

# P&C Meeting 4/2015 June 17 - DRAFT Minutes

MEETING: TERM 2 WEEK 8

Date: Wednesday 17 June 2015

Time: 7.30 pm – 9.30 pm

Location: Forrest Primary School

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## 1. Welcome, introductions & apologies

*Chair*

In attendance: Kate Hambly, Tui Davidson, Perdi Mitchell (chair), Rudi Emerson, Jarrod Fitzgerald, Jemma O'Brien\*, Rebecca Vavic, Louise Youngman, Samantha Neal, Ali Kobal, Melissa Turner, Chris Pilgrim\*, Nicole Richardson\* and Hayley Singh\*. (\* denotes school staff).

Apologies: Sally Troy, Jenny Bramley, Simone Mills, Belinda Fitzgerald, Robyn Calder and Karen Gardner.

## 2. Vacant positions on the P&C

*Chair*

Simone Mills who took on the position as Vice President at the AGM has tendered her resignation. She will continue to lead the uniform shop committee and support the uniform shop manager. P&C members were asked to nominate for the vacant positions with the following members elected unopposed:

President – Tui Davidson (vacating the position of Public Officer)

Vice President – Ali Kobal

Secretary – Jenny Bramley

Public Officer – Rudi Emerson

Other positions elected at AGM were:

Treasurer – Kate Hambly

Communications Officer – Melissa Turner

General Committee – Samantha Neal, Louise Youngman, Robyn Calder, Jarrod Fitzgerald, Nicole Richardson and Jemma O'Brien.

## 2. P&C discussion items

### a. Uniforms

*Rebecca Vavic*

Discussion was held regarding potential options for new summer and winter uniforms.

For the summer uniform there was the option to go with a new style, new fabric and new supplier for the summer uniform. Current summer uniform was similar in price to the cheapest alternative.

ACTION: go back to current supplier and seek quote to add piping to current uniform.

Winter uniform was also considered. The alternative pants for boys were not felt to be required as cargo pants were suitable. Decided that uniform shop should have a winter tunic to offer girls. Ideally would also get a skirt for older girls. Looked at sample of available supplies (grey tunic with red/white check) but felt that it was too bright and close to another Canberra school.

ACTION: Rebecca will look at sourcing a new fabric and seek quotes from both Lowes and current supplier. Fabric choices will be agreed with uniform committee and then circulated to Chris, Tui and Ali for consideration. Should a change of uniform colours be considered then children's opinion should also be sought (via SRC) and considered.

### b. Number of P&C meetings per term

*Chair*

Discussion was held to reduce the number of P&C meetings from twice a term (weeks 2 and 8) to once a term (week 5). This was sought to manage the additional burden on voluntary office holders and use other communication methods such as school newsletter, parent representatives and the P&C website to communicate. Other P&C meetings during the year could be called as required. It was agreed to trial this approach from term 3 2015.

### **c. Rental Agreement finalisation**

*Perdi & Kate*

Currently awaiting final advice from the P&C legal counsel and feedback from the Education and Training directorate regarding the possible inclusion of utilities. The school and P&C are seeking to finalise this as soon as possible.

### **d. Traffic outside the school**

*Kate Hambly*

The changes made to traffic flows outside the school were discussed. The aim was to reduce the queuing of cars across both lanes of traffic. Some felt it had done little to improve the current situation as a single lane to feed in was not working, and it would be better if there was someone from the ACT Government providing direction and assisting parents through transition.

### **e. Trivia Night**

*Perdi Mitchell*

Trivia night was held on 29 May. Was a significant success with around \$10,000 raised mostly off the back of the number of quality donations that were sourced by Louise Youngman. Thanks for all Ms Youngman's efforts were given by all those at the meeting. Still need to determine what the donation will be put towards and will be discussed with the school – who indicated choices could include ICT resources, literacy resources, height adjustable desks or classroom resources. Thanks were also given to Nicole Richardson who had made it a much more seamless process from the school's point of view.

Any lessons learnt should be provided to Tui and Perdi in preparation for 2016 Trivia night. A suggestion was made that we should think about having more EFTPOS machines, and consider taking them around to tables to make the process of paying for items at the end of the night faster and easier.

### **f. Parent Survey**

*Perdi Mitchell*

2015 Parent Survey has been completed. It closed last Saturday and attracted 86 responses this year. This was slightly down from 97 responses last year. The analysis of results is yet to be complete but will then be disseminated to the community and be considered in the development of the strategic plan. The winning class from responses is yet to be determined. The results will be published on the P&C website and within the newsletter.

## **3. Standing items**

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

*President*

The minutes of the previous meeting were approved - proposed Louise and seconded by Nicole.

### **b. Action list review**

*President*

Ms Singh puts notes into the Kindy bags regarding the parking and drop off situations around the school. Ms Richardson advised that the ETD released a BYOD policy last week which will go the school executive and then the School Board for consideration.

### **c. P&C Executive report**

*Kate, Tui and Perdi*

A new booking keeper service has commenced – Affinityb. They are using cloud based accounting system – Xero – which includes online time sheets. FOOSHC will be purchasing a new desktop and a new lap top to support online systems and additional staff.

A new assistant director has been employed for FOOSHC. Kate Raffan will be joining the service in two weeks. Kylie Keane is offline now filling the role of educational leader, which will build on the work she led for the National Quality Framework. Ali K will be the first point of contact on all matters relating to FOOSHC.

### **d. Principal's report**

*Chris Pilgrim*

Chris spoke about efforts that school and teachers have gone to complete reports for the half year. Moderation has been undertaken within each year level. Information will be provided within reports on how to improve performance. Also discussed were Dance Kids video, preschool literacy presentation.

School validation will be undertaken shortly against 4 year strategic plan. An initial meeting will be held with committee (including one public and one private school principal) in week 9. The report on validation will be made public once finalised.

An alternative solution for the bag hooks was being sought. Still in discussions with teachers but likely to be inside utilising some new and some existing bag hooks in corridors.

School chickens are doing well. They are on a special diet as too many scraps have been contaminating the cage with mites. School will discuss with FOOSHC looking after the chickens in the school holidays. School is also looking to set up a new sustainability committee. Will seek to organise a working bee to upgrade the chicken enclosure and vegie patch.

#### **e. Parent Rep Liaison**

Tui and Nicole spoke about lack of engagement from parents. Indicated it is a very different year from last year with some parents not communicating with classes very much. Nicole has emailed all parents and sought a few more. Will continue to send out messages to increase communication.

#### **f. Deakin Preschool liaison report**

*Hayley Singh*

Ms Singh provided feedback on recent happenings at Preschool. Only 4 committee members who have decided to focus on community activities and not fundraising. Have held a BBQ and picnic so far. Got a grant last year for a communication tool. Have received support to change from an app (proposed last year) to an all-weather notice board. Grant is for \$500. May seek financial assistance to pay for remaining expenses as expected to cost \$2500 in total. Preschool committee may seek to join with the P&C. It was noted that the DPPA are no longer collecting voluntary contribution which the school now seeks directly from parents, and is a considerably reduced amount (\$400 per year down to \$100).

#### **g. School Board report**

*Chris Pilgrim*

School Board's last meeting was focused on the fence consultation – outcomes of which have been published in the school newsletter.

Next meeting is next week and will consider pre-validation documents.

#### **h. School works (playgrounds/toilets/library etc).**

Most of these activities are now complete. Will await to hear back from ETD regarding the library. Playground phase two can only commence once the library is complete.

#### **i. P&C Council report**

P&C Council had Canteen meeting tonight. Kate has requested notes from meeting to see if areas of interest for school canteen.

#### **4. Other business**

*President*

Sam Neal has offered to participate on the uniform shop committee with Simone and Nicole. No one offered to take on role of P&C Council delegate so will keep the position open, acknowledging that notices are still being received by officer holders.

#### **Thanks & Conclusion**

*President*

Next P&C meeting: Term 3, Week 5, on Wednesday 19 August 2015 at 7:30pm.