

P & C DRAFT Minutes - Meeting 3 - 17 Aug 2016

Forrest Primary School - 7.30pm

1. Welcome and Introduction

In attendance: Tui Davidson (chair), Jenny Bramley, Jarrod Fitzgerald, Robyn Calder, PaoYi Tan+, Melissa Turner+, Jemma O'Brien*, Hayley Singh*, Ali Kobal, Louise Youngman, Kate Hambly, Nicole Richardson*, Perdi Mitchell, Chris Pilgrim*, Michel Starling, Rudi Emerson, School invited presenter - Cheryl O'Connor (consultant for school improvement plan).

Apologies: Sam Reid, Raeline George.

* denotes teaching staff or P&C employee

+denotes DPPA member

The president welcomed those present and people introduced themselves around the table. The DPPA secretary was welcomed as was Cheryl O'Connor.

2. Presentation - School Improvement Initiative

Cheryl O'Connor presented her very positive findings from her survey for school improvement. She interviewed parents and carers as well as teachers, initially randomly selected with further selection to be more representative of the school population. She presented a detailed report, reading out both positive comments and comments on areas that could be improved.

For information or to request a copy of the presentation please contact the school executive.

3. P&C discussion and decision items

d) DPPA - proposed amalgamation update

A paper from the working group, detailing the pros and cons of the merger, was presented including costs to the P&C from the amalgamation. There would be slight increased costs for the association fees (about \$1 per child, in total \$43). There would also be bookkeeping fees but these would be minimal as the DPPA only had a few banking transactions a term. No increased insurance costs were anticipated as the insurance relates to assets (the DPPA no longer own any assets) and the number of children however numbers are in bands, so including the preschool children would not alter the current band. Working Group report at:

<http://forrestpandc.com.au/pc-meetings/20160811dppaamalgamationworkinggrouprep>

A motion was put to the meeting: (Proposed Tui and seconded Jenny)

- 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) or remove the reference to Hobart Ave location.

There was discussion as to what this motion meant. Voting on this would allow the DPPA to merge with the Forrest P&C and wind up, knowing they would continue to have a voice. There are some in the Forrest community who were strongly opposed to the winding up of the DPPA who were not present at the meeting. It was noted that this has been an agenda item for the last two meetings and suitable notice had been given of this topic. The motion was passed - no votes against (it was offered to have a show of hands and a count the votes but this was not taken up by those present).

ACTION: For the next meeting - finalised DPPC subcommittee terms of reference - roles and responsibilities. The current working group of Hannah Bates, Melissa Turner, Kate Hambly, Jarrod Fitzgerald and Karen Gardner would review, and alter as needed, the documents presented at that November meeting.

It was recommended that they investigate seeking a representative on the board as the board controls their resources and parents' voluntary contribution funds. The DPPA would need to organise a meeting of their members to vote on winding up the DPPA in accordance with their constitution (with proper notice of the meeting, a quorum being present and a sufficient vote to carry the motion).

a) Strategic Plan

Discussion on the P&C strategic plan was held. This is a broad high level document in line with the school's new strategic plan (2016-2019). Chris would send any comments to Perdi and the document would then be published/finalised, with inclusion of the new wording relating to the DPPC subcommittee - "encourage and support the preschool parents to have their own committee under the P&C auspice", as per the previous motion.

b) World Teachers' Day

A date of Wednesday 12 October was chosen (International World Teachers' Day falls in the October school holidays). This would need to be advertised with the class reps to arrange something at a class level. Simone Alabaster has again offered to organise a morning tea/lunch on that day, on behalf of the P&C, for all teachers and staff at the school.

ACTION: On behalf of the P&C, Ruth Hyde as parent rep liaison to contact all class reps to encourage planning for something special for their teacher on that day.

c) FOOSHC renovation update

The plans for remodeling of the FOOSHC office space is looking good. The architect has been unwell with pneumonia but will soon update the plans. Quotes from builders will then be sought. It was hoped to do this in the October school holidays but time is running short. Contact has been made with builders and one builder, Pete has done previous works for the local Catholic schools.

Meetings have been held with Ann the school business manager and checklists devised. The plans would not need building or departmental approval so long as the beams in the ceiling were running a particular direction.

e) BYOD

A recent email to the parents who attended the ICT and Chrome Books information night stated that Afters (the P&C) would have a policy about storage of the children's computers and devices in preparation for roll out of BYOD in 2017. Currently Afters does not have sufficient space to house lockers for bags as well as devices (as many of the 150 children who attend Afters would be in Years 4, 5 and 6); there is currently insufficient space for the children's bags. It would be difficult to check that the device was not already damaged as the children presented to Afters and children normally accessed their bags during the afternoon. It was agreed that Afters would have a policy in line with the school's policy of "all care but no responsibility" for these devices.

Questions were raised as to when the children would be expected to have their own device and which classes. At the term 2 school ICT presentation, Ms McMullen the librarian had stated that at Bonner, her previous school, there were many spare devices to allow equitable access to all the students. Charging of the devices should be performed at home and thus they shouldn't be left at school (to avoid them being damaged or taken at Afters) although it was noted that as Google classrooms was an internet based program, it could be accessed from any computer at home, not just the child's school device. Access issues would be managed by the school if families cannot purchase a device.

Chris stated that BYOD was still a work in progress. It would be discussed at the board meeting in November to sort out a range of issues. It was envisioned that Year 6 would have BYOD in Term 2 next year.

It was requested that the ICT plan be updated on the school website as it was last updated November 2015, as there had been no formal advice to the whole community about BYOD timing and the school's intentions.

ACTION: Update school ICT plan on the website - Nicole Richardson

f) Trivia Night

Jenny thanked the organizing committee and all those involved for their tireless efforts, Perdi as coordinator and doing all things necessary, Louise for her massive effort in gathering and collecting most of the silent auction items and Jeremy as MC. Thanks also to Teresa Holland (tickets, tables and door) and Mr J for auctioning the school art works and the extended team of Belinda, Tui, Sam,

Rudi, Raeline, Nicole and Jenny on the night and those parents who helped wrap the donations and hampers on the day.

Perdi detailed the money raised - there was \$11,600 to be donated to the school which included \$600 specifically raised from the raffle tickets to go to purchasing new sports representative jerseys.

There were increased ticket sales and increased overall bids from the silent auction. The art works brought in less (and the materials were more costly this year) and the hampers raised less this year. Cash takings have been static for the past 4 years. The donation to the school has increased by \$4000 over the past 4 years.

More helpers will be needed for next year. Louise is still able to acquire the donations but as she now works full time is not able to pick them up from businesses. Teresa had spoken to a parent in Sydney and they raised over \$50,000 for the school, using sponsorship and advertising of businesses to the school community. These were good ideas but would need further volunteers to progress. This is a standing item in term 4 (on the action list) to make decisions and recruit volunteers this year to start planning for early next year.

4. Standing Items

a) Minutes of the previous minute - proposed Kate, seconded Nicole. No amendments.

b) Action items - the school strategic plan was now available and the P&C strategic plan had been reviewed with any further comments to go to Perdi. Traffic lines - several newsletter items had been placed. FOOSHC to email parents with a reminder for children not to walk behind cars.

c) Executive report -

Document available at: <http://forrestpandc.com.au/pc-meetings/pcexecutivereport17august2016/>

Trivia night - re-iterated thanks to all.

Community - need new parent volunteers for Traffic duty coordinator, School banking coordinator, volunteers for the canteen on Tuesday and Friday and for trivia committee for 2107.

Employsure - documents are being developed for WHS and staff handbooks, contracts and policy and procedure documents.

FOOSHC - Risk and Play policy was presented - good feedback from the parents. Kylie and Mandy did a great job on the presentation. "Let children lead their play" - this is their own learning. There were video clips of the children problem solving. Kylie in the role as educator was a great asset to the Afters team. Her contract will be extended for 6 months.

Uniform shop - Rebecca has done a great job and her contract is also being renewed. She is one of the welcoming faces of the school for new families as they organised their uniforms.

It was noted that the uniform shop is continued as a service to the school but it is not possible to earn more money elsewhere if the uniform shop makes a loss. The current 5 hours a week with the shop open on a Friday morning was sustainable. As much as the school preferred the shop to be open on more days a week this was not viable.

d) School Report - Leadership Team's discussion

Document available at: <http://forrestpandc.com.au/pc-meetings/t3week517-08-16-2/>

PYP Verification visit - overwhelmingly positive. Appreciation was expressed for Kylie Dorsett's leadership of the curriculum and the continual improvement of the school programs.

Library Project - There was disappointment from the P&C that the school was not getting what the concept drawings had indicated. The outside seating, one set of French doors and the internal treehouse on the plans would not be part of the current project. There had been a change in the ED (ACT Education Directorate previously ETD) personnel.

It was noted that this was a very expensive project with only one set of French doors (not the original two) and the deck and access ramp to cost \$205,000 (P&C contribution of \$105,000 and EDu funds of \$100,000). The previous \$20,000 from the P&C had been spent on library furniture and this would still be used. The school was committing further funds as well as using library trust fund donations for the next 2 years to finish the project by 2018.

f) Board Report

The recent meeting saw finalising of the budget, a presentation about school improvement from Cheryl O'Connor and review of the AOP and assessing progress against that. There was discussion on the data that had been gathered (student testing data) and how to further analyse and make use of it and relating the outcomes back to the curriculum.

There was discussion about partnership of the school staff on the board with the skills and knowledge of the parent members of the board.

g) P&C Council

Last meeting cancelled.

i) Parent rep

No business raised.

5. Other business

School survey - each child had a unique log in number, so if you had more than one child at the school each one could be done separately. Nicole Richardson could be emailed to sort out this email (and a piece was inserted in the newsletter concerning this).

Arts at the school - Michel Starling, parent of a year 4 daughter and a much younger child, is keen to have integration of arts into the curriculum. Art seemed mostly to depend on the teacher for its scope and role in classroom work.

Was it possible to bring art and design into the curriculum and make use of the art space? It was noted there is an unused kiln. There was risk NOT having enough creativity and art in the school.

Plan of Action: The school and Michel Starling to establish an arts committee and a tour of the art resource room and facilities available in the school. It was thought to recruit Jeffery Skew and Scott Calder on to this.

Land adjacent to Forrest Early Childcare Centre - This land had been combined to a single parcel and given to the LDA to sell. This is expected to be sold in October and there has been approval for commercial use, either a hotel or residential blocks. There has been approval for 168 dwelling sites or possibly a 6 storey hotel. Tui (with agreement of the P&C) had sent in a submission raising concerns of its proximity to a childcare and a school last year.

There was discussion of how to lobby for consultation. There is a Forrest Residents association being formed, who would possibly address this.

ACTION: Tui to send another letter to the National Capital Authority and politicians - requesting that the buildings be as low as possible and that a residential complex would be preferable to a transient population if a hotel was built on the site.

Music Soiree - yes this will occur again this year. Chris asked if the P&C could provide the food. A date needs to be set to enable calling for volunteers to help out.

ACTION: Jemma to communicate date, once decided, to Tui.

Shivoo - the DPPA would be happy to run a fundraising BBQ. As they won't have children performing on the night they would be available to run the BBQ. Melissa would be contact parent for this.

Disco funds - in the previous minutes, the funds raised from the disco would go to a cause that the students chose. Nicole stated that the students had many ideas but had not yet settled on one.

NAPLAN results - there was a query as to whether the parents would receive the results before the school NAPLAN presentation on 30 August. The answer was yes, they should be in the mail. The school had received the results and they were above the state and regional scores with good growth in the scores of the students. The school was down at both Year 3 and Year 5 levels in grammar and punctuation, normally an area where the students at Forrest performed well.

Thanks and Conclusion

Meeting closed - 10.30pm. The next meeting will be in Term 4 week 5 - Nov 9th 2016 at 7.30pm.