FORREST P&C Meeting

Meeting: Term 2

Date/Time: Thursday 18 June 2020 - 7.00pm

Location: Via Zoom

**1. Welcome & apologies** Chair

**Attendees**: Sky May, Nicole Richardson, Hayle Munsie, Jarrod Fitzgerald, Claudia Lam, Josie Chamla, Marina Spurgin, Sonya McColl, Chris Pilgrim, Renee Berry, Jamie Haynes, Perdi Mitchell, Tui Davidson, Warwick Burton, Ali Sewter

**Apologies**:

1. **Discussion items**

Acknowledgment of Ali and Toni – and their team - for their work over the last few months for managing the challenging situation. Also thanks to the committee for managing changes. Thanks for the support from the school when we have made difficult decisions. Thanks to the school for all the work the teachers did managing a challenging time and online learning.

1. LSU
	* Ali, Claudia and Jarrod met with the Mark Bennett of Infrastructure on 17 June to discuss the LSU fence realignment.
	* The meeting went well it was expected work would happen in the school holidays (July school holidays)
	* Claudia requested a meeting with the contractor prior to works to ensure we are all on the same page which Mark agreed to.
2. Indigenous grant
	* Thanks to Jeremy Hadrill for all his work in applying for the grant. The mural is now completed. Jeremy and Ali will continue to work together to ensure we meet all the criteria. This grant does prevent us from applying for other grants. Chris also recognised Jeremy’s work in achieving 3 grants – one for a book, for the mural and to bring in storytellers.
3. After school activities
	* No activities in Term 3 due to covid. School’s decision to have no non-teachers or student in the school precludes us from having activities – a position the P&C supports.
4. Canteen
	* Currently closed until at least end of term 2. Looking to reopen in term 3 as long as no over the counter sales take place – lunch orders only. Question about whether volunteers will be allowed back in the building – will need 1-2 people to support Dipendra with lunch orders.
	* Given changes to breaks during the day, lunch could now be served during the second break at 1.10pm.
5. JobKeeper
	* Question raised as whether the P&C should contact the P&C council to raise concerns to government about the cut to JobKeeper payments to childcare sector. FOOSHC staff looking to write to ministers and create a petition. Concerns raised that childcare workers taking the brunt of the covid downturn and the changes to payment means we may lose some staff as we can’t give them enough hours to provide the same income as we could pre-covid. P&C were expecting the JobKepper payment to continue till September and managed staff and budget on that basis. Free child care impact – first week of school holiday programme is full (free week) but second week which is fee-paying has only 10 children. Staffing challenge due to sick staff.
	* **ACTION**: Marina to draft letter for review by Jarrod and Ali to go to P&C Council
6. Covid
	* P&C expressed thanks to the school for all their work during the last few months. Parents have organised a thank-you for teachers and working on another way to thank teachers. Looking for ideas – how can we thank the teachers?
	* Hayley acknowledged Chris and the way she managed the school over the last few months.
	* During the Covid period the school has incurred additional costs for furniture, garden planting, corridor improvements and a large water bill putting pressure on the budget. P&C has made a donation of $10k to help mitigate costs. Further detail in the Principal’s report.
7. Community engagement
	* School is looking at creating a 2020 book to remember the year and the challenges face. Include in a new time capsule.
	* School’s time capsule is due to be opened in 2020 – school to organise an article for the newsletter about the time capsule and arrange a time for it to be opened.
	* **ACTION**: school to organise article for newsletter and create a book for new time capsule. Time to be arranged for opening of current time capsule and placement of a new one.

**3. Standing items**

a. Minutes of the last meeting

* Sky moved, seconded by Jarrod

b. Action list review

* FOOSHC received request for enrolment of children with special needs – will require additional funding and staff as well as facilities upgrade.

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

* Report attached to minutes.
* Call for voluntary contributions has seen $19k raised recently – school budgeted for $20k so on track.
* Break changes mean the canteen could provide lunch at 1.10pm

e. Deakin Preschool liaison report

* P&C has provided support for a family struggling at the moment. Family has offered their thanks.
* Fundraising not happening right now but considering how it might happen this year.

f. Parent Rep Liaison

* Classes working on thank-you presents for teachers.
* Recognition that parents took on additional responsibilities over the past few months and some parents needed additional support to manage working, childcare, home schooling.

g. Board report

* No board report available.
* P&C requested board report at next meeting to understand contingency funds set aside to manage funding challenges – Chris Pilgrim agreed to report back at the next meeting.
* Chris Pilgrim subsequently called the P&C Secretary on 22 June to state that a board meeting was to be held within two weeks and that a board report would be provided at P&C meetings in future.

**ACTION**: Chris to provide Board report at next meeting including update on contingency funds

h. P&C Council report

* No report

**4. Any other business** Chair

* Question raised if excursions that were paid for will be refunded – need to follow up with business manager.
* Question asked if Year 6 band is meeting – school stated they were and teachers were organising times.
* Josie asked if it was possible to add a line to forms sent home to enable parents to purchase and additional sausage, dance etc. that could be used for a child in need. Attendees agreed to this being put in place. **ACTION**: School to add to forms

**Thanks & Conclusion** Chair

Meeting closed 8.46pm

The next P&C meeting will be in Term 3

Forrest Primary School

9 Hobart Avenue, FORREST ACT 2603

Phone 02 6142 1470

Website: [www.forrestps.act.edu.au](http://www.forrestps.act.edu.au)

E-mail: info@forrestps.act.edu.au



**Forrest Primary School P&C**

**Executive Report T2 Week 8**

**SUMMARY OF THE COVID EXPERIENCE FOR FORREST PRIMARY SCHOOL**

I’m sure you have followed the multitude of communications in the Newsletter.

Teachers adapted to online learning overnight, supported families through the period with phone calls, emails and either the See-Saw or Google communication platforms.

The junior school programmes were presented through the See-Saw platform and the senior school programmes through the Google Classrooms platform. Cohort teams used their strength in collaborative planning to design and deliver programmes based on the Units of Inquiry.

**Teachers found that:**

Children improved their ICT skills immediately (as did they)

That children demonstrated flexibility and commitment on the whole.

Parents appreciated the constant communication and support from teachers

Parents appreciated the school’s priority of encouraging safety and wellbeing above all else

Parents felt understood by the school.

Teachers bounced back to face to face teaching and learning as did the children

Teachers were responsive and resilient

Teachers felt safe and looked after by the school, the directorate and ACT government.

Teachers appreciated learning new ICT skills

Staff appreciated the school’s commitment to the wellbeing of staff in:

* encouraging them to work flexibly according to their needs
* Prioritising wellbeing and safety of staff and their families
* Trust extended to all staff to work professionally while taking care of themselves and their families.

All staff are to be commended on the way they entered the COVID period in a businesslike way, adapting to remote learning overnight. They began to communicate with and support families immediately and they continued to support families throughout the lock-down period.

In the same automatic, positive way, staff ‘bounced back’ to work ready and excited to return to face to face teaching.

The school supported teachers to begin reports as soon as they returned to work, predicting the national outcome whereby there would be no A-E and no grades. In that way teachers were given a reliable framework. This gave teachers reassurance and allayed any anxiety about writing reports over challenging circumstances.

There have been three people in vulnerable categories on COVID leave, two of whom have returned to work.

**FINANCE AND BUDGET**

2020 is proving to be a challenging year in terms of finance, budget and staffing. Schools have two budgets: a) a dollar budget which does not included staffing, and b) a staffing budget that is based on a point system of a notional worth of a worker. Both budgets have been negatively impacted by the following factors in 2020:

1. the new Enterprise Agreement (EA)- staffing and furniture
2. COVID- reduced income
3. Upgrades: the junior school corridors and development of the indigenous garden

**Enterprise Agreement (EA)**

 At the end of 2019 the AEU and the directorate signed a new EA which states that classes K-3 must be capped at 21 students. In our situation that meant:

 moving from 3 to 4 classes K-3 = 4 extra teachers

adding another fourth specialist teacher = 1 extra teacher

Year 6 was moved to 4 classes in Term 1 because large numbers were predicted in year 6.

= 1 extra teacher. One teacher has taken leave this term and we have reduced the classes to three for that period because the classes didn’t grow as expected and the current configuration meet the requirements of the EA as the classes cluster around 30.

***Re-organisation of the School Day***

To meet the requirements of the EA we have re-organised the school day.

We now have four 20 minute breaks (playgound duty periods) which is working for the children and teachers alike.

Children get to play more and teachers get to look after personal needs and prepare lessons and classrooms.

10.55-11.35 Breaks 1 and 2

1.25- 2.05 Breaks 3 and 4

**Indigenous Garden**

The indigenous garden was built throughout the COVID period. The intention to have volunteer labour for planting did not occur because of COVID which meant we paid for planting. This resulted in a deficit of approximately $7,000.

*Excess Water Bill connected with Indigenous Garden*

During the construction of the garden there was a leak in a pipe, probably caused by a spade going through it, that cost the school $12,000 in excess water bills.

**School Upgrade**

The junior corridors are now finished but the ledger balance shows a deficit of $45,000.

There are two reasons for this:

1. $10, 500 added cost of removing old vinyl tiles.
2. Unable to use the planned reserves against the ledger (see details in April finance report)

**Car Parking**

After longstanding, high level of stress of staff because of lack of car parking space for staff,

Forrest has been successful in working with “Infrastructure and Capital Works’ (ICW) to get a car park project up and submitted for funding and progression approval. We are hopeful of approval over the next few weeks.

**Stimulus Initiatives**

**Roof**

The roof in the kindy area (KA and 1M) and in the library and an upstairs office leaked after the rain (that followed the bushfires and hail).

The roof (kindy and library) has now been replaced and any mould is being removed.

External painting is also happening as a stimulus initiative.

We have a new BSO and a new all day cleaner.

**Demountables**

Forrest has been given a second demountable, and, as promised, it is currently being installed and will be ready for occupation by the beginning of Term 3, which means that all classes will have their own classroom for the rest of 2020.

**School Review and the IB Evaluation**

School Review will be undertaken this year in Term 4, Week 2. Term 2 is warming back up to school; term 3 re-focus on the School Priorities and the National School Improvement Tool (NSIT); Term 4 undertake Review!

The IB PYP Evaluation has been moved to 2021.

**Acknowledgement of P&C Donation**

A beautiful surprise ending to this narrative is that Chris and Jarrod met on Tuesday 16.6 and afterwards the P&C made a donation of $10,000 to the school to mitigate the above costs in this challenging period. We also thank the P&C for the 19,000 donation towards teachers’ PL books and the STEM TV. We thank you and are grateful for this support to the school.

**Dear Jarrod, members of the Forrest P&C and community members,**

Thank you! The Interactive Whiteboard generously provided for the new STEM programme by the Forrest P&C has arrived, and it is fantastic! I have utilised it in almost every lesson since it was wheeled into the room just over a week ago. The IWB has enabled us to inquire deeper into our learning through viewing, writing, drawing, brainstorming and manipulating interactive displays and it has been absolutely crucial in modelling the new coding units I have started with Year 3 and 4. The provision of this new board will benefit STEM learning as a specialist subject for many, many years to come and I, as well as all students who have accessed it, are very grateful. Look out for a photo in this week’s newsletter! **Dan Heap**

Chris Pilgrim

17.6.20