

P&C Meeting 2/2015 Minutes

MEETING: TERM 1 WEEK 8

Date: Wednesday 25 March 2015

Time: 7.30 pm – 9.30 pm

Location: Forrest Primary School

1. Welcome, introductions & apologies *Chair*

In attendance: Jemma O'Brien, Nicole Richardson, Michelle Bourdet, Perdi Mitchell, Jenny Bramley, Yasmine Gray, Kate Hambly, Chris Pilgrim, Robyn Calder, Louise Youngman, Simone Mills, Samantha Neal, Jarrod Fitzgerald, Melissa Turner, Karen Gardner.

Apologies: Sally Troy, Amanda Hill, Ro Mitchell, Ali Kobal

2. P&C discussion/decision items

a. School BBQs - to fund Ali / Secretary

The decision was that the school needed one BBQ and could use the Afters BBQ if a second was required. The vote whether the P&C will fund the BBQ will be delayed until the next meeting, once the financials are in and the budget for the year has been finalised.

b. Wasps around the school/soft drinks *Jenny*

Chris Pilgrim said the wasps nest had been eradicated. They will always be a problem in Canberra.

Straws were going to be trialled - given to the children from the canteen and if needed, in the classrooms if the children were going to take their drinks into the playground. Education of the children concerning the hazards of bees/wasps and soft drinks was to be undertaken.

The discussion then extended to sweet soft drinks in general. It was requested that the canteen review selling of these drinks and only offer fruit juices. Chris Pilgrim thought juicy cups had been banned but were still being sold. These will be discussed with the canteen committee and Fleur.

Actioned: Emailed Fleur, canteen manager, to give straws out with the LOL drinks.

Actioned: Emailed Jemma O'Brien - she will discuss the wasps and drinks issue with the team leaders, so the children can be made aware.

ACTION: Canteen committee to discuss screw cap drinks and juicy cups.

c. Trivia Night - Friday May 29 *Louise*

The preparations are well underway with a good response for donations. Thanks to Louise for doing this. Some donations are still to come in and probably now have sufficient. The donors and donations will be included in the newsletter - for publicity and thanks.

Actioned: Louise prepared list for the newsletter.

d. Bag Hooks at Afters

The bag hooks have been located outside at Afters. This was following many discussions and exploration of alternative ideas. Chris said the previous bag hooks across the windows did not allow for 'line of sight' of the teachers to the students when using the junior hall and the adjacent outdoor space. Yesterday there was a downpour and the bags were wet and it was difficult to move all the bags into the hall in a timely fashion - less than an ideal situation.

Ideas floated where - hooks along the corridor towards the Kindy rooms but these were not in view of the educators and would obstruct the hallway. Box slots - too many, too big, would become dirty. Cover the outdoor area - it is currently used for cooking and covering it would lead to other problems to solve.

One potential solution is to have removable racks/brackets and the hooks on their beam of wood could be fitted each day for Afters. The beams could be stored in the Afters cupboard overnight.

There was discussion of damage to the wall, but the brackets/beams could be covered with foam/padding at the edges to prevent this. The brackets could also be removable and the wall holes plugged during the day. Chris thought this was an avenue that could be explored.

e. Other Giving - do a “deal” on school uniform *Jenny*

Following on from the discussion about giving uniforms/book packs out if required, Jenny suggested that perhaps advertising for “lay-by” or doing a deal with a “purchase plan” to buy school uniforms, then the decision of the pricing and plan could be left up to the uniform shop manager or Raeline. Simone suggested that this could be included in the information/advertisement when the new manager was appointed and the relocated uniform shop up and running.

Actioned: Advise uniform manager of “deals” that can be offer for clothing.

3. Standing items

a. Minutes of last meeting *Secretary*

Proposed Robyn, seconded Jarrod. Carried unanimously.

b. Action list review *Jenny*

The times of lunch and recess have been included in the parent information pack according to Nicole and this will be removed from the Action list.

Traffic issues were again discussed. Kate made a suggestion of putting up a sign at drop off and pick up - “kiss and drop” being the intention of the wording. This was agreed by Chris.

The school traffic policy/pdf again needs to be put back in the newsletter and perhaps sending it out with the Kindy children, whose parents seemed to be the ones who get out of their car and obstruct the traffic.

Actioned: Kate will discuss with parents interested in the traffic issue about wording for a sign.

ACTION: Email Chris to have the traffic flow and parking information in the newsletter. A printed copy to go home with the Kindergarten parents.

c. President’s report *Perdi*

Welcome BBQ - thanks were given to the organisers and the helpers - Nicole, Pam, Jarrod, Belinda and Ali and all the others who helped. It was a great success with 2 ½ times as much food as the previous year and more was needed. There were lots of new parents. Nicole had organised a note to be taken home by all the children (not just Kindy) - a great idea and something that could be repeated in 2016.

National Quality Framework Accreditation - the service was ranked as exceeding in all areas - well done to Raeline and her staff. A thank you dinner/party is going to be organised.

Strategic review - 10 recommendations which would be posted on the website. The recommendations were in the process of being enacted - such as position descriptions and an organisational flow chart.

Rental agreement - this is in its final stages. The “rules” and contract are being finalised.

Uniform Shop manager - the applicant will be interviewed and will hopefully be in the position early next term.

ACT P&C Council - Thanks to Melissa and Kylie who wrote an article for the newsletter - about a successful P&C and included Beyond the Fence. This will be placed in the newsletter and on the website.

Survey - delayed until term 2 with the feedback from the school being considered.

Actioned: Emailed Nicole to send out the Welcome BBQ note again in 2016 - with thanks given.

Actioned: Emailed Melissa - to put on the P&C website and arrange for a suitable version to be published in the newsletter.

d. Principal’s report *Chris Pilgrim*

For the full report: <http://forrestpandc.com.au/wp-content/uploads/2012/11/T1-Week-8-25.03.15.pdf>

Year 4 NAPLAN forum has been delayed until Monday 30th - 4.30 pm

Literacy night was scheduled - aimed at Preschool, Kindy and Year 1

Gifted and Talented - Belinda Gough had been to workshops. Testing of Year 4-6 children.

Student Environment (library plans) - the staff had embraced the project. P&C to consider funding half of this. Another common area was needed for learning and teaching. The year 6 common room works well. Flexible space - moveable furniture, updated IT rather than fixed computers (school given separate budget every 4 years to keep IT up-to-date). NAPLAN will be on computers in the future.

The outdoor space would include a tree house like structure and a tiered deck.

The P&C money would be put to capital costs with the ETD funding the remaining amount.

Chris presented plans for reviewed - these had not previously been seen by the P&C. It was requested that they be put up in the foyer for the school community to review. It can be discuss further at another P&C meeting. Feedback about the plans was requested from the Board, who were meeting next week.

Will need to move the library again. The carpet just recently purchased will be reused in another area. It was noted that money had already been spent on a library refurbishment and that this was now wasted money if the second library redesign went ahead.

Simone noted that the "World Teaching Prize" had been given to a teacher who had brought the library to the classroom - the executive stated that this would be expensive.

Fence - there was much discussion about the process. As per the full report (link above) Chris outline there were 3 steps. The first step was consultation - many of those present did not think that 5 hours notice of the ETD turning up at the P&C meeting (and notice only being given to the P&C president who then endeavoured to pass the information on via the FOOSHC email list) constituted consultation and the ETD presentation was originally organised when the fence was thought to be a fait accompli (so wasn't organised for consultation).

Step 2 was the letter sent to parents and the voting slip. There were issues with the voting slip which had both the child's name on it as well as a space for the parent's signature - so seriously not de-identified. Chris acknowledged that this could have been done better. Nicole Richardson from the executive had been appointed as returning officer and was going to de-identify the votes. There were also issues with the letter - feedback had been given to members of the P&C that why would you send in your 'no' vote as the school had obviously already decided. It was noted that there were four criteria for considering installation of the fence with only one of these being the community feedback. It was felt that the voting was going to be skewed as parents did not have enough information other than a "perimeter fence". Information such as design and height and locking of the fence after school hours was not given. Chris and Nicole presented to the meeting some positive feedback on the voting forms - believing this meant many of the parents did not need more information than a "perimeter fence".

Step 3 - once a decision had been reached about having or not having a fence there would be community consultation on the design but NO vote.

A question was raised about consulting the children via the SRC - Chris stated that this was an adult decision.

The P&C felt that the process was not appropriate and a letter would be sent to the ETD outlining the issues (with a copy being forwarded to the principal).

ACTION: Robyn to draft letter to the ETD about the issues the P&C had about the fence process.

e. Deakin Preschool liaison report

There was an appointee for this position. Jarrod will email Jenny with the details.

ACTION: Jarrod to email secretary with details.

f. Board report

Meeting next week - discussing AOP 2015 and contributing to the Board report for 2014.

g. P&C Council report

No-one was able to attend.

h. School works (playground/toilets/library etc.) *President, Robyn and Melissa*

The toilets had been completed and the problems rectified.

i. Parent Rep Liaison

Currently missing parent reps from 5B and 5J.

4. P&C members' questions

a. Class sizes *Secretary*

Year 2 class sizes have increased with new arrivals. Year 5 also has larger class sizes. The teachers will be given extra sessions for planning and the RTI (reading assistance team) will be helping with Year 2.

b. Year 3 NAPLAN Forum update *Robyn*

Forum delayed due to ill health - next Monday.

5. Any other business *President*

Home work at Afters - Simone asked if this was a possibility. As the students went to bed reasonably early, it was hard to fit in homework in the evening. It was thought Raeline had considered this but there would be difficulties. One of the afters activities would be homework tutors.

School Handbook - DPPA (preschool association) not included. Also minimal and out of date coverage of the P&C and its businesses. The P&C requested further information about when this might be available for all parents on the website.

Thanks & Conclusion *President*

Next P&C meeting (including AGM): Term 2, Week 2, on Wednesday 6 May 2015 at 7:30pm.