



Agenda

Meeting: Forrest P&C meeting, Term 1

Date/Time: Thursday 26th March, 2026, after the AGM

Location: Forrest Primary School library

1. Welcome, attendance and apologies
2. Ratification of Term 4 2025 meeting minutes
3. Correspondence
4. Action List (refer to table and update as necessary)
5. Principal's report
6. P&C President's Report
7. P&C Treasurer's report
8. Vice President's (Community Liaison/Event officer) report including Events for term 2 and volunteer recruitment
9. FOOSHC – brief introduction for new committee members and Child Safe Policy (SOP)
10. Canteen
11. Uniform shop
12. Grants

STANDING ITEMS:

13. Parent Representative report

14. Deakin preschool liaison report

15. School Board report

16. P&C Council report

17. Any other business

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	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
	Recruitment for 2026 P&C – circulate concise position descriptions through newsletter and WhatsApp chats to try and encourage people to join	GT	
	Ali to compare quality of uniforms between the uniform shop and Chilada	AS	
	Kelly to make a decision regarding Gerald Slaven grant – need someone to take over (Grants)	KM	

	Tui to speak with the bookkeeper about the AGM and come back with possible dates for the meeting	TD	Done
	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	Done
	Reporting. Request all office bearers to submit to the Secretary a written report plus items for discussion 48 hours (minimum if not already advised) prior to each meeting so that it can be sent to all committee members to review prior to meeting (or printed for meeting)	All	Ongoing

