

P&C Executive Report for P&C meeting 17 August 2016

Fundraising - Trivia Night

Congratulations everyone on a fun night and special thanks to all involved in organising, donating, creating or sourcing items and our MC. A grand total of \$11,000 was raised, which the school has decided should go on fold up trestle tables, stackable chairs and furniture for the resource room (used for band, theatre, art etc).

Community – Traffic duty coordinator, Banking coordinator and more canteen volunteers needed

The traffic duty coordinator role - so well managed by Cate Clunies-Ross for many years - will need a new person next year. It involves coordinating the volunteers to be on line duty for twenty minutes in the afternoon in senior or junior school, and promoting the system.

A new school banking coordinator is also required. This has been well run and organised by Gwen Chapman for many years and this is the Chapman family's last year at Forrest.

The Canteen is also looking for more volunteers, particularly on Tuesday (1 person) and Friday (2 people needed). If you are interested, please visit or ring the canteen in the mornings (ph 62951425).

There are numerous ways to be involved, volunteer or be a part of the school community, and we are keen to hear from you. We are always looking for people to be involved at P&C, canteen, uniform shop, car line, reading, assisting with the Shivoo bbq (term 4), the Welcome bbq for new families (early in Term 1 next year), for the Trivia night (Term 2 – our big fundraiser of the year), sorting lost property amongst many other roles.

Contact me or your class parent rep if you are interested. Don't know who your class parent rep is? Contact the parent rep coordinator and ask - classreps@forrestpandc.com.au or see http://www.forrestps.act.edu.au/our_community/parent_representatives

Children's Services and Governance

Employure

Employure are now on board and assisting with a review of Work Health and Safety across the businesses (FOOSHC/Out of Hours care, Uniform shop and Canteen), development of contracts and drafting of an employee handbook.

FOOSHC (Forrest Out of School Hours Care)

The Risk and Play session for parents was held on 26 July. An earlier one was also provided to school staff. If you were unable to attend and are interested in discussing our policy, please contact the Executive Director, Raeline on info@fooshc.org.au or the policy can be found at <http://forrestpandc.com.au/forrest-childrens-services/risk-and-play-policy/>

Uniform Shop Manager and Educational Leader roles

The contracts for these two positions have now lapsed and Finance and Admin committee have reviewed them and agreed to extend them.

FOOSHC Educational Leader role - we have a large pool of casuals for out of school hours care (regularly seeking more as staff move on), and to meet regulatory requirements and properly induct staff in our philosophy it is important that they are appropriately trained. Our accreditation will also be due for renewal later this year which has an associated workload reviewing and documenting everything.

Uniform Shop Manager role - having operated for many years on a volunteer basis with some input by the Children's Services team, in May 2015 we employed a manager on a 1-year trial basis. Having Rebecca in the role has brought in systems, organisation and process and really improved uniform shop function and we thank her and Christine who assists her in a volunteer capacity, for what they have achieved. We are continuing the role as it is now, 5 hours per week with the shop open on Friday mornings, closed the last Friday of term for stocktake and with extra time at the beginning of the year for new families.

BYOD and Afters

At the ICT presentation on June 14 the school advised attendees the school ICT plan implementation will commence roll out of its BYOD (Bring Your Own Device) – using google chromebooks – in Years 4, 5 and 6 from 2017. The school emailed participants after the meeting advising:

Who is responsible for the devices at school and at After School Care?

The Forrest Primary BYOD policy and procedure states that, it is the students' responsibility to secure and care for their device at all times. Students should keep their device in their school bags and locked classroom when not in use. Forrest Primary School takes no responsibility for the loss, theft or damage to any electronic device a student brings to school. Breakages and repairs are the financial responsibility of the device owner.

The After School Care Program will develop their own policy and procedure about how to keep students' devices safe when students are in their care.

The P&C needs to make a decision regarding whether it has a policy and if so what its contents are regarding BYOD at Afters, and the following should be considered:

- there is insufficient space at Afters to safely and securely accommodate technology storage
- we cannot guarantee that things arrive at Afters in good condition
- the children are likely to expect to have access to their bags during their time at Afters

P&C strategic Plan

We held over review of the P&C strategic plan until the school strategic plan was available. The school strategic plan 2016-19 became available last term, so it is appropriate to review ours.

Our plan is available at <http://forrestpandc.com.au/wp-content/uploads/2014/06/Strat-plan-to-2015-176-2.pdf>

The school 2016-19 plan is at

http://www.cms1.ed.act.edu.au/_data/assets/pdf_file/0009/377910/Forrest_Primary_School_Strategic_Plan_2016-2019.pdf

The P&C strategic plan reflects the P&C constitution, the collaborative relationship with the school, and our business responsibilities. At a minimum it should be updated to reflect the DPPA becoming a committee of the P&C (see next item).

Community - Deakin Preschool Parents Committee (DPPA) merger with P&C

The DPPA is winding up this year and to provide them with surety we need to agree to the creation of a recognised committee for Deakin Preschool Parents within the P&C. I would like the P&C to vote on the following motion:

- 1) Creation of a Deakin Preschool Parents Committee (DPPC) under the constitution (clause 33a) with the expectation of it developing its own annually agreed purpose/goals and function, fundraising strategy and accountability mechanism (in accordance with 33(c)); and as per 33(d) to be formalised at the next P&C AGM.
- 2) Recognition in the P&C strategic plan ("encourage and support the preschool parents to have their own committee under the P&C auspice")
- 3) Constitution change at the next P&C AGM to (at a minimum) refer to Deakin Preschool location at 2(b).

The working group will continue to work on details regarding bank accounts, insurance, potential MOU etc.

The P&C constitution is available at

- <http://forrestpandc.com.au/wp-content/uploads/2012/11/Final-Forrest-PC-Constitution-agreed-on-22-May-2013.pdf>

P&C Survey

The annual P&C survey will be conducted in Term 4.

Tui Davidson - president@forrestpandc.com.au