



# Minutes

**Meeting:** Forrest P&C meeting, Term 4

**Date/Time:** Thursday 13<sup>th</sup> November 2025, 6pm

**Location:** Forrest Primary School library

**Attendance:** Glen Tindall (chair), Chris Jones (Principal), Ali Sewter, Tui Davidson, Hannah Bates, Kathy Wijnberg, Alex McLean, Deb Becker, Jimmy Carroll, Uli Putz, Rebecca Underwood, Alex Wentson, Hannah Strachan

**Apologies:** Dan MacDonald, Lucy Clynes, Tracy Thomas, Kelly Tanner, Nadia Razzaq

**1. Ratification of Term 3 2025 meeting minutes** Proposed by Glen, seconded by Kathy

**2. Correspondence:** Acknowledgement of Kelly's outstanding achievement in being recognized as the winner of the 2025 ACT P&C Council volunteer 'grants whisper' award. Glen will present her with the framed certificate at a later date.

Acknowledgement of and presentation to Ali for her 'exceptional P&C employee award'.

Other certificates provided for nomination of awards included Tui for 'behind the scenes hero award', 'endless energy award' Rebecca and 'innovation in fundraising award' Tracy.

Acknowledgement of being awarded a 2025 Children's week \$250 grant for the 'letters to the minister'.

**3. Principal's report – See Attachment A.**

In summary, Chris touched on the proposed new set up of the stage area for Shivoo, to include a wider stage to allow for increased audience viewing and implementing a no chairs or standing at the front of viewing area which causes obstruction for families sitting on picnic blankets. Chris thanked the P&C for the donation to purchase the new sound system which was used for the Colour Run last week. Chris reported he received positive feedback from families regarding the new technology.

Chris thanked the P&C and Hannah for organising the World Teacher Day morning tea. It was well received by the staff and there was plenty of food, so much so, staff were given plates to take home which was wonderful. He also thanked Jimmy (and Monique (staff) for their part in being awarded the 'serpent sanctuary grant' for the preschools garden. Chris did suggest that in future years, to enable more parent volunteers, that the Colour Run may need children going through a lot quicker and taking up less time, as there was a shortage of parent volunteers especially for the older year levels.

Chris advised that there is going to be a fence (tubular pool fence style) installed over the Christmas shut down period, just outside the FOOSHC office area for the safety of children at FOOSHC drop off and pick up, and outside the year 6 building to prevent children absconding. The installation will be covered by the directorate.

Chris reported on parking safety issues, particularly at school pick up time, in the front drive through which will be discussed at board level to seek safer resolutions. He reported families with disabled children were not able to access the disabled carparks at the front of the school due to both lanes being blocked and were sometimes driving through the 'exit' to access these spaces. He also advised the school is making

considerations regarding the National Circuit car park which is being utilized by employees who work in neighboring office buildings who are using it as a 'free' car park to avoid parking fees, which is taking up valuable space for staff and families. Ali commented that some FOOSHC staff have been unable to find a car park just prior to commencement of their shift which has resulted in parking infringements.

Chris advised that next year funding priorities included a noticeboard for families in foyer area and an electronic sign for out the front of the school. He did suggest that to avoid the huge cost of tunneling underground cables to the front where the current notice board is erected (approx. \$50 000 on tunneling alone) that the sign could be attached to the wall of the building.

**4. P&C President's Report – See Attachment B.**

In summary, Glen thanked everyone for another successful year from the P&C. Since inception the P&C as a whole, has donated over 1 million dollars to the school and everyone is working collaboratively to uplift governance and risk management.

FOOSHC has had another outstanding year, achieving another 'Excellent rating', primarily achieved by all the hard work from Ali and her FOOSHC staff.

Advised that although all P&C committee positions will be open for nomination at next years P&C AGM, there were a number of members who had already provided notice that they would not be re-nominating for positions on the committee. Everyone asked at the meeting to consider nominating.

**5. P&C Treasurer's report (Budget) – See Attachment C.**

Tui circulated the consolidated budget. The funding for the 'worker retention grant' has started to hit the accounts, this grant in the current state, will be in place for 2 years, however it hasn't been calculated in to this current budget.

Tui moved to recommend that a net loss of \$14 000 (which excludes the air conditioner for the kitchen, \$19 000 including the air conditioner) of the budget be

accepted. Glen seconded this. Request for pergola is currently on hold due to being a large expense.

Fees for families that utilize FOOSHC will not be raised due to the increased cost of living. However this may need to be reassessed in coming months to maintain the feasibility of the service.

Tui outlined that Glen is going to speak with the directorate regarding the large amount the P&C pay for rent (\$46,000), which is significantly higher than other P&C run OOSHC services, in hope of getting a waiver or reduction. Insurance expenses have also significantly increased (increase of approx. \$32 000). Tui suggested ways to minimise cost including having more volunteers for the uniform shop and canteen.

- 6. FOOSHC report** – At this time of year FOOSHC are losing staff who are graduating from further education. Although always looking for new staff it is not imperative as FOOSHC numbers are continue to decrease. Shortly FOOSHC will be no longer offering before school care on Fridays due to dwindling numbers on this day in particular. Ali is just trying to finalise care arrangements for the remaining children currently attending Friday mornings. Ali did urge families to utilise FOOSHC instead of dropping children at school early (around 8am she has noticed children being dropped off), who are unsupervised, which is a big safety concern.

FOOSHC will be celebrating 50 years next year so a big community celebration is being planned, inviting past and present families, staff and members of the community. Current date proposed is the 20<sup>th</sup> March 2026 as this is the date the rock climbing vendor is available.

Victoria University will have students and staff visiting the service to observe in coming weeks.

**7. Canteen** – Augustina has been provided with two paid helpers to ease her workload in the canteen. There have also been volunteers going in to help, particularly on Fridays when the canteen is busiest. Tracy has recently conducted a review of the menu and her recommendations will be considered at the next F&A meeting in early 2026. It was recommended that photos of the food offering be placed on Spriggy, along with a write up/fortnightly post in the newsletter. Jimmy offered to take photos of the meals, the P&C will just need someone to upload them onto Spriggy and to compose a piece for the newsletter.

Ali raised the issue regarding the year 6 students volunteering in the canteen and lack of supervision. The committee was assured a teacher was present with the students during this time.

Glen thanked Uli for her time and support of the canteen and it was asked if others would consider filling this role at the AGM.

**8. Uniform shop** - Glen thanked Marina (who was absent) for her role of long time manager of the uniform shop. The committee was advised that Sue-Ann would be receiving orientation in December and would take over the management role from January. It was also asked by the committee for volunteers to help support Sue-Ann particularly in the busy week leading up to the return of the new school year. Chris advised that teachers could assist in the afternoon of the Thursday and Friday before classes resume.

Tui advised that the uniform shop is running at a loss and Tracy conducted an audit of the uniform prices and compared to Chilada who also stocks Forrest school uniforms.

Some parents noticed that the current uniform stocked polo tops are discolouring overtime. Closer review into this will need to be attended by a 'uniform committee' to be formed by the next committee.

## **9. Grants update**

See Attachment D.

In brief, P&C committee was emailed details about the \$500 Gerald Slaven Community Grant early in the week to consider. Ideas that were discussed included something for the playground or to go towards the 50<sup>th</sup> anniversary celebrations. Committee will feed back to Kelly for final decision.

The preschool were awarded the Serpent Sanctuary grant. Monique Durrah's contribution was acknowledge in obtaining the grant, as was Jimmy's and Kelly's tireless work.

## **10. P&C recruitment for 2026 + set date for AGM**

Tui will speak with the bookkeeper, after which the F&A committee will meet and the AGM can be scheduled afterwards. Aiming for March 2026.

Although all roles are declared open at the AGM, there have been a few current committee members that notified that they will not be running for their current position in 2026. These position that will become vacant include the two Vice Presidents (both business and events VPs), secretary, IT role, communications officer, and supporting committees such as uniform/canteen.

Glen to update and circulate concise position descriptions to go into the newsletter in coming weeks and also the WhatsApp group to try and encourage families to join the committee.

## **11. Child Safe Policy (SOP)**

A critical document – we still need someone to come forward and assist Ali with formulating the Child Safe Policy for the P&C.

## **12. Strategic Plan**

Ali and Glen are working together on the strategic plan and plan to present it at the 2026 AGM. Glen will circulate to the P&C committee seeking comments.

## **13. Voluntary contributions**

The school is unable to ask for voluntary contributions, they can only send reminders. Plan is to raise the low number of families who have contributed (only 20-30%) with the board for further action. Tui cautioned against the P&C directly advocating for the contributions, so Glen will speak with the board to seek their support in communicating with families.

## **14. Fundraising incl Colour Run report and community building activities in 2026**

The Colour run was a great success financially, however the workload fell disproportionately on a small number of volunteers. A number of stakeholders (parent, school staff) questioned whether the event was appropriate for the school. The P&C will need to consider whether the event should be run again in 2026.

The 2026 strategic plan will outline a draft schedule of events for next year.

Discussion around what projects should be targeted for fundraising. Two ideas from Chris included (1) a notice board near the school entry for the P&C and community, and (2) an electronic board which could be used for multiple purposes. Chris indicated that the main issue with the electronic board is the cabling under the concrete, so it was decided to investigate if we could mount a signboard on the school building instead.

## **15. Shivoo**

Shivoo planning is underway. Chris requested improved seating guidelines to prevent the stage being blocked by deckchairs etc. Alternative catering options to the Supabarn platters will be investigated including a food van.

## **STANDING ITEMS:**

### **16. Action List (refer to table and update)**

### **17. Parent Representative report.**

See Attachment E

### **18. Deakin preschool liaison report**

Kathy reported a grant had been received which is very welcome for the lightly-funded preschool.

### **19. School Board report**

N/A

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

N/A

### **21. Any other business**

N/A

Meeting closed at 8:20pm

# ACTION LOG

	ACTION	RESPONSIBILITY	STATUS
Actions from 2025 Term 4 P&C meeting			
	Jimmy to gain access to Forrest P&C Facebook page (that currently Ali is coordinating) and take over managing this from Ali (to help lighten Ali's workload)	JC & AS	Currently with Ali, still TBD. Glen to support Jimmy to gain access
	Nadia to formulate a policy/framework for FASA providers on what they need to comply with before any FASA can begin (this is to be reviewed and signed off by CJ, AS and KW as an interested member to be FASA coordinator) prior to the commencement of any activities.	NR - lead	Nadia to present draft document prior the AGM.
	Welcome pack (questionnaire capturing parent/grandparent skillset on initial enrolment to school to help with school activities)	Dan to develop the survey to be distributed with enrolment packs.	Currently with Dan. Glen to check with Dan who was unable to attend this meeting
	Canteen update	All + TT	In progress
	Recruitment for 2026 P&C – circulate concise position descriptions through newsletter and WhatsApp chats to try and encourage people to join	GT	Glen
	Reporting. Request all office bearers to submit to the Secretary a written report plus items for discussion 48 hours (minimum) prior to each meeting so that it can be sent to all committee members to review (or printed for meeting)	All	Ongoing
	Call for volunteers to assist in the uniform shop in the week prior to school returning	AS	
	Ali to compare quality of uniforms between the uniform shop and Chilada	AS	
	Kelly to make a decision regarding Gerald Slaven grant	KM	
	Tui to speak with the bookkeeper about the AGM and come back with possible dates for the meeting	TD	
	Lucy and Glen to speak with the school board regarding the voluntary contributions	LC and GT	

	Child Safe Policy – need someone to formulate child safe policy (with assistance from Ali)	AS	
	Advertise opening hours of uniform shop for 2026 including the week before school goes back and also ask for volunteers to help in the shop	AS	

## Attachment A

# Principal's P&C Report, 13/11/25

### From the teams:

#### Preschool:

- This week preschool hosted our IB Preschool Community of Practice (CoP) and were joined by preschools across the system to share programs and practices. We shared our improvements in documentation and our work to build children's voice in our programs.
- We are excited to announce that we won a garden grant to create our Serpent's Sanctuary garden space at preschool. More details to come!

#### Kindergarten:

- Kindergarten students have been learning about caring for nature and taking action to care for Country. As part of taking action, some of the children spoke at year 5 assembly last year to share their ideas on how the senior students can look after nature.
- We have now finalised our system level PAT reading and maths assessments. All students did a fabulous job using the computers and headphones set up in the library to listen to the questions and try their best to answer them.

#### SGP:

- We have started working on our last UiO – Sharing the planet, with a key focus on keeping ourselves safe in the community and online. In Math, we have been working on our individual mathematical needs through hands on learning activities that focus on numbers above 50, ordinal numbers, patterns, shapes and time. We have also been looking at measurement during our cooking sessions. Our wellbeing focus has been building resilience during change.

#### Year 1:

- We have been finishing off our Sharing the planet unit, where we have been looking at geography - natural, managed and constructed features and landmarks, how these places change and how we care for them. The children have been presenting their knowledge with their classes on Natural and Man-made environments around the world. These presentations have laid the foundation for our last UoI for the year – How we express ourselves and storytelling through drama.
- In connection to our UoI, we have been exploring mapping and direction in Maths and learning about indigenous symbols in Art and where they have been found around Australia.

#### Year 2:

- Our excursion to the National Capital exhibition and Mount Ainslie was a hit, it was such a lovely day exploring Canberra, looking at how/why it was built for our Where we are in place and time inquiry.

- In Math, we have been looking at division and how we can use our multiplication knowledge to help us solve problems, while in literacy we are continuing to develop our writing for entertainment skills.

#### Year 3

- Year 3 have recently started their Who we are unit of inquiry. The big idea is respect with a focus on identity. This week we have been doing role plays to practice different social situations and learn about how we can show respect for others when social problems arise. We will be exploring different aspects of our personal and cultural identities, to grow our understanding of each other.

#### Year 4

- Year 4 have been busily working on their How we organise ourselves unit of inquiry. For the third line, The way we use resources and manage waste impacts communities, they have been investigating the amount of waste in our school environment. By doing this audit of rubbish they have increased their understanding of sustainability and environment impact, while also building their data gathering and presentations skills.

#### Year 5

- Year 5 have just begun their new unit of inquiry How we organise ourselves. Through this inquiry they are exploring the different forms of action and how individuals take action as part of community groups. We have been lucky to have some guest speakers in to talk about action they have taken as part of organisations. Students will be choosing an issue that is important to them, researching it and explore how they could take action to make a difference.

#### Year 6

- PYP Exhibition is in its final preparation week with our year 6 students. The process has involved students selecting a real world issue they feel passionate about under the Sharing the Planet theme. This is a guided inquiry process undertaken over 8 weeks. Teachers support students through teaching explicit skills and concepts that evolve into student initiated lines of inquiry to research independently. Our Year 6 teachers have worked extremely hard over this time to work individually with each student in their class, while also supporting student driven ideas to come to fruition for the community performance element. Exhibition is a community event. Our mantra has been, 'It takes a village to raise a PYP Exhibition student!' Every teaching staff member is mentoring an Exhibition group currently, giving up their release time and lunch breaks to support small groups of students to publish their research findings ready for our public forum, The PYP Exhibition in Week 5. Our K-5 students will attend on Wednesday next week. All members of our school community are welcome to attend and we have advertised the times and dates in our newsletter. Year 6 families are invited to a 'parent only' VIP session on Thursday at 9.15am.

Parents will provide feedback to their child through a feedback form in the format of a 2 stars and a wish, as part of our ongoing formative assessment of the Exhibition process.

### Specialist updates

We have welcomed Sally Dunbar to our specialist team this term, teaching arts on Thursday and Fridays to supplement Nikki Sneddon's part time hours. This allows all of our K-6 classes to have a specialist art class each week this term, which has not been the case prior to this as some classes had a library lesson taught by Belinda Kowalski (who is currently on leave).

Our library space is being managed by Jacqui Ward on an admin day on Wednesdays as we have not been successful in securing a librarian at this point after many rounds of advertising. This is not an ideal situation to be in, as our executive team and members of our specialist team are doing their best to fill in and keep the library borrowing and shelving happening in the absence of a full time librarian.

Our specialist team takes carriage of organising the end of year Shivoo community celebration and preparation is well underway. Year levels have selected their song or dance to perform on the evening and excitement is starting to build with classes starting to rehearse.

Lucy Nicol , Shingliang Yu and Jacqui Ward have done an amazing job ordering, accessioning and displaying our new Mandarin books in the library as part of the money we received from hosting the Taiwanese students last term. We have definitely noticed in particular, the excitement of our Mandarin home language students coming into the library and seeing these books they can borrow, along with the curiosity of all children to these new displays. In Week 7 we will host our final International Parent Afternoon Tea, where we will showcase all the home language books this group of parents helped us sort through last term that are now also available for students to borrow.

Mark Robson is in forward planning mode, booking in all of our school carnival dates for 2026, including our Yrs swimming carnival at Stromlo Leisure Centre early Term 1 and our 2-6 cross country carnival back at Stromlo early Term 2.

### **Shivoo**



Please see the diagram above. We're suggesting going wide rather than narrow with the stage for Shivoo so that it's easier for parents to see their children. We're also bringing in a 'no chairs, no standing' area at the front of the stage to support all families.

### Infrastructure

We have seen tenders for the fence around the year 6 area and this is due to be built before the start of 2026. The fence around the exit door of FOOSHC will also be built at the same time. We have also had time-locks (4 seconds) on our other front exit doors to slow down any potential absconders. The small 'pool fence' has been built at the entrance of preschool to provide an added layer of protection against children getting out of the school. Last term we had a staff working bee and put in a new veggie garden which has already had a great benefit connecting children with gardening. In collaboration with the P&C we also have won a garden grant for our preschool to improve the space since the shed to the right of the fence was removed earlier in the year. A huge thanks to Jimmy and Mon for organising this!

I have had some thoughts about the front carpark in the afternoons. Currently we have both lanes blocked from around 2.45pm on most days. Therefore we are considering having just one pick-up point and cars moving through in the right lane and cars queueing in the left lane. Along with the number of non-school related parking, I'd love to hear your thoughts on these.

## **Staffing**

I know the movements of staff from the annual transfer round- as I'm writing this I'm not allowed to tell you but by the time I see you I should be able to. This is not a straightforward process and inevitably there is a balance between what you want and what you get! We have started to firm up who is on what classes with the understanding there is always change. AJ has won a temporary position as the business manager at Charles Weston with Laurel and Jemma. She is being replaced by Abbey Turner, one of our LSAs, in the front office. We will consider over the next few weeks if we are needing to advertise in term 1. Katie Love has started on year five to replace Sarah Fleming and has fitted in excellently to the school. Finally, we have employed Sally Dunbar as an art teacher for Thursdays and Fridays to cover the release that Belinda was doing in the library. We did not have any suitable applicants for the library role so will re-advertise in a few weeks to hopefully secure someone for the first half of 2026 before Belinda's return.

## **Enrolments**

Enrolments across the school currently sit at 525, up 3 from the previous report. We have 43 enrolments for preschool and 54 for kindergarten respectively for 2026. At this stage we do not foresee any changes to the classing structure next year.

## **Thanks**

A huge thanks to you all for the Colour Run last week and all the parents who helped on the day or helped with the fundraising outside of school. We recognise this was an amazing effort and have wondered if we wish to continue this next year whether it might be an idea to condense further so it isn't such a time commitment for parents. Staff were really grateful for the wonderful World Teacher's Day morning tea earlier in the term- it was incredible! Finally, the portable sound system was used during the colour run and we are very impressed with it- the sound was loud and clear! A huge thanks for all of this.

## **Fundraising ideas**

We have two ideas for voluntary contributions: A noticeboard for parents and the P&C where lost property is kept, replacing the painting at the bottom of the stairs. Secondly, any help that can be provided for an electronic sign for the front of the school would be most appreciated.

## Attachment B



# President's Report

Forrest P&C meeting, Term 4

Thursday, 13 November 2025

Forrest Primary School library

### **P&C Committee membership**

A number of the P&C members are leaving at the end of 2025 so we will need to conduct a recruitment effort to replace those leaving.

While all roles will be officially vacated at the AGM in Term 1, we will be seeking to fill a number of roles where the incumbent has indicated they will not be seeking reelection including:

- Vice President, Business (Maria)
- Vice President, Community (Tracy)
- Secretary (Rebecca)

To kick off that recruitment process FOOSHC will be having a new parent event at 0930 on 19 November. Glen and/or Tracy volunteered to attend to speak about the P&C.

My request is that everyone reach out to parents who might like to be part of the P&C community to encourage them to join the P&C.

On behalf of the P&C I would like to thank those departing the committees who have contributed to making Forrest P&C a vibrant and active organisation. I think when we look

at the quality of the services and events delivered by the P&C everyone should feel proud knowing that they have meaningfully contributed to community building.

### **Forrest Out of School Hours Care**

FOOSHC continues to navigate a rapidly changing commercial environment. The F&A committee is currently drafting a budget for 2026 which incorporates the new salary scale for the workers, the retention grant, increased operating costs, and changes in demand.

By way of example, we have noted that enrolment levels have decreased markedly on Fridays, which we think is due to increased work from home arrangements. Also increased regulation around child safety, while necessary and welcome, has created additional workload for the FOOSHC leadership.

Ali continues to receive requests to share her deep knowledge with other interested groups within the child care sector, demonstrating the esteem with which she is held in the wider industry.

### **Uniform Shop**

Marina, who has supported the Forrest P&C for many years, will be handing over management of the uniform shop around the end of this year. Ali has hired a new person for the uniform shop to take over from Marina. We wish Marina all the best and thank her for her dedication to the Forrest community over quite a few years.

Tracy has been examining the pricing for the uniform shop and has made recommendations to adjust some of the pricing, which should move the uniform shop into a small operating surplus (profit).

### **Canteen**

The canteen has also felt the changing demands from the school community, resulting in the operating surplus (profit) of the canteen falling below where we want it to be. The F&A committee is currently examining options to improve its financial performance without reducing the utility towards the school community.

### **Community, Events, Fundraising and donations**

This term we have had the Bunnings BBQ and the Colour Run, both of which were great successes. I was really happy to see lots of new faces, and also great drive and initiative

from some of the community who took leading roles in the events (you know who you are, not trying to embarrass anyone).

The P&C donation for the new sound system has now resulted in the school placing an order with a vendor, with Chris driving a hard bargain to get the best possible use of resources. We look forward to seeing the news system in action soon !

### **School Board, School leadership, Advocacy and Regulatory matters**

The relationship between the P&C and school leadership continues to be excellent, demonstrating commitment to outcomes for the school and the wider community.

In October we received advice from the Directorate that they would grant us a further extension to our OOSHC licence until 2027, without needing to recompute the licence.

Noting that next year is the 50<sup>th</sup> anniversary of Forrest P&C we will be approaching the Minister to seek support for a celebration of this important milestone.

### **Financial performance, Risk and Governance**

The F&A committee continued to ensure that the P&C operated at a financially sustainable level, delivering the services, covering all our risks, with any surplus available for donation to the school.

A number of changes to the regulatory environment have impacted the P&C including the Retention Grant which provides the workers at FOOSHC a much-deserved pay rise of 15% over two years. We love our workers and want them to be fairly compensated for the dedication and care they show towards the children in their care.

Increased scrutiny around child safety in the media has shined light on many deficiencies within the sector. Happily FOOSHC, under Ali's guidance, is well ahead of most of the proposed changes so our adaption to the new regulations is not onerous.

During the last term, Ali and Glen have updated the Strategic Plan, which will be ready to present at the 2026 Term 1 AGM.

Nadia has also been working on a policy for how do we accredit service providers who wish to provide services under the Forrest After School Activities (FASA) banner.

## Attachment C

# Forrest P&C Consolidated Budget 2026

For P&C meeting 13/11/25

### Context

The first meeting of 2026 is likely to be an AGM - at which time, every position on the committee may change. To provide security and certainty to the Executive Director of P&C businesses (Ali) and the OOSHC, Canteen and Uniform Shop staff (as well as to the broader community), the budget is considered at the last P&C meeting of the year. In the event of the entire committee changing at the AGM, it is good practice that people who understand the operating costs have made an informed decision before the AGM.

This is a risk mitigation strategy for the benefit of the P&C and its business operations.

At the AGM the audited financial accounts of the previous year are presented, as the P&C operates on a calendar year, not a financial year.

### Recommendation

The P&C executive Committee (Finance and Admin) discussed several iterations of the 2026 Budget on Thursday 30th October and agreed to *recommend to P&C to endorse the one which shows us on paper as ending 2026 in the red -\$19,345.*

It actually states -\$14,345 however the air conditioning replacement (\$5k) is a requirement rather than an option.

### Reasoning

- The Government Grant to assist OOSHC with workforce issues - the Early Childhood Education and Care Worker Retention Payment - had at budget drafting not yet come into effect and grant funds had not been fully determined. The budget may change in our favour as this is resolved.
- We have deliberately chosen **not** to increase fees, as we understand families are feeling cost of living pressures.
- We will close Before School Care on Fridays, which will improve our bottom line.
- We are undertaking a Uniform Shop price review to remain competitive but increase our prices which will assist the bottom line.

- We are also looking at the Canteen menu and prices, to consider potential improvements to the bottom line.
- The Pergola listed with the air con under the proposed capital expenditure will not be progressed.
- We paid \$46k rent in 2025 - as a triple rated Excellence OOSHC service provider who will celebrate our 50th birthday in 2026 we will discuss with the DET our rent and the possibility of a reduction/waiver (it is more expensive than others). We have paid the highest rent of P&C run OOSHC forever, as well as paying for maintenance of hall, contributing to large infrastructure items (library deck, toilets, classroom equipment etc) and donations to the school. It is reasonable to ask for a reduction or waiver.
- We retain the ability to increase the fees - however only in line with government requirements set by the terms of the Worker Retention Grant.
- Insurance has dramatically increased as a result of the abuse in care settings in Victoria.
- The P&C finance and admin committee will continue to monitor and determine if new measures required throughout 2026, with a view towards working to be in the black.
- P&C have been unable to attract sufficient volunteers for years so pay staff in canteen and uniform shop – it would be great to have more volunteers.
- We have the ability to withstand this loss.

Tui Davidson

Treasurer

## Attachment D

# Grants Update:

### 1. ACT Children's Week Recognition

- Our Forrest P&C received great recognition for all the behind-the-scenes work!
- The school was presented with a certificate at the **ACT Children's Week 2025 Awards Ceremony**.
- The brochure has been shared on WhatsApp and will also be available on the night.

### 2. ACT Parents Awards

- Our P&C was also recognised at the **ACT Parents Awards 2025**.
- I'm trying to arrange for certificates to be available on the night since none of us could attend the ceremony.
- If the certificates are dropped off, could admin please place them in an envelope to come home with Lilia, or have them given to someone else/left at the counter? I believe someone from Parents ACT may be delivering these.

### 3. Serpent Sanctuary Garden

- **Funding awarded – follow-up needed ASAP.**
- The project celebrates culture, biodiversity, and hands-on learning with support from our Indigenous Education Officer.
- The supplier shared details about their **WaterUps wicking systems**, which:
  - use a sub-surface water reservoir to save 80% of water compared to traditional methods;
  - are made in Australia from 100% recycled polypropylene;
  - carry Smart Approved WaterMark certification.
- Options include ready-made planters, build-your-own kits, or retrofitting existing beds.
- We need to choose who'll meet with the supplier and confirm a day/time.

### 4. Jimmy

- Doing amazing work on grants – special announcements to come!

### 5. Grants Hub Tracking

- Hub is being checked daily – we need to refresh our **priority list**.

**6. Reconciliation Grants**

- Now open – any ideas from the group?

**7. Gerald Slaven Community Program**

- Up to **\$500 available** – what do we think we could put this towards?
- <https://www.geraldslaven.com.au/community-program/>

**8. Other Opportunities**

- Is anyone tracking any other grants we should apply for?

Thanks!

## Attachment E

# Parent Rep. Report – Term 4

## What's app groups

What's app community continues to be an excellent way for P&C to connect directly with parents.

Suggest the addition of group guidelines in response to parents advertising businesses and rude communication received as admin.

### **Welcome!**

This group is for members of the Forrest Primary School community. It's run by the P&C to share updates about P&C activities and initiatives and is not a substitute for school communication like emails, newsletters etc.

The class sub-groups are spaces for parents and carers to ask questions, connect, and support one another throughout the school year.

### **What's Welcome:**

- Lost-and-found notices
- Helpful tips or quick questions related to student life
- Occasional, respectful parenting discussions relevant to your child's year group (e.g. technology use, routines, socialising)

### **Please Avoid:**

- Off-topic forwards, spam, or memes
- Lengthy personal debates or venting
- Sharing private student information (your own or others')
- Business promotions, including buying or selling second-hand uniforms (please use the uniform shop for that)

Posts of this nature may be removed by admins. Repeated breaches of these guidelines may result in removal from the community.

Let's keep things kind, respectful, and helpful. This community is volunteer run, thank you for helping make it a positive space!

You're always welcome to mute notifications if needed.

## World Teachers Day Morning Tea

Disappointing numbers of platters were received this year. Parent reps were asked to provide a plate on behalf of their class by collecting donations, seeking a volunteer or self-providing. Year 5 has no parent reps., a volunteer was confirmed from each of those classes.

There was generally good take up in the parent rep chat, reps who did not respond in the chat were contacted. Based on this, there should have been more platters than what was provided.

Again, I suggest a return to catering to ensure adequate amounts and dietary requirements appropriately catered for in future years.

Some parent reps created online cards for families to sign, many had 4 or so families do so.

Significant number of messages were going out about the colour run at the same time, this may have overshadowed the messages regarding the morning tea.