FORREST PRIMARY SCHOOL
P & C

Meeting Minutes

Meeting: Forrest P&C meeting, Term 1

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

Location: Forrest Primary School library

Attendance: Glen Tindall, Hannah Bates, Chris Jones, Kathy Wijnberg, Ali Sewter, Nana Takagi, Deb Becker and Alex Wilson

1. **Welcome, attendance and apologies:**

Open at 6.32

2. **Ratification of Term 4 2025 meeting minutes:** accepted

3. **Correspondence**:

   a. ACT Gov recognising the 50th anniversary of FOOSHC

4. **Action List** (refer to table below)

5. **Principal's report**:

Chris provided summary of his written report and mentioned:

a. Leaks from storms and rain are an issue. The ACT Government is doing a large insurance claim for multiple schools who were impacted.
b. Chris is hoping for directorate support on an electronic sign out the front of the school.
c. A lot of staffing changes have occurred since the end of last year.
d. Enrolments are currently sitting at 501.
e. The committee discussed the maintenance budget provided by the directorate and the challenges of maintaining the old school buildings. It was resolved for Glen to draft a letter to advocate to the directorate for increased funding, with the priority being energy efficiency.

6. **P&C President's Report**

a. Glen acknowledged and praised Ali for the FOOSHC celebration, the achievement of 50 years and their continued excellence rating.
b. This year is likely to be challenging but he feels confident in their ability to navigate the challenges.
c. Ali stated that child safe principles need to continue to be the key focus. This includes ensuring that children's voices are heard within our community.
d. Chris reported that new QR code sign-ins are soon to be implemented for all adults coming into the school (and across all ACT public schools).

7. **P&C Treasurer's report**

a. Refer to the report provided for the AGM.
b. Ali reported that last year there were challenges around the changes in child care wages. Difficulties include recruiting sufficient staff in FOOSHC with some positions being advertised for years at a time.
c. Ali noted that FOOSHC staff have been on a grant to receive higher pay rates but that this funding is only guaranteed for an initial 2 year period and the Federal government has not yet announced any further funding.

8. **Vice President's (Community Liaison/Event officer) report including Events for term 2 and volunteer recruitment:**

a. Hannah reported that the WhatsApp group continues to be a great way for the community to communicate.
b. Volunteers are low across the school, currently only one parent rep has volunteered. Low volunteer numbers will impact capacity to do events this year. An alternative, suggested by Hannah, is that we may need to pay staff to run events. The group discussed the barriers and contributing factors around lack of parent volunteers. Discussed ideas around having students more involved in school events, such as doing artworks to be shown or auctioned.
c. Hannah suggested a shift this year is towards community engagement rather than fundraising, this focus was agreed upon by those present.
d. Fundraising so far this year includes Bulbs fundraiser and Grill'd fundraising jar. Fundraising portraits are also a possibility for May.

e. Discussed whether to/how to continue with the WhatsApp groups, given that the position of managing this remains vacant. The P&C will seek more volunteers.

9. **FOOSHC**

a. Ali reported that the 50 yr celebration event was a big success. A lot of officials attended as well as ex staff and ex P&C members. Ali said the minister reported being very impressed. Ali has lined up more opportunities for FOOSHC staff to speak on panels and do conference presentations. Feedback was overall very positive.

10. **Canteen:**

a. Ali reported that things appear to be progressing ok.
b. Some “Red Food days” will be planned soon and help to keep the canteen to stay financially viable.

11. **Uniform shop**:

a. Sue Anne has provided a uniform shop report and has been doing a great job after taking over from Marina (who we thank for her many years of hard work).
b. Hannah raised that there are issues with emails which appear on the P&C website that appear not to be monitored by anyone. Ideally an IT officer would assist with this (Position vacant).

12. **Grants**:

a. This position has been left vacant.
b. The preschool has had some garden work done with the grant they received.

STANDING ITEMS:

13. **Parent Representative report:** nothing to report

14. **Deakin preschool liaison report:** nothing to report

15. **School Board report:** Chris reported that the new members have not been announced yet.

16. **P&C Council report:** nothing to report

17. **Any other business:**

    a. Kathy raised discussion of what to spend existing fundraising money on. Suggestions from the committee included:
        - Contribution to the cost of electronic sign at front (some of the costs to be covered by the directorate).
        - Camera for teachers to use to take photos of events and show them on the TVs in the library and foyer. *This was decided to be the priority.*
        - Musical instruments.
        - Noticeboards on the stairwell.

Meeting closed: 8pm

Action Log

Action	**Person responsible**	**Progress**
Child Safe Policy - need support for Ali to develop and review policy	Ali	Open
Email system - need to update mail addresses, improve security and reduce spam. Suggest to look at protonmail	Glen	Open
Strategic Plan	Glen	Open - in draft