

FORREST P&C Meeting

Meeting: Term 2 Week 5
Date/Time: Wednesday 29 May, 2019 - 7.30pm
Location: Forrest Primary School - Staff Room

1. Welcome & apologies

Chair

Tui Davidson opened the meeting as Chair. Attendees introduced themselves.

Apologies – Jarrod Fitzgerald; Cath Caldwell; Melissa Turner; Suji Song; Cristina Zierholz; Chris Pilgrim; PaoYi Tan; Alexandra Spark; Sky May; Sally Troy; Verity Blackman

Attendees – Tui Davidson; Claudia Lam; Jamie Haynes; Fiona Glaskin; Sonya McColl; Gen Herbert; Ali Sewter; Hayley Munsie; Nicole Richardson; Jemma O’Brien; Perdi Mitchell; Marina Spurgin; Warwick Burton

2. Discussion items

a. School events committee update

Claudia provided an update on committee meeting. Aim is to work collaboratively as school and P&C.

Discussion about having a focus for fundraising – shade sail has been committed to already and we need to ensure these funds are covered first - \$44k committed in the budget. Shade sail has been approved and can be ordered by the school with the invoice provided to the P&C. School should be aware of replacement needs due to bird damage as well as potential for condensation to make play equipment slippery.

Trivia night funds have been traditionally provided directly to the school. School should be responsible for managing any projects following agreement with school and P&C what the aims are – items to be purchased and amount required.

Trivia night took years to build over time to success so need to be realistic about outcomes.

Term 2

Week 8 Thursday 20 June – disco with bbq run by P&C.

Week 9 – movie at Manuka or Hoyts. Working on pricing to include ticket, snack and small amount for P&C.

Term 3

Trivia/games night with silent auction (start online before event) plus student art. No hampers this year. Venues – Deakin Club, Southern Cross Club, Eastlake Club. Eastlake - \$8 per person for antipasto platters and \$300 minimum spend on bar. Southern Cross Club - \$900 room fee and food purchase requirement, portion of fees can be returned to school. Committee to consider location and pricing options. Committee to consider ways to reach out to school community to see what talent is available to MC etc.

Student talent show managed by teachers.

Term 4

Astronomy night; Shivoo; Obstacle day on the oval - Obstacool. Inflatable activities for kids. Small fee to cover cost. P&C to run a bbq.

Committee meeting to be held in coming weeks.

Action: list of potential events to be circulated

b. Canteen update

Canteen has consistent number of volunteers with some support from FOOSH. Internet access required for canteen – Nicole has followed up. Gen to follow up with P&C Council

Excellent feedback on Dipendra and his interactions with staff and children – P&C noted their thanks. Concerns he may leave at end of year. Canteen may need to return to school. Healthy Schools has expressed interest but concerns outsourcing may require the kitchen be shut down and prices may increase.

Canteen audit – expecting report which may restrict some foods. Overall audit was good but noted a paint and some upgrades required. Audit report will be circulated to school and P&C (to be discussed by canteen committee).

Action: Gen to follow up on canteen internet access with P&C Council

Action: canteen committee to meet to discuss audit outcomes and future options

c. Learning Support Unit

P&C letter to the school tabled.

Claudia provided update on P&C meeting with school executive members. Meeting members expressed mutual praise for the LSU itself but noted concerns regarding access to the oval.

Letter and indicative drawings send to the Department - Infrastructure and Works Committee and then to the Deputy Director General. Waiting for a response.

Concerns raised about current conditions – wet and dark now.

Discussion regarding outcomes and timing – ideally Dept. reviews and offers remediation and funding. Cannot make any changes ourselves as the Dept. owns the property.

Follow-up email to be sent to reiterate urgency due to wet, dark conditions and ask for timeframe for response.

Funding requirements – may need to reconsider budget priorities if no government funding. Design fees, landscaping, fence changes.

Risk management for oval access – how can parents access the oval to retrieve children. Tan bark likely to wash into neighbouring property. Need to conduct a risk assessment of options and hierarchy of controls. Only current way to mitigate risk is to close access to the oval via the current access corridor.

Public liability is held by the school so need to ensure their involvement.

P&C letter tabled to the Board – parent representative noted that if there is a perceived risk to children then the Dept. could request access to be closed.

Action: Hayley to discuss with Chris who is best placed to follow up with department to seek a timeframe clarification and reiterate urgency

Action: Ali to discuss with Hayley conducting a risk assessment with WHS trained FOOSH and school staff

3. Standing items

a. Minutes of the last meeting

Moved by Perdi, Seconded by Sonya

Secretary

b. Action list review

List updated

Secretary

c. Executive report

Vice President

P&C letter tabled regarding LSU.

Thanks to Carl and Kylie for leading FOOSH while Ali was on leave.

d. Principal's/School's Leadership team report

Hayley Munsie

Hayley tabled the Executive Report

Teachers attended the Stronger, Smarter Leadership Programme and would like to look at ways to share with parents and wider school community.

Reconciliation week – Culture Club continues to be a success. The P&C noted their thanks to Louise McMullen for her commitment to Culture Club.

NAPLAN – went smoothly with few IT challenges

Staffing – Jeremy Hadrill on extended leave for Term 2 with Cara Tink-Evans covering year 2. Additional staff in the LSU.

Teacher workload – See-Saw to be used to share term overviews.

Interviews – run over 2 nights after hours. Still need to book into sessions and can still include children in interviews.

Parent forums ongoing. Thanks from P&C for openness to ideas and ongoing discussion with parents.

Google information sessions being run for parents.

Forrest is now a category A school meaning students from out of area cannot be enrolled unless they meet specific circumstances. This includes some teachers who have students at different schools – this runs counter to the schools requirement (and desire) to run a family-friendly work environment. The P&C noted their disappointment in this approach.

e. Deakin Preschool liaison report

Bunnings BBQ June 10 with Deakin IGA donating supplies.

Considering outdoor garden – designs being discussed.

f. Parent Rep Liaison

Parent reps will be reinstated for senior classes.

Email to parent reps included information on P&C and how to get involved. Parents need to be signed to See-Saw to ensure communication.

See-Saw communication use needs to be clarified – responses via See-Saw or email. PDFs can be a challenge on See-Saw.

Action: include an article in the newsletter regarding how See-Saw is used – what it is used for and best methods of communication.

g. Board report

Reconciliation Action Plan underway.

2018 Board report tabled. Will be on website.

Voluntary contribution – forms to be resent. Looking to send by email.

h. P&C Council report

Sonya attended meeting 28 May.

New school reports being rolled out nationally for standardised reporting. Forrest to commence using later in the year. Reports are achievements focused and will have a PYP-focussed area included. New reports will streamline reporting and reduce teacher work by auto-generating some fields. Concerns the

feedback provided in the reports (grades in particular) is not necessarily the best for students and discussion should focus on strengths and behaviour. Before the reports come out, an article can be included in the school newsletter explaining the new format and reassuring the parents that students receive regular feedback throughout the year.

Action: article to be included in the school newsletter explaining the new format and reassuring the parents that students receive regular feedback throughout the year

Bus challenges with new timetable – arriving early due to new timetable and have no supervision or are late arriving due to full busses. Ali attended a forum and noted need to continue to raise issue.

Employure – P&C Council is a member and P&C can call as required. Legal, HR, employment issues – can call for advice and fees are charged for follow-on services.

Schools can request CCTV installation. Privacy concerns raised but cameras only on outside school hours.

Discussion about financial literacy for students and the availability of materials – schools able to decide if that want materials. Schools will be contacted directly.

Interest from parents in music classes - Telopea run a music programme – 30 min lessons for students during the week in class time. IS this something that could be replicated?

Action: Marina to discuss bus article with Nicole

4. Any other business

Chair

Thanks & Conclusion

Chair

Meeting closed 9.40pm.

The next P&C meeting will be in Term 3, Week 5