FORREST P&C Meeting

Meeting: Term 4

Date/Time: Wednesday 18 November 2020 - 7.30pm

Location: Via Zoom

**1. Welcome & apologies** Chair

**Attendees** – Jarrod Fitzgerald (President), Perdi Mitchell (Vice-President), Sky May (Public Officer), Fiona Glaskin (Secretary), Ali Sewter (FOOSHC Executive Director), Sonya McColl (Parent Rep), Jamie Haynes (Treasurer), Amber Light, Aaron Glaskin, Julie Cooper, Marina Spurgin, Josie Chamla, Jo Girdler, Peter Wenzel

**Apologies** – Chris Pilgrim (who also passed on apologies from the school’s leadership team), Sonya McColl

1. **Discussion items**
2. **Community engagement**
* Scavenger hunt now completed - 11 families involved
* Planning for 2021 - planning 1 event per term
* Looking for new committee members to help plan next year
* Welcome bbq, movie night- looking for new great ideas and additional committee members
1. **FOOSHC update**
	* Lost 50% staff due to Covid. Scheduling additional staff to help students pack up. Parents keen to go back into the school but holding off until end of year.
	* Looking for new staff - recently hired 4 new staff
	* Assessment and rating coming up
	* Reconciliation Action Plan - have been working with the school but now looking at having a stand-alone one. FOOSHC has a good committee and they are undertaking some training.
	* Maintenance issues - cubby deck needs to be replaced as is dangerous now. School has confirmed FOOSHC can proceed. Potential contractors have secure job codes so can proceed. **P&C has APPROVED funding for replacement**.
	* End of year party - funded by P&C. Confirming dates with school.
	* Ali presented at Kindy info night
	* Concerns about enrolments next year - waiting list already growing.
	* FOOSHC closes 18th and reopens on 4 January. 2 week shutdown. Email has been sent to parents notifying them.
	* School holiday programme being finalised - conducting risk assessments and looking to going back into community for first time since covid.
	* LSU fence work now completed. Space has opened up considerably. Staff and children reportedly very happy.
2. **Budget**
	* Focus in improving infrastructure at FOOSHC - sun shade, outdoor hand washing facility, cubby deck, purchase new washing machine, painting the kitchen, sporting equipment
	* School - to discuss providing funds to replace red and yellow play equipment - need to discuss with school. **AGREED $300 per teacher to purchase supplies for the class**.
	* Gift vouchers for parents for local cafes - Ali received overwhelming response of thanks and saw many families donate them to other families and organise meeting up.
	* Staff pay increase expected and so included in budget.
	* Increased budget for food to ensure children are well fed.
	* Rest and play regulation – FOOSHC needs to demonstrate areas for children to get away from noise and give them a space to rest – space for children read books and have a break. Rest pods have been purchased to give them a quiet space.
	* Finances in a good position so looking to invest in improving infrastructure and maintenance concerns e.g. kitchen
	* $140k spend to replace red and blue a few years ago - expect similar for red and yellow replacement. Hoping to ensure involvement of kids in deciding what equipment is best.
	* Canteen continues to run at a loss but recognise it is an important service and so will continue to run. A parent asked about improving the running of the canteen to make it a more viable business. Later lunch time means we can improve food. Josie now working at the canteen and working with the committee to review offering. Need to reach out to the incoming parents for new volunteers. Covid restrictions making it more challenging. **ACTION**: **in new year - promote canteen and call out for new volunteers**
	* No increase to fees. Budget based on 125 children but may have to set lower due to staffing.
	* Infrastructure spend - $50k required for shade sail, outdoor basin
	* Crack in the retaining wall outside the hall - Business Manager stated it was school property. **ACTION: Ali to follow up with school about repairs**
	* Air conditioning struggled with smoke last summer due to it being evaporative. Do we need to consider replacing? We use school air conditioning which is maintained by the Dept. Have bought fans to help manage day to day. School is on the list for upgrades.
	* Hold $250k in reserve to cover emergencies, employee obligations etc.
	* Acknowledge that the Dept. Education has supported FOOSHC and we have not been required to pay rent during covid. This allows us to provide funds to school e.g. to replace the red and yellow

**BUDGET APPROVED**

1. **P&C next year**
* First meeting is AGM in Term 1
* Looking for new members. If interested reach out to current members.

**3. Standing items**

**a. Minutes of the last meeting**

* Moved by Perdi
* Seconded by Sky
* **ACTION**: **confirm timing of asbestos events in responses provided by the school. Jarrod and Ali to confirm**
* Jarrod has sought clarity regarding section in responses about loose parts being high risk and lack of support from the school. Ali provided feedback on loose parts and the programme and rejects claims the programme is high risk. Ali reported the asbestos to the school 45 mins after it was found - if school processes fell down that is their responsibility. Jarrod, the P&C committee and parents provided support for the programme and the role it plays in connecting children to the earth, especially important for our indigenous children and their connection to country, and it provides the opportunity for children to be active and participate in hands on self-driven play. **ACTION: Jarrod seeking clarification and will provide response to the P&C.**

b. **Action list review** Secretary

* + Completed and updated. To be circulated with minutes

d. **Principal’s/School’s Leadership team report** Chris Pilgrim

* Provided by school. To be circulated with minutes.
* **ACTION**: **Term 3 report included reference to a new car park model. The P&C requests an update on plans.**
* **ACTION**: Concerns were raised about the placement of the demountables as they are encroaching on the oval play area and may impede its use as a community play space. **ACTION: Jarrod to confirm with school if there plans for more and how is the community play space being preserved**

e. **Deakin Preschool liaison report**

* No report.
* Rachel should be applauded for her work and for achieving great results during their assessment and review. P&C want to express their thanks and appreciation.
* Preschool is considering a 'loose parts' area for risk-based play. To consult with Ali on the risks associated and management.

f. **Parent Rep Liaison**

* $20 voucher given to each teacher for Teacher Day. Appreciated by teachers. Thank you to the P&C for funding.

g. **Board report**

* No report

h. **P&C Council report**

* AGM at 7pm on Tuesday 24 Nov 2020 via Zoom - Yvette Berry to speak.
* Notification that P&Cs can move back to on site meetings. Need to consider how to include people face to face and via Zoom.

**4. Any other business** Chair

* Focus needs to be on recruiting P&C members and volunteers early in new year
* It was noted that the flags at the front of the school are looking damaged. Questions raised as to whether Year 5 could consider using Market Day funds for replacing the flags at the front of the school. If Year 5 are not keen, P&C could consider funding new flags for the front of the school.
* Acknowledgement that school engagement has been challenging this year. Need to consider how to improve communication from the school with the school community and providing two-way communication. It was noted there was variability in parent reps and their engagement with their classes. FOOSHC has a Facebook page for families. Josie and Ali to discuss a P&C Facebook page to share updates including drafting a user policy. Need to ensure it's in conjunction with the school page and complementary.
* Uniform - Marina to provide update at next meeting on prices and conduct survey on uniforms.
* Lease is up in June and the P&C has to write application. Setting up a separate committee for managing planning. Jamie and Sky currently working on paperwork - due 18 Dec. P&C exec to meet in coming weeks to discuss. Need to review all policies, succession planning, audit the service.

**Thanks & Conclusion** Chair

Meeting closed 9.08pm.