

## P&C Meeting 6/2015 November 11 - Minutes

MEETING: TERM 4 WEEK 5  
Date: Wednesday 11 August 2015  
Time: 7.30 - 10.00 pm  
Location: Forrest Primary School

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### 1. Welcome, introduction & apologies

Chair

In attendance: Kate Hambly, Tui Davidson (chair), Rudi Emerson, Jemma O'Brien\*, Ali Kobal, Melissa Turner, Chris Pilgrim\*, Nicole Richardson\*, Robyn Calder, Louise Youngman Jenny Bramley, Carleen Jones, Jarrod Fitzgerald, Hayley Singh\*. (\*denotes school staff)

Apologies: Sam Neal, Sally Troy, Fleur Sheard, Belinda Hawke.

### 2. P&C discussion/decision items

#### a. Fee review

Discussion paper on the P&C website at [www.forrestpandc.com.au/pc-meetings](http://www.forrestpandc.com.au/pc-meetings)

It was suggested that fees needed to be raised \$2 for Afters school care and a proportionate cost to the other services (Befores, Activities and Vacation Care). The after school activities had higher rental costs, compared to the other parts of the service and the rise would need to cover these. FOOSHC fees were less than other services across Canberra which charge up to \$30 for the afternoon.

The service was beginning to make a loss but due to cash reserves is not insolvent. The recurring loss relates to increased costs - the rental and utilities agreement with the school (an increase of greater than 300%) as well as the increased number of senior educators and the education leader (as the service had grown). There were major expenditures including refurbishing the junior hall and there is a commitment to the library project of \$105,000 over two years and to redesign and refurbish the FOOSHC office space. Fees need to be increased to cover the recurring costs.

There was discussion that the fees should be increased further than that proposed so that we would not be short part way through the year. The treasurer noted that the proposed fee increase would allow for a \$44,000 margin. There was discussion regarding use of profits. An opposing view suggested that the fee increase of \$2 was sufficient and that an annual review needs to be performed.

**Motion:** to raise Afters fees by \$3, Befores by \$2, Vacation care by \$5 (all per day) and Activities by \$13 (per term), to be implemented for 2016 - Carried. 1 against.

#### b. FOOSHC philosophy statement

The executive staff of FOOSHC has developed a philosophy statement for the service and had had parental feedback on two occasions. The gathered group said to convey their thanks for the efforts that the staff had put into this. There were several suggestions that the statement should also reflect the "fun, freedom and excitement" that the children had. It was not the same as between 9 and 3 - it was enjoyable and more play focused. There

was discussion that it could be briefer or divided into 6 headings.

The real question was “does this tell us what they are about?” and the answer was yes. The sentiment was agreed with. As the program was continually being updated, it was likely that the philosophy would also be updated over time.

Chris Pilgrim noted that “risk-taking” was part of the IB learner profile.

ACTION: Jenny to forward the draft and pass the meeting’s support back to the FOOSHC team.

### **c. Welcome BBQ (and sign up stalls)**

Tuesday 9<sup>th</sup> Feb week 2 - information night: 45 minutes junior school then a 15 minute gathering in the Senior Hall and then 45 minutes for the senior school.

Thursday 18<sup>th</sup> Feb week 3 - Welcome BBQ and sign up stalls.

There was a discussion about stalls. At a NSW school the first parent gathering of the year included stalls where parents could volunteer for various events. It was thought that it would be useful to have similar stalls relating to volunteer work - for the school and the P&C - at the Welcome BBQ and/or the information night. The stalls could advertise these opportunities and an email address obtained to be able to contact interested parents and carers. Also a booth for the “Working with Vulnerable People” could provide the necessary forms for the volunteers to fill in. There were more P&C members who could contribute time at the BBQ and this was thus to be the main setting for the stalls. At the Information night - outside the Senior Hall - a table could be set up with similar details where people could leave their email address to be contacted. It was discussed that a piece of paper on the chairs in the hall would be useful detailing what events needed volunteers and again collecting email addresses. There would be the usual sign up outside the classroom for parent contact emails.

Kate was able to help on the information night.

Rudi, Louise, Jemma, Robyn and Nicole could assist at the Welcome BBQ. Jarrod agreed to be in charge of the BBQ. There would be free sausages (and vegetarian sausages) and free drinks (cordial in large drink dispensers which were sourced from McDonald’s last year by Belinda Fitzgerald).

**BBQ** - P&C had agreed to purchase a new BBQ for the school up to \$1500 with the stipulation that it was commercial grade. Ann Hayres and Patrick Dockery would look at BBQs.

Last year the FOOSHC staff did the face painting and the balloons. Parents will man the BBQ. Name tags were suggested - to encourage conversation. Back up plan of Senior Hall (with the BBQ on the deck) was agreed by Chris Pilgrim. Nicole was the contact for the music.

ACTION: Jenny to collectively email volunteer groups - to enable communication prior to the events - detailing discussion as above.

ACTION: Jenny to discuss with Raeline - sticky labels for name tags, arranging FOOSHC

staff for face painting and balloons.

ACTION: Ann and Patrick to purchase BBQ up to \$1500, commercial grade.

#### **d. Shivoo sausage sizzle.**

Melissa was coordinating this. She had 13 volunteers with 30 minute shifts. Mike's meats generously donated the sausages. A bill board to advertise this and thank them was suggested (did they have one outside their shop?) as well as wearing aprons with their logo on them. Patrick will set up the BBQ. It will run from about 5.30pm to 7.30pm. A gold coin donation was suggested but it was thought \$2 could be charged as this was fund raising for the school.

From the school perspective it was to be held on the senior asphalt with the outdoor sound system. A coffee and ice-cream van would be there (only about \$200 would be raised from these sources). They had a lucky dip last year which raised over \$1000 but this was thought to be against the spirit of Shivoo and the parents requested that it not be held. Shivoo was about the children performing and the community getting together, not about 'show bags'. Nicole was going to discuss this with the teachers who were organising the lucky dip to see if it could be withdrawn (depending on whether the teachers had purchased items already). Shivoo back up plan was for one week later.

ACTION: Nicole to discuss with the teachers who were organising the lucky dip to see if it could be withdrawn. - [Able to be withdrawn.](#)

ACTION: Melissa to enquire about a Mike's meat billboard or Mike's meat aprons to advertise them at Shivoo and thank them.

### **3. Standing Items**

#### **a. Minutes of last meeting**

The minutes of the previous meeting were approved – proposed by Robyn and seconded by Nicole.

#### **b. Action items**

2012.2 4.4. A question was raised about the improved process for registering payments. This was put on the action list as a parent noted that she had received the same note 3 times, despite having handed in the form and paid the required monies when the form initially came out. The school executive had not received any recent complaints and the new payment portal (Quikweb) on the School website allowed improved payment options. It was discussed that the permission/payment notes could have a line where the receipt number from Quikweb could be written. Nicole agreed to organise this on future permission slips.

2012.3 4.5 This item had been completed last meeting but no forum had been held. This could be held in conjunction with a talk from the school counsellor, or at another forum with various topics. The school handbook was to be posted to the website and it had a small section on Restorative Practices - more covered by the newer area of Student Wellbeing. The action item will be closed and a new action item created.

ACTION: Nicole to add a line on permission slips for the Quikweb receipt number to be written.

ACTION: Forum about restorative practices/student wellbeing with a possible talk by the school counsellor - to be arranged by Chris Pilgrim.

ACTION: Nicole to post the handbook to the school website.

### **c. Executive Report**

*Chair*

Tui presented the report "P&C Executive Report for Mtg 6 11 November 2015" which is available for download at [www.forrestpandc.com.au/pc-meetings](http://www.forrestpandc.com.au/pc-meetings).

The land between the school and State Circle and the Jewish centre was being transferred from the NCA to the ACT Government. Its usage would be changed from community use (currently used by the FOOSHC Beyond the Fence program for which the minister Joy Burch had high praise) to commercial use. It was thought that a hotel or serviced apartments would be built there.

Tui had drafted a response and will send it in (due this Friday 13<sup>th</sup> November) and was also planning to send it to the Minister. The community was encouraged to also respond. The notice had been sent out to the P&C email list as well as being posted to the P&C website. There was a comment that the draft should probably mention "child safety" as an issue.

The Year six building is to be named after Paul Henryon, the previous principal. Two parents were requested to be on the organising committee with school staff also. This had been advertised in the newsletter also.

Uniform Shop - a new volunteer Christine Bold and her daughter would be staffing the second hand shop. Thank you for their help.

### **d. Principal's Report**

*Executive*

Chris presented the report "Principal's report T4 week 5 11.011.15" which is available for download at [www.forrestpandc.com.au/pc-meetings](http://www.forrestpandc.com.au/pc-meetings).

**School Improvement** - a group of teachers were working on this along with a consultant Cheryl O'Connor. The draft would be given to the Board this month looking at targets and measures and school priorities.

**PYP** - a workshop was lead by Kylie Dorsett discussing areas that had been identified as needing action following reports from the PYP consultants. Chris Pilgrim thanked Kylie for her significant efforts in analysing the report and producing a timeline to facilitate this.

**Website** - has been recently updated. Thank you to Nicole for all the hard work. The front page now has links to Flexischools and you can i-sync with the school calendar.

**Year 6 gift** - handball court and timetables ladders (that can be added to in the future) and also target toss and coordinates grid which can be used for chess. These have been painted on the asphalt. The funds came from Market day as well as some from the recent disco.

**BYOD** - the ETD had developed a policy but this did not answer many of the questions

that had been raised. The school had recently purchased Chrome Books for Year 5 and 6. The trivia night proceeds contributed to these. At the moment there was not a BYOD policy and the Chrome Books platform could be run on other computers. Chrome Books were cheaper and ran an educational platform. The students could connect with one another. The teachers could see all the student's work and interactions, reducing the likelihood of cyber bullying as well as being useful for feedback for work in progress.

A presentation was planned for the parents to demonstrate Chrome Books.

It was suggested that an Annual calendar would be helpful for these forums so that parents could "save the date" and note it in their diaries.

**Year 6 expo** - the students had produced great works and this would be displayed in the senior hall. There were varied topics that had been researched and discussed amongst the student groups with an allocated teacher mentor.

**Sustainability committee** - Jemma O'Brien with teachers, parents and students. Recent working bee helped clean up the shed, chook house and garden with new soil being added to the garden beds. It looks much improved.

Fresh tastes - happy with the progress the school has made. Next year there is a plan to grow food and use the garden in education. There were good ideas on the internet such as from Stephanie Alexander's kitchen garden website.

**ACTION:** Forum on Chrome Books - Chris Pilgrim and Nicole Richardson.

**ACTION:** Annual calendar to be published to include these forum dates - Nicole Richardson

#### **e. Deakin preschool**

Information night tomorrow and end of year party 17<sup>th</sup> December.

#### **f. Board Report**

*Robyn Calder*

There was a recent newsletter summary. There had been discussion on the fence, validation report with teaching staff drafting the strategic plan (the 4 year plan) to which the annual plan was linked. The feedback from the Learning journey was discussed - overwhelming positive response. One issue was the timing - whether it could be held first thing in the morning and parents with more than one child at the school could move from room to room.

#### **g. P&C council**

*Jenny*

We do not currently have a representative to attend the meetings. Jenny forwards the council newsletter. Recently this contained bursaries for high school students (sent to the P&C mailing list and to the year 6 parent reps).

The draft ACT government uniform policy was in the newsletter. There was discussion about this and the wording of the policy. Chris was happy with the current status of children wearing their school uniforms and complying with the policy.

## **h. School Works**

Tui

David Clarke (architect) had been through the FOOSHC offices as the first step towards redesigning this space so it could be put to better use. "It is very doable" was his comment.

National circuit - the government would be collecting data on traffic movement along this road. Issues included parking on both sides of the road and the new bus routes using this road.

## **i. Parent rep Liaison**

Tui

**Year 6 end of year party** - A yr 6 parent had raised "why did year 6 not do an outing for their end of year party"? Previous outings were to Big Splash. Response: Now you would need to test all the children as to their swimming ability and the executive teachers noted how dangerous it was. The year six had decided on a movie day with a picnic and class party - this also kept costs down. They had already spent money on a year 6 dinner. The end of the year was still focussed on teaching and learning, not partying for several weeks.

**Class sizes** - parents had raised concerns of the large current Yr 2 class sizes and the Narrabundah intake next year into Yr 3. Response: No Narrabundah students had elected to come to Forrest for Yr 3. The old policy (written some 10 years ago) stated 21 students for Early primary, 24 students for Yr 3 and 4 and up to 30 students for Yrs 5 and 6. There are now no set class sizes. The teachers on Yr 2 had asked for help with guided reading and also extra time off to write reports and do student assessment. The release teachers and executive staff were rostered to those classes to do guided reading (RTI - response to intervention) and release. Kindergarten was full for next year at 21 students. Red Hill school and Forrest negotiate for places for students in the overlapping "dual catchment areas". At a class size of 27 there were no more teachers/resources provided by the ETD.

**World Teachers' Day** - the teachers expressed how special a day that was. Thank you to Simone Alabaster for organising the event.

## **4. Other business**

**Clocks** - the outside clocks generally did not tell the correct time and had been repaired several times. A suggestion was for a temperature and time digital read out for the senior end but this was thought possibly too expensive.

ACTION: Chris to check with Ann and Patrick if it is possible to repair them (again).

ACTION: Get quote on new outdoor (weatherproof) clocks.

## **Thanks and conclusion**

The next P&C meeting will be held on Wednesday 2nd March 2016 at 7.30pm.