



FIGTREE PUBLIC SCHOOL

PARENTS & CITIZENS ASSOCIATION MEETING MINUTES

18 March 2025

Jasmine Campbell opened meeting at 7.10pm

Present: Jasmine Campbell (Chair), Natalie Campbell, Dave Stuart, Kristy Turner, Eva Thompson, Chantell Willis, Stephanie McKeown, Natalee Vincent, Emily Markham, Rebeca Walsh-Smith, Emma Clayton, Jess Montelone and Sarah Grimm

Apologies: Mel Harding

Acceptance of the Previous Minutes – 18th February 2025

Minutes of the meeting held on 18th February 2025 be accepted. Moved by Eva, Seconded by David

Previous Meeting Actions

Action Who By Remarks

Date	Actions	Who	When	Comment
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.
21/5/2024	Facebook page	Jasmine & Nat	18/03/2025	Nat to setup Facebook page (on hold until after AGM; pending new roles) Not discussed. Carried.
21/5/2024	Figtree Grove vouchers Purchase x10 \$20 each	Eva	18/03/2025	1 voucher issued instead as individual \$20 voucher. We will put it towards a prize for raffle if Eva is unable to seek a refund from Waivepay
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 AGM Minutes to be sent over.
18/2/2025	Paid position for Canteen Manager	Eva / Jasmine	18/3/2025	Jasmine making enquires to P&C Federation – Insurances & Workcover

Closed Actions

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. Completed
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18/6/2024	P&C bylaws	Jasmine	18/03/2025	Reviewed. Policy to be sent out to exec for DocuSign. See Attachment. Completed
18/2/2025	Sign on / Sign Off required for Debit card	Eva	18/3/2025	Eva advised has been placed under tin. Completed

New financial members

Jasmine Campbell
 David Stuart
 Natalie Campbell
 Emma Clayton
 Eva Thompson
 Stephanie McKeown
 Annabelle Hoy
 Rebecca Walsh-Smith
 Chantell Willis
 Natalee Vincent
 Allanah Smyth
 Kristy Turner
 Sarah Grimm

Correspondence – In

- a. Fundraising catalogues (emails to Fundraising committee)
- b. Forwarding of invoices (emails to Treasurer)
- c. Australian institute of Food Safety – email with overview of food safety training account & updated report; follow up of training progress

Correspondence – Out

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

Business Arising from Correspondence

Nil

Principals' Report – Jess Monteleone

See attached report

Treasurer's Report – David Stuart

Financial statements attached

Account balances:

Canteen account \$27149.74

P&C account \$51265.14

Transferred \$20,000 from Canteen account to general P&C Account

\$2200 paid via Square, with minimal fees for the Bunnings BBQ.

Dave to review auditor feedback, table for next meeting.

Fundraising and Event Report – Natalie Campbell

- Bunnings BBQ profit \$3704.32
- Easter raffle being organised, Sarah to assist with raffle ticket books.
- Trivia Night will be held in Term 2, 24th May 2025. Dave & Nat to plan the night.
- Community Afternoon tea successful. Nat has proposed to Mel that we hold an afternoon tea once a term.

Canteen report - Stephanie McKeown

See attached report

Business Arising

- Request to remove Petty Cash process for canteen given we have MasterCard now. Action moved by Jasmine, seconded by Chantell.
- Add additional float from takings – Steph has increase float from \$10 to \$20 as insufficient change. Action moved by Steph, seconded by David.

General Business / Actions

a. Destruction of old P&C records (held in the school storeroom from 2011)

Check with P&C Federation if they can be destroyed. Kristy to enquire.

b. Uniform Shop storage area

Dave to confirm if Jana will continue as Uniform Shop coordinator and discuss requirements of the role.

c. Uniform Shop accessibility; parent feedback – asking if it can be opened afternoons

2.30-3pm when parents are on school ground for pickup. Jess Montelone advised would need to coordinate around when the hall is not in use by the school. Check when hall is not in use and arrange for volunteers

d. WINC Account; is it required

Steph advised that it was for labels for canteen, but she can purchase labels & ink cartridges from Officeworks using debit card. Action to close account, moved by Steph, seconded by Jasmine. Kristy to contact WINC to

close account

e. School Song (Emily Markham)

Change lyrics as some lyrics are outdated. P&C agreed. Motion moved.

f. Cross Country

Counter sales will be available on the day to visitors/spectators (during usual canteen opening hours until 12pm). Emma proposed we purchase Iceblocks for students to be given after race. Moved by Emma, seconded by Kristy.

g. Wishlist – see attached

Bikes & Decodables; moved by Jasmine, seconded by Kristy

Discussed other items on Wishlist. David confirmed sufficient funds in account. Approve all Wishlist items, moved by Dave and seconded by Nat C

h. Canteen Coordinator paid position

Steph McKeown stated she cannot volunteer time if it continues to be an unpaid position

- Emma suggested the position be broken up as it has in the past; i.e. Banker, roster, purchaser. Steph does not feel this is an option as volunteers did not work well together historically.
- Jasmine to provide a report/summary with information from P&C Federation why our P&C is unable to offer a paid position at this time based on information at hand.
- Steph will provide a list of other school P&Cs that are currently paying the Canteen manager (to allow exec to enquire on their arrangement/setup)
- Steph to provide a 'vision' for the canteen

Meeting closed at 8.40pm

Next meeting: 7pm, Tuesday 20th May 2025



Suggested By-Laws for P&C Associations

To accompany the Prescribed or Standard Constitution

1. The rules are made under the constitution of Figtree Public School Parents and Citizens Association.
2. The association is formed for the benefit of the students of the school, which will;
 - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of the New South Wales; and
 - (c) Promote the interests of public education.
3. No person will serve more than three consecutive years in the same position.
4. The financial year of the association shall close on the third Tuesday of March in line with our AGM each year.
5. The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
6. A general meeting of the association shall be held on the third Tuesday of each month excluding school holidays (or unless other agreed) of each month at 7pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$0.50c as resolved by the P&C Association to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership.
 - (a) As a member of Figtree Public School P&C Association to participate in P&C run functions and to up hold the Values of the School.
 - (b) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.

- (c) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
 - (d) If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.
- 8. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the P&C Association has been to employ staff.
- 9. Employees of Figtree Public School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
- 10. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association.
- 11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
- 12. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies
 - Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - Business arising from the previous meeting Minutes
 - Correspondence
 - Reports (including Treasurer/sub-committee/Principal's/representative)
 - General Business
 - Meeting Close
- 13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
- 14. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.
- 15. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be

considered when dispersing monies. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.

16. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the Association by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

17. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

Signed President

Signed Secretary

Signed Principal

Signed Vice President

Signed Vice President

Signed Treasurer

Signed member

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FIGTREE PUBLIC SCHOOL - P & C AND CANTEEN COMBINED

Annual Income and Expenditure Report 2024 (Jan to Dec)

Income

Fundraisers	\$24,136.17
Canteen Sales	\$53,548.63
Bank Interest	\$2,082.09

Expenditure

Fundraisers	\$14,885.95
Canteen COGS	\$30,408.97
Miscellaneous Canteen Expenses	\$3,471.85
School Distribution – sport items	\$2,000.00
P & C Federation & Insurance	\$1,426.00
Miscellaneous **	\$677.91
Kindy Hats	\$573.75
Bank Fees	\$33.31

Combined Income for 2024 **\$79,766.89**

Combined Expenditure for 2024 **\$53,477.74**

*** Food safety certificates & fridge inspections*

P&C Profit For 2024	\$7,758.96
Canteen Profit for 2024	\$20,530.19
Distribution to the School	<u>- \$2,000.00</u>
Combined Surplus for 2024	<u>\$26,289.15</u>

BANK RECONCILIATIONS

Opening P&C Balance for 01.01.24	\$38,895.73	Opening Canteen Balance for 01.01.24	\$21,228.44
Add Income	\$24,136.17	Add Canteen Sales	\$53,548.63
Add Interest	\$1,219.71	Add Interest	\$ 862.38
Less Expenses	-\$17,596.92	Less Food COGS	-\$30,408.97
Less Distribution to School	<u>-\$2,000.00</u>	Less Other Miscellaneous Expenses	<u>- \$3,471.85</u>
Closing P&C Balance for 31.12.24	<u>\$44,654.69</u>	Closing P&C Balance for 31.12.24	<u>\$41,758.63</u>

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

- Special events
 - 20 Feb Milkshakes and Popcorn – a huge thank you to all the volunteers - Nikki Bourke, Janice Matthews, Allanah, Chantell, Daniela, and especially Nat C and Geoff! We sold 179 milkshakes and 168 bags of freshly popped popcorn. Sales for the day were \$868, with expenses at \$207, our profit for the day was \$661. 19 new Spriggy accounts set up in the week leading up to the event
 - 20 Mar Sushi update – account is set up with Big Mouth Foods. Their customer service is fantastic. Currently at 83 orders, with \$620 sales for Sushi, mark up between 60-70%
 - 10 Apr (recess) Hot Cross Buns – Steph to start organising next week
 - Steph advised she would rather not set Term 2 Thursday dates, or continue to build, until there is further discussion and a vote on the canteen coordinator role being paid. There is a lot of planning and time going into each special event.
 - The Easter Hat parade – Mel and Steph discussed canteen to proceed as normal as parade will be after lunch
 - Cross Country – Mel and Steph discussed and Nat V & Steph to cover this shift and pop out for our girls' races
- Menu items
 - Cheese Pizza Slab now deleted from Spriggy and no stock (this was an occasional item)
 - Glee Sales rep visited early term 1 and offered a free carton of Sours Blue Lemon, so we trialed it last week – very popular. It is a yellow drink and not overly sour or sweet. Steph to monitor sales vs Tropical and potentially remove this. Does not affect our healthy menu rating as Glee's are an everyday item.
- Kitchen Clean & Pest Control
 - Feb meeting 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 – Steph to discuss possibilities further with Jess, Emily and Mel
 - Deep clean due start of term 2 – Steph to organise a date and volunteers
- Banking
 - Nat V has been trained in banking processes, including CBA cards and P&C events
 - Float for both Wed and Fri tins has been increased from \$10 to \$20
 - Request to remove petty cash process for the canteen now that we have the Mastercard, and add the current float back into canteen takings (to be banked) – approved
- Suppliers
 - Request to close the canteen WINC account and use Office Works for future stationery supplies with the Mastercard – P&C agreed
- Canteen Co-ordinator
 - Request to be paid under the Fast Food Industry Award - open from Nov '24 meeting
 - FEB MEETING P&C
 - 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 to run for Canteen Co-ordinator this year
 - MAR MEETING P&C
 - No information was provided by the Executive Committee, as per bullet point above, prior to the AGM. Jasmin advised they have done research and could not find any other schools that follow the model of the P&C paying a canteen coordinator. David advised that paying someone to run the payroll would be too much. Jasmin advised that paying a canteen coordinator under the P&C is not viable at this time and the answer is no.
 - Steph advised that she also had a conversation with the P&C Federation, and that a case needs to be presented to entire P&C membership and voted on accordingly
 - Kristy asked for a list of schools that Steph is aware of who follow the model of paying a canteen coordinator under the P&C
 - David asked Steph for her vision for the canteen
 - The Executive Committee advised they will investigate further, and communicate findings before the May P&C meeting

P&C Meeting 18 March 2025

Principal's Report

Since the last meeting:

We had our community afternoon and it was a lovely way for parents to connect with each and with staff. Thank you to those members of the P&C who organised the food.

Year 6 participated in Year 7 for a day

Ms Harding and our Presidents/Mentors had a working lunch to discuss 2025 priorities.

Year 3 and Year 5 students have been busy participating in NAPLAN.

Rehearsals have begun for Choral Festival and Dance Festival. We have extended the programs to include a Stage 1 singing group and Stage 1 Dance Festival group this year.

Coming up:

This week is Harmony Week. Students will be engaged in activities through the week and will be able to wear orange on Friday.

Mrs Diamant is working with a debating squad this year. They will attend a workshop on 10 April.

There is an opportunity to book in for parent/teacher check ins in the last couple of weeks of term.

The Easter Hat Parade will take place on Friday 11 April at 12:15pm.

The last day of Term 1 is Friday 11 April.

Staff return for Term 2 on Monday 28 April and have two School Development Days before students return on Wednesday 30 April.

Other:

We have needed to make some unexpected staffing changes with Mrs Lee taking leave. Mrs Jolliffe and Mr Lloyd will be job sharing on the class until further notice. Mrs Constantine will be teaching 5/6L each Friday.

Melissa Harding
Principal

2025 Wishlist

Item	Purpose	Cost	Purchased from (photo or link please)
TECHNOLOGY 5 computers for library to replace the five 2018 computers still there (extremely slow). HP ELITE 800 MINI OR DELL OPTIPLEX SMALL FORM	To update the technology so students can use these computers for borrowing, reserving, researching and Digital Technology lessons.	\$1052.45 each x 5 TOTAL: \$5262.25 (HP) OR 1111.95 each x 5 TOTAL: 5559.75 (DELL)	EDBUY - HP EDBUY - DELL
Australian Decodable Readers Levels 5-8 1. INDIVIDUAL SET - Main Fiction Level 5/6 – Books 1 – 20 20 Books – 1 copy of each title 2. INDIVIDUAL SET - Main Fiction Level 7/8 – Books 1 – 20 20 Books – 1 copy of each title	To complete a current half set used in Stage 1 for reading groups	1. \$160.00 AUD x4 2. \$160.00 AUD x4 Total: \$1280	1. Main Fiction Level 5/6 - Individual Set – Decodable Readers Australia 2. Main Fiction Level 7/8 - Individual Set – Decodable Readers Australia
BIKE REPAIRS	As part of our PE and sensory self regulation program Banksia students participate in bike riding. We have 2 adult sized trikes in need of repair. Also 2 especially adapted bikes require repairs.	Si Cycles has given us a quote for an onsite repair of the 2 trikes and 2 adapted bikes = \$1,110	SI CYCLES Email: clunescottage@yahoo.com

approx \$20k.

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