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MINUTES – P&C AGM – 18th November 2019

Attendance & apologies

Attendees: Flavia Morello (President), Kate Obermeyer (Vice President), Jill Jeremy (Secretary), Amanda Tatersall (Vice President), Bill Lloyd (Treasurer), George Grose (Indigenous), Andrew McGlashan, Kerri Dawson (Learning Support), Jennifer Trang, Rachel Fergus, Ursula Heinrich, Rob Hynson, Mic Everett, Anna Lloyd, Lia Singh

Apologies: Stephen Reed (Principal), Alastair Jeremy

Meeting opened at 7:04pm. George gave the Acknowledgement of Country.

Approval of previous minutes

The minutes of previous AGM dated 18th March 2019 were proposed by Flavia, seconded by George. All attendees of previous AGM were in favour, minutes accepted.

Annual Reports

Principal (Stephen Reed) Read by Flavia

Principal report 18/11/2019

This year Forest Lodge Public School has continued to work through the 3 year school plan and has successfully implemented some key initiatives, programs and policies. I would like to thank our P&C for their outstanding contribution throughout the year in supporting the school's vision with these key initiatives. With your support we have made some significant changes including creating a flexible learning environment across K-6 with the rollout of flexible furniture, redesigning school reports, the implementation of GOT IT! For k-2 and creating the concept plans for an upgraded school environment. Your commitment, drive and support is valued and appreciated and I look forward to working with you again in 2020. Relationships with a range of educational stakeholders have been initiated and strengthened this year supporting the educational outcomes of our students.

This year a number of Initiatives / programs that have been rolled out include:

Investigate Learning: Inspired by future focused pedagogy and passionate about inquiry based learning, our kindergarten team redesigned this program for the first time. A snap shot of the program involves teachers building a profile of students' strengths and readiness as a starting point. Learning stations are set up with different resources to promote construction, play, communication, STEM, writing, numeracy or any other topic that aligns with the program. Each day begins with an hour of where students choose which stations to explore. Flexible learning environment is crucial for this program as layout changes constantly in accordance with interest and activities.

Flexible Learning Environments: A team of teachers have collectively transformed the physical classroom environments at Forest Lodge Public School. These classrooms have been designed to promote flexibility and enhance opportunities for Creativity, Collaboration, Communication and Critical Thinking. The environment also considers all learning styles with

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the furniture and equipment creating a platform to support the individual (cave), group (camp fire) and whole class (watering hole). We had planned to update 6 classes by the end of 2019 but we have managed to complete 10. We are a year ahead of this plan and that is due to the support of the P&C.

Learning and Support: This year the school contributed heavily to this program. Our first program rolled out was GOT IT! An early intervention health program for k-2 students and their families. The program went for two terms and was led by a team of specialist mental health clinicians from Sydney Health in partnerships with teachers. The program supported resilience, emotional wellbeing and social skills.

We developed a working relationship with the Communication Disorders Research and Treatment Clinic at Sydney University to provide in-school speech therapy support. This relationship has evolved from teachers being provided with personalised professional development from speech pathologist to parent seminars being hosted by these pathologist on home reading strategies. We now have an increasing number of speech pathology master students completing their studies at Forest Lodge. This connection has allowed students k-6 to receive 1-1 support, small group work and completion of free CELF 5 assessments for identified students.

Worked with ASPECT (Autism Spectrum Australia) on cognitive theories, positive behavior support, whole school approach, structuring the environment, individual support, whole school audit and social stories. We employed additional staff across K-6 to support students and staff to support educational outcomes for all. This included funding a teacher to become trained in mini and multi-lit and deliver both programs at Forest Lodge for this first time.

We also employed an additional teacher to provide targeted intervention in numeracy and language for students in K-6. Finally we employed additional school learning and support officers to support educational programs across the school.

Finally Dr Kristy Goodwin started our first parent and carer 'Forest Lodge Talks' on healthy digital habits.

PIVOT: This year we were invited by School Operations and Performance, to trial a project about harnessing authentic student voice and we implemented the Pivot Student Perception Survey on Teaching Practice (piloted in 12 NSW schools) in Stage 3. The Perception Survey gave students an avenue to give feedback to their teachers about the effectiveness of their teaching practice. The survey aligns to the AITSL standards giving teachers clear feedback from the perspective of their students, allowing teachers and stages to create clear, defined goals to improve their teaching practice, based on the data collected. It also gives school leaders the opportunity to see the overall strengths and areas for focus to align team teaching opportunities, mentoring and professional learning. Throughout the survey cycles we have seen mature and responsible assessment by our students providing clear feedback for our teachers. All staff in Stage 3 reported that they would like this program to continue in 2020. If possible it Stage 2 will also participate in 2020.

Other notable programs and initiatives: A team of teachers developed an action plan under Strategic Direction 1: Data Driven teaching and learning to drive targeted improvement in writing. Using the data, staff organised whole school Professional Learning

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and led each stage to develop personalised stage goals. Each stage organised Learning Sprints based on the research of Simon Breakspear for targeted interventions. This intervention has supported more students performing in the top two bands in the areas of writing and grammar and punctuation.

Staff K-6 have strengthened their collaborative practices and collective efficacy through ongoing collaborative planning days, creation of new scope and sequences, implementing and analysing new data sets, participating in lesson studies and implementing targeted learning sprints.

Redesigned our school reports to provide a more personalised and actionable report. The new format was shared with the P&C last year and supported. This year staff have worked collaboratively to develop the report and it was positively received when reports were distributed to families at the end of Semester 1.

Consolidated our learning on STEAM education through continuing to integrate through units of work. We have continued to engage with the department's STEMShare program which the school borrowing robotic kits. This integration of STEM principles was highlighted with a select group of Stage 3 students winning a robotics competition and travelling to Japan to compete in Universal Robotics Challenge.

Our Art show that was held in the middle of term four highlighted the ongoing commitment of our staff at Forest Lodge. Students and staff collaborated together to show case their amazing talents.

Thank you again for supporting us in making this a hugely successful year.
Stephen Reed

President (Flavia Morello) Read by Flavia

This report was provided as pdf therefore cannot be included in the document. Link to the report attached.

[Presidents Report](#)

Treasurer (Bill Lloyd) Presented by Bill

This report was provided as pdf therefore cannot be included in the document. Link to the report attached.

[Auditors Report](#)

[Band Financials](#)

[P&C Financials](#)

Music (Emily McKnight) Read by Flavia

2019 was a very successful year for our Music Program. We started the year with a brand new committee – all learning new roles – but all enthusiastic and hard-working which supported the continuation of all bands and ensembles. I personally am extremely grateful to such an outstanding committee.

About half way through the year the intermediate and the senior combined together to make the concert band. This was due to lack of numbers in key instruments, so as to make more

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balance. It was proven a great concept, with the new concert band performing really well together after just a few rehearsals.

Halfway through the year, Yvonne, the concert band conductor left her position. We ran interviews and auditions and found two wonderful new conductors – Rafael, who has taken over the concert band, and Brendan, who has been a cover when Rafael has been away, and who will come on board as intermediate band conductor next year. The students all seem to respond well to both conductors, particularly after we enlisted the aid of school learning support teacher Jo Rawlings.

The year also saw many successful performances. We ran three Big Band Breakfasts, and well attended fundraising evenings at the Flodge hotel. We have been doing some concerts outside to great success (particularly with the help of a volunteer helping with sound amplification). We also had concert and training band students perform at the Art Show as a 'mega-band', we had North Sydney Girls High School visit to run workshops and perform with us and we ran the first ever recital night – which invited students to perform as soloists and in small groups. The Concert band also played at ASBOF music eisteddfod.

Next year there will be a bit of a change to the program with the way that tutorials are run, but we have been liaising with the school and tutors to make this a smooth transition. Hopefully there will also be many more performance opportunities.

With the support of the school, P & C, tutors, conductors, and volunteers we are in excellent shape moving forward, with a strong committee, new ideas, and endless talent to nurture.

Music Treasurer (Lia Singh) Presented by Lia
As included in Treasurer report

Events/Fundraising

Incorporated in President's report

Grants - (Carolyn MacCann)

Grants Annual Report: Forest Lodge Public School P&C

There were three "Community Building Partnerships" (CPB) grants active this year, as described below: (1) Toilet block (applied for in 2017); (2) solar panels (applied for in 2018); and (3) Playground upgrade (applied for in 2019). There were no other grants.

CPB is a NSW state government scheme. It provides only part of the funding (50% or less, I think) for a community infrastructure projects. Average amount awarded is \$20K.

GRANT 1: Community Building Partnership 2017 — CBP17 - 2827 — Refurbish Main Toilet Block

Funding details: \$50,000 CBP grant funding (project cost = \$159,500, initial estimate = \$110K by Dave Sawkins)

Status: COMPLETE

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Notes: The project was delayed and more expensive than estimated, due to DET Asset Management Unit (AMU) delays and processes where we were required to use AMU's suppliers (this is the main reason for the cost increase from \$110 to \$160K). The delays also meant that the process could not be completed during the school holidays, requiring renting portable toilets.

Flavia Morello (P&C President) lodged a complaint about the AMU with the director of schools (Mr Rod Megahey). She also forwarded this complaint to local NSW local member Jamie Parker (who contributed other funding towards the toilet block). In response to this complaint, AMU director provided a letter required to extend the project completion deadline for the CBP scheme.

GRANT 2: Community Building Partnership 2018 — CBP18 - 2634 — Installation of 19kW Solar Farm at Forest Lodge Public School

Funding details: \$16,000 CBP grant funding (project cost estimate = \$32,000)

Status: Funding is in P&C account (as per email from Flavia Morello, Treasurer Bill Lloyd to clarify). Project has not commenced.

Notes: Application submitted 14 June 2018; EFT details and funding deed submitted March 2019, progress report submitted 15 July 2019. DET was initially willing to give Stephen the other half (another \$16,000) through www.solarmyschool.org.au scheme (managed by AMU project manager Brian Tolhurst). However, DET stopped providing funds through this program (after Principal Stephen Reed applied) then started changed their minds back on 7 Nov 2019 (giving Stephen <1 day of notice to decide if he still wanted the DET \$16K). I believe we (the P&C) have the CBP \$16K, but am not sure if Stephen has DET's \$16K.

GRANT 3: Community Building Partnership 2019 — CBP19 - 1277 — Renovation of Forest Lodge Primary School playground - Stage 5

Funding details: \$80,000 CPB grant funding (project cost estimate = \$132,066)

Status: Grant submitted 26 September, outcome will be announced late March 2020, project completion deadline = Oct 31 2021.

Notes: This grant was to provide \$80K towards refurbishing the primary playground basketball/handball court area. We said in the application "*the current asphalt yard will be resurfaced, new games line markings will be added, the area will be landscaped and seating options will be provided.*"

Annual report prepared by: Carolyn MacCann

Learning Support (Kerri Dawson)

Halloween disco a great success, will record the planning and lessons learned on P&C folder to help make it easy to replicate next year. Over \$6000 raised.

Event on 9th December at school - international speaker Robyn Steward, autistic self advocate

Brief meeting held with Stephen to discuss 2020 learning support

Need to plan communications for 2020 kindy year, probably a bag drop is most effective way

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Sustainability (Remi Duracher)

Not received.

Garden (Mic Everett)

Not received.

Infrastructure (Dave Sawkins)

Not received.

Indigenous (George Grose)

George requested that his report be withdrawn.

Languages (Anthony Jucha)

Languages continued to be successful and well-supported by parents and the school. We maintained four French classes, a Spanish class and a Mandarin class throughout the entire year. Support for languages remains strong, and parents continue to express interest in having language classes during the school day.

ELECTION OF 2019/2020 COMMITTEE

The Returning Officer was Andrew McGlashan, who presided over the elections.

Executive Committee

President - Anna Lloyd was nominated by Jill, seconded by George, motion passed.

Vice President - David Sawkins was nominated by Jill, seconded by Kate, motion passed.

Vice President - Amanda Tattersall was nominated by Kate, seconded by Mic, motion passed.

Secretary - Rachel Fergus was nominated by Amanda, seconded by Kate, motion passed.

Treasurer - Ursula was nominated by Kate, seconded by Bill, motion passed.

Music Sub-Committee

Chair - Emily McKnight was nominated by Jill, seconded by Lia, motion passed.

The rest of the music committee were returned as follows. These positions do not need to be elected per previous ruling.

Music Secretary - Amy Barrett

Music Treasurer - Lia Singh

Music Events Coordinator - Karlee Young

Music Instruments Coordinator - Louise Horwood

Music Fundraising Coordinator - Vacant. To be advertised.

Working Groups

As these positions do not need to be formally elected per the motion of the previous AGM restructure of the P&C (unless there is a dispute) there were no nominations or motions required.

Infrastructure - Dave Sawkins will continue in this role.

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Playground - Mic Everett & Rob Hynson will continue in this role.

Indigenous - George Grose will continue in this role.

Languages - Anthony Jucha will continue in this role.

Learning Support - Kerri Dawson will continue in this role.

Sustainability - Vacant. To be advertised.

Flodge flyers - Dave Sawkins & Dave Sharp will continue in this role.

Major Events - To be advertised. Betty Stone has advised she can possibly help on specific tasks, but is not able to lead (possible Sam Korff could help too).

Events - Vacant. To be advertised.

Sponsorship - Justine Ball will continue in this role.

Grants - Vacant. To be advertised.

Communications - Flavia

Class Reps - To be advertised in 2020 when new classes are formed. The current class reps will remain in place until the end of the school year.

Close

Meeting closed at 7:50pm.

The next Annual General Meeting (AGM), is scheduled for 16th November 2020.