a time. Currently we have 8 volunteers available to help on Thursdays, with Term 1 dates confirmed with the school and 3 volunteers on each event;
 - 20/2 - Popcorn & Milkshakes (RECESS) so far 92 orders, thank you to Nat C who helped Steph with testing yesterday
 - 20/3 – Sushi (LUNCH) account application required, Steph to work on next week. They already deliver to the Figtree area on Thursday mornings
 - 10/4 – Hot Cross Buns (RECESS)
 - 2025 roster for year 6 helpers confirmed and posted. Thank you to Emily Markham for all her help
 - Year 6 helpers for 2024 – a “thank you” Domino’s lunch was organised by Steph on 5/12/24 with Emily Markham and Allannah’s help.
 - Thank you to Chantell for continuing to help with the printing and laminating of all tokens and new basket labels
- Special events
 - Wed 11 Dec swim carnival – remained open; a busy day with 62 orders.
 - End of term – we opened for recess and lunch (97 orders). Able to reduce most of the stock by altering levels in Spriggy.
- Menu items
 - Price rise implemented beginning Term 1, 2025.
 - Steph updated Spriggy pricing, distributed new price list via School Bytes, and printed easy to read Counter Sales price lists for students and volunteers.
- Equipment
 - Dishwasher now working. Steph sourced Dishwashing Salt via Amazon.
- Canteen Co-ordinator
 - Request to be paid under the Fast Food Industry Award still open from Nov '24 meeting
 - Jasmine called the P&C Federation 18/2/25 and left a message
 - Nat C asked for the Executive Committee to update Steph before the next P&C meeting and AGM so that Steph can decide on whether or not to run for Canteen Co-ordinator this year

P&C Meeting 18 February 2025

Principal's Report

Since the last meeting:

- Students returned from holidays and went straight into 2025 classes. We didn't need to make any changes to classes etc.
- Kindergarten returned on the same day as the rest of the school and are settling beautifully. Teachers are in the process of completing best start assessments as part of the regular school day.

Coming up:

- Parents are welcome to visit classrooms after school on Thursday between 3pm-3:30pm. Teachers will have information booklets to hand out.
- We look forward to joining with the P&C for the welcome afternoon tea on Friday afternoon.
- Year 6 students attending FHS are invited to try Year 7 for a day next Tuesday 25/2.
- NAPLAN will take place between 12-24 March.

Other:

- Mrs Annette Read is taking leave pending retirement. Allannah Smyth is now relieving as admin manager full time.

Process for P&C events:

- Check for date availability with Mel at a P&C meeting or via email.
- Send flyer/correspondence to Mel directly at least two weeks before events
- Once approved it can then go out to families on FB pages, School Bytes etc. Mel will then put on our school calendar and inform staff.

Melissa Harding
Principal



FIGTREE PRIMARY SCHOOL
Canteen Account Reconciliation - January 2025

Cashbook Balance as at 31 December		\$41,758.63
Add Income January 2025	\$	\$106.32
		<hr/>
	Sub Total	\$106.32
Less Expenses January 2025	\$	\$2,070.53
		<hr/>
	Sub Total	\$2,070.53
		<hr/>
Cashbook Balance as at 31 January 2025		<u>\$39,794.42</u>
		<hr/>
Bank Statement as at 31 January 2025		<u>\$39,794.42</u>

\$0.00



FIGTREE PRIMARY SCHOOL
Bank Account Reconciliation - January 2025

Cashbook Balance as at 31 December 2024		\$44,654.69
Add Income January 2025	\$	\$105.77
		<hr/>
	Sub Total	\$105.77
Less Expenses January 2025	\$	\$0.55
		<hr/>
	Sub Total	\$0.55
Cashbook Balance as at 31 January 2025		<u>\$44,759.91</u>
Bank Statement as at 31 January 2025		<u>\$44,759.91</u>

\$0.00