



Agenda

Meeting: Forrest P&C meeting, Term 2

Date/Time: Thursday 21st May, 2026, 6pm

Location: Forrest Primary School library

1. Welcome, attendance and apologies
2. Ratification of Term 1 2026 meeting minutes
3. Correspondence
4. Action List
5. P&C President's Report
 - a. Seek nominations for open roles in P&C committees
 - b. Review and approve Strategic Plan
6. P&C Treasurer's report
7. Vice President's (Community Liaison/Event officer) report
 - a. Review and approve planned survey
 - b. Review and approve planned Events schedule
8. P&C Child Safety and Wellbeing Policy and Child protection policy
9. Principal's report
10. Canteen
11. Uniform shop

STANDING ITEMS

- 12. Parent Representative report
- 13. Deakin preschool liaison report
- 14. School Board report
- 15. P&C Council report
- 16. Any other business

TABLED DOCUMENTS

- a) Term 1 P&C meeting minutes (Kathy)
- b) President's report (Glen)
- c) Strategic plan (Glen)
- d) Forrest P&C Survey (Hannah)
- e) VP Events & Community plan (Hannah)
- f) Draft P&C Child safety and wellbeing policy (Ali)
- g) Draft P&C Child Safety Governance Checklist (Ali)
- h) Draft P&C Reporting Procedures Flow chart (Ali)
- i) Draft P&C Positioning Statement on our Commitment to Child Safety (Ali)

ACTION LOG

	ACTION	RESPONSIBILITY	STATUS
Actions from 2026 Term 1 P&C meeting			
	Recruitment for 2026 P&C – circulate concise position descriptions through newsletter and WhatsApp charts to try and encourage people to join	GT	

	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	
	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