

## **Campbell High School P&C Meeting minutes – 24 February 2020**

Attendance: Chair: Karina Edwards, Principal: Steve Collins and 14 others - see Attachment A

### **1. Welcome and previous minutes**

#### 1.1 Welcome and opening remarks from the Chair

Karina thanked the parents for their attendance.

#### 1.2 Apologies

None

#### 1.3 Approval of the minutes

The minutes of the 25 November 2019 were accepted by Steve.

### **2. Reports**

#### 2.1 President's report - Karina Edwards

Karina reported on the success of the 'Meet the Teachers' event on 11 February. The event is hosted by the P&C and is an opportunity for new parents to meet Campbell teachers in an informal setting. Karina acknowledged the P&C's appreciation of the teachers' commitment to this event.

Karina noted that all parents are welcome to attend P&C meetings and to drop in when they are able. She advised that the focus of the P&C was keeping parents informed rather than on fundraising.

P&C meetings will start 30 minutes earlier this year – at 6:30 rather than 7:00. The proposal is to have a meeting that runs for 45 minutes and then to have a presentation for 30 minutes on a topic of interest to the school community.

Karina sought and obtained the approval of the P&C for an approach to teachers to bid for an allocation of P&C funds to benefit the school. In 2019 the P&C gave funds for the Year 10 mural and attendance of students at the Career Expo.

Karina reminded the meeting that Kieran will be presenting a workshop at 6:00pm on 25 February in the library. Parents were reminded that students were also invited to attend.

Karina acknowledged the work of the canteen and thanked Hazel the canteen manager. She noted the importance of the canteen to the school community in providing healthy, delicious food each day. Karina noted that patronage was lower than expected last year.

The next meeting will be the P&C's AGM with the Treasurer and Canteen Treasurer will present the P&C's financial reports. Karina thanked Trina and Jo for their work and commitment to the treasurers' roles.

## 2.2 Principal's report - Steve Collins

Steve reported on the refurbishment of the school's reception area to make it more welcoming. He advised that the school corridors had been repainted; shaded areas, a table tennis table and a chess board had been provided in the school grounds.

The school has plans to develop the 'tech quadrangle' and to install outdoor fitness play equipment. All these initiatives are to encourage students to be active in break times rather than on their devices.

The school's learning goals focus on literacy and numeracy with staff having professional development in these areas. The school is collecting data to analyse student development and to enable tailored interventions.

The school is also rolling out a 'positive behaviour for learning' strategy which will start with a statement to students about expectations.

Staff have provided positive feedback about the meet the teachers event hosted by the P&C.

## 2.3 Staff report

Caitlin Horan (Deputy Principal) provided the staff report.

She noted that:

- the swimming carnival had been a success
- the school's Healthwise nurse, Fiona Camp, has commenced
- a Cultural Intervention Coordinator is working with faculties on the indigenous perspective in the curriculum
- the Year 7 camp was held in week 1
- there will be activity based camps in Years 9 and 10.

## 2.3 Canteen report

Joanne Weir, Canteen Treasurer, reported that the financial report for the canteen for 2019 will be presented to the AGM. The canteen's financial year aligns with the calendar school year not the financial year.

The canteen has a term deposit account for staff leave liabilities. The canteen treasurer is paid for 7 hours work a fortnight because of the work involved in managing workers compensation, insurance as well as the statutory requirements (tax etc).

The canteen needs parents to support it. It is considering new menu options. The menu is approved through Nutrition Australia via the satellite system. Nutrition Australia will be assessing the canteen next week.

Hazel, the Canteen Manager, reported that the freezer had died and the canteen is looking for a replacement.

ain which accrued leave liabilities a drop in sales in July with a pick-up in August. In the 8 months to August, the canteen has been running at a small loss. The canteen has dropped the hours worked by casuals in response. Prices will possibly increase slightly including because food costs are increasing.

Parents asked if there was an opportunity for students to volunteer in the Canteen. Hazel reported that there was however customers come in peaks and there may not be sufficient work to keep student volunteers occupied. Students can assist with food preparation and with the St John's breakfast club.

### **3. Budgeting**

There was no budget report.

### **4. Other business**

#### Record of expenditure

The meeting noted that:

- the P&C raised \$145 in donations from Kieran's 2019 presentation to be donated to the school
- the Treasurer wrote a cheque of \$413.28 to Karina Edwards as reimbursement for costs for catering for the 'Meet the Teachers' event
- the P&C had been able, in early February, to close its St George's Bank bank account and that \$4,320.39 was transferred to the new account.

#### General discussion

The meeting discussed the state of the school toilets. The school is waiting for the Student Representative Council to form, for student consultation, before undertaking work.

Parents asked about the development of the CSIRO site. Steve advised that the site will not have shops (which may tempt students to leave the campus at lunch time) and the border with the school will be defined by shrubs and landscaping.

Steve reported on the redevelopment of the War Memorial. The school is concerned about tradespersons' vehicle traffic particularly they finish work at 3:00pm, the same time as school finishes. There will be a gravel car park on the hillside for tradespeople. The school is seeking a pedestrian crossing between the school and the War Memorial.

Parents asked whether it would be possible to sign a single medical consent form at the beginning of the year to cover all school excursions. Steve advised that students' medical conditions can change during the year. He will come back to the P&C about whether it would be possible to submit a single form and then have the option for individual excursions to indicate no change to previous information. Steve advised that the school will be moving to a new ICT platform (Central) which will have an online module for excursions.

Steve advised that he would put the consent form on the website and attach it to the Weekly Wrap.

Parents asked whether it was possible for both parents to receive emails from the school. Steve advised that while reports go to both parents, the ICT currently does not enable emails to be sent to both parents.

Parents asked about the mobile phones in classrooms policy. Steve advised that the majority of teachers ask students to hand in their phones at the beginning of lessons. Some teachers allow students to listen to music on headphones while working and that this can be written into individual student learning plans. Steve asked to be advised of specific concerns so that he can follow them up.

Steve asked that any concerns parents had with the curriculum be raised in the first instance with the individual teacher.

Parents asked for guidance on ergonomic use of Chromebooks. Steve advised that this could be addressed through pastoral care and the inclusion of tips in the Weekly Wrap.

**Action arising**

Item 4. Excursion consent note	<ul style="list-style-type: none"> <li>• Steve will report back to the P&amp;C on the option of submitting a single form annually or to update details rather than submit a new form</li> <li>• Steve will arrange for the form to be put on the website</li> </ul>
Item 4. Ergonomic use of chromebooks	<ul style="list-style-type: none"> <li>• Steve will include information about this in the Weekly Wrap</li> </ul>

**Attachment A**

**Attendees**

Karina Edwards – President  
Steve Collins – Principal  
Caitlin Horan – Deputy Principal  
Trina McFarlane – Treasurer  
Sarah Dinning – Secretary  
Joanne Weir – Canteen Treasurer  
Hazel Herron – Canteen Manager  
Helena Williams  
Michelle Trainor  
Henriette Sorensen  
Greg Terrill  
Jack Pezzey  
Geoff Murray-Prior  
Plus one other