Campbell High School P&C Meeting draft minutes

12 August 2026, Campbell High boardroom and online, 5.30-6.30pm

Agenda item	Discussion	Action/s
Acknowledgement of country		
Welcome and P&C update **-acceptance of previous minutes**	**Attendees**: John Manders, David Foster, Stephen Dixon-Jain, Sally Mills, Nicola Gibson, Rachael Harris, Fiona Guy, Kevin Easton, Ruth Steinbring, Fifita Sialeseni, Kristy Evangelista, Alessandra Whitney, Sue Barry, Dalila Vellotti. **Apologies**: — Minutes accepted	**Sally** to send final minutes to CHS for loading on the P&C CHS website page (Done August).
Principal's report	**School Fete- 23 October, Friday Week 2, Term 4** Discussions in the school have started. Fete will be bigger than next year. Year 10 students working with their contact class teachers to organise stalls. Catherine Butler and Rupert Hogan-Turnbull (RHT) coordinating. RHT is assisting with sponsorship until John Mantinaos back. Select primary schools joining with stalls- e.g. wrist bands stalls, face painting. ACT Parents can advertise the fete on their website. CHS would happily accept a donation from P&C to assist students to set up stalls, however only a small. John Manders (JM) will send through further details once organisation has progressed. **August 14: School Survey to parents and students will open soon** One of the few survey datasets that are recognised by the Directorate.	**Nicole** to send information to ACT Parents to advertise the school fete (Done) **Fiona** to advertise the School survey on the Parents Facebook (Done)

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	P&C to encourage feedback from parents and carers to support the principal to have data to advocate for funding and promote the good work of CHS.	
Library volunteering	Presentation from Kristy about her library volunteering experience during Term 2. See slides circulated separately. CHS currently has library open 4 days a week during breaks: Monday and Thursday (teacher supervised); and Tues and Wed (volunteer supervised) to support students' access to library. The library is also open for teachers to use as part of their class activities. Very positive volunteer experience for Kristy, however more volunteer support is needed in Semester 2 2026, at least until full-time librarian is engaged in 2027. Library a much more positive space than it was 4-5 years ago. The P&C and staff are very thankful for Kristy's time. John noted CHS has worked hard to provide opportunities for students during breaks. Lots of different clubs available so students can Gym is open both breaks (5 days a week) for sport and physical activity and other clubs. These are supervised by teacher. Goal is to have full librarian 5 days a week in 2027 (potentially through job share). John noted that some teachers can cover library periodically, but parent volunteers can provide some consistency to opening hours for school. John noted CHS have volunteers for other activities, such as maths tutoring, literacy. Kristy is a key person to contact. See last slide re contacts to register. John noted that volunteers can tell the teachers what the kids are reading. JM reiterated that no essential services are understaffed while a full-time Librarian is not on staff. All areas of playground are supervised and clubs are supervised. 5 good relief teachers on rotation at CHS.	CHS looking for 2 volunteers for library breaks (Tues, Wed or Friday 1.30pm) until end 2026. The volunteer must have working with vulnerable people card. Interested volunteers can contact Kristy to find out more detail. See slides for more information. Sally to call for volunteers on the Campbell parents facebook site and in P&C newsletter update (Done)

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	CHS has not had to have combined supervision of students for some time. Teacher librarian role: Face to Face 12 hours a week; role is to support teachers; up keep of library catalogue; curriculum planning and teacher resources. Some discussion about how long the library has not been open during the breaks. John Manders noted from the start of his tenure the library was not open consistently during breaks. Since JM commenced the library borrowing has increased (from around 2% to 33%). However, most students in CHS have home libraries and use the library at home so the school library is used more as a social space and/or another classroom space. JM noted the ideal librarian for CHS would need to be open to the culture of the school- open to students- open to other clubs (e.g. dungeon and dragons).	
P&C planning	**Mango fundraising** Minimum order of trays is 60. $27 per tray is cost, profit per tray to be confirmed by Nicola. Orders by 31 October, so advertising in September is essential. P&C will collate orders and need to nominate delivery date on site (in conjunction with CHS) Mangos from Queensland. **Parent teacher interview supplies** These are scheduled for Week 8 Term 3. Will be over 2 weeks (8-9) or (weeks 9-10). CHS to confirm once there is confirmation of dates for proposed teacher strikes. $200 budget is usually needed to cover this. **P&C approved $200 budget for this.** Nicola agreed to purchase and deliver supplies to school.	**Mangos** Nicola to send Secretary text to advertise fundraising on FB and via newsletter. Rach noted she could help with Mango fundraiser (e.g. collating money, handing out mangos) Done **Parent and teacher interviews** P&C agreed $200 budget for food, and Nicola agreed to source and deliver to school. Rachel to transfer P&C library donation ($250) to school, if not already done.

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	CHS agreed to organise some student volunteers to assist with the stall on the evening/s.	
Other business P&C President & Treasurer report -ACT Parents Council representative report (if applicable) -P&C representative board report (if applicable)	Treasurers report circulated to members. From 1 January 2026 to today. • $7138.15 balance bought forward from last year • All incomings in 2026 from parent donations ($2,970 in total) • Standard outgoings are: insurance ($506); ACT Parents ($450); OzTag material ($722.08); Reimbursement to P&C members for food purchase ($119.30) • Closing balance as at 12/08 is $8,430.07. • Chair noted that when people donate to the P&C, the P&C should use that money as soon as possible so the community can see how their donations are being used. • P&C agreed minimum budget should sit at $4000. **Public liability insurance** ACT Parents confirmed that the P&C are a separate entity and need separate insurance. P&C insurance covers extra activities related to fundraising, e.g. Bunnings sausage sizzle. **Other donations to consider** • Donations for fruit trees suggested • Assistance for barista • Guest speakers (noted success of previous speakers combined with other schools) **ACT Parents Council (Nicola)** New minister addressed parent questions for an hour. Main questions focussed on funding and students with special needs. Trying to finalise school budgets and Minster noted issues with staffing.	**Other donations** P&C members to send suggestions on how to spend P&C donation money via email. John Manders agreed to bring some costings to next meeting re fruit trees. Secretary to include mention of how P&C funds are spent in the newsletter update. **ACT Parents Council** Nicola will send the P&C the minutes. **P&C Parent contributions** Stephen to email among P&C re correcting previous advice. P&C likely to send a correction email to school community and/or via newsletter. (Done)

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	Spotlight on one school that had a costume swap for book week in the 2-3 weeks before book week. Then the same school organised a winter coat swap. **P&C Parent contributions** Stephen noted that these donations are not automatically eligible for tax deduction gift status. The P&C noted that previous requests that the P&C issued for these donations have provided incorrect advice in this regard. Library fund donations are tax deductable. **Floriade and bands** CHS missed out last year, but may pursue this year (TBC)	
Next meeting	**Wednesday, Week 4, Term 4. 4 November** Possible additional P&C Teams meeting prior, if required, to confirm Fete details and donations	P&C to send email to John Manders in Week 10 to confirm Fete stalls. P&C to confirm, via email, if separate meeting needed.