

Campbell High School P&C Annual General Meeting minutes – 15 June 2022

6:00 – 7:40 pm Campbell High School library

Chair: Trudy Green, President

Attendance: 9 (see Attachment A)

Apologies

None

1. Welcome

President Trudy Green welcomed parents and carers to the meeting.

2. President's report – Trudy Green

Trudy presented a written report on the P&C's activities for 2021 with a focus on the closure of the P&C managed school canteen, the work of the P&C sub committee on the school's mobile phone policy and work on parental engagement. The President's report is in Attachment B. Trudy advised that she would not be continuing as President in 2022.

3. Treasurer's report – Richard Hume

The canteen made a loss of \$22,000 for 2021. The P&C separately made a loss of \$1,500 because we did not seek voluntary contributions from parents in 2021 and had no income.

Richard thanked Trudy for taking on much of the work of the Treasurer. He noted that the equity figure for the canteen balance sheet did not reflect the costs of workers' compensation and the correct figure is \$9,000. There was also a clerical error in the accounts reflecting a missed payment to the ATO.

Going forward the income from voluntary contributions should be sufficient to support the ongoing work of the P&C. Trudy advised that the recent call for parental contributions had resulted in around \$2,000 in donations, a figure similar to contributions in previous years.

4. Acting Principal's report – Adam George

Engagement grant

The consultant has conducted 360 degree feedback with teachers, students and a small group of families in week 6 looking for feedback on the 'desired future' for a culture of high expectations. The results of the feedback will be shared with the P&C.

Pupil free days

The pupil free days will include an assessment of the impact of student absences on educational achievement to be reflected in reporting.

The meeting discussed the mental health impact on students of the disruption and uncertainty of the past two years.

5. **Acting Business Manager's report – Chelsea Williamson**

Bike sheds

Chelsea advised of meetings with providers for additional bike storage options with additional loops for locking bikes being a likely solution.

Canteen

The canteen is experiencing difficulty with wifi access to enable it to run EFTPOS and will consult with the school's IT manager on solutions.

Toilets

Chelsea has attended a meeting with the Directorate about remediation work to improve drainage for the toilets. The meeting noted that there appeared to be problems with the quality of the cleaning of the toilets and Chelsea advised that this had been raised with the Directorate who employ the cleaners.

6. **Election of a new committee**

The old committee was dissolved and the following office holders elected:

- Stephen Dixon-Jain – President
- Jane McIntyre – Vice President
- Trudy Green – Treasurer
- Sarah Dinning – Secretary

The meeting approved Stephen Dixon-Jain, as a consequence of being elected President, being added as a signatory to the Campbell High School Parents and Citizens Committee Commonwealth Bank Society Cheque Account: BSB 062-904, Account Number 1057 1269 Moved: Trudy Green.

The meeting approved Richard Hume, as a consequence of retiring as Treasurer, being removed as a signatory to the Campbell High School Parents and Citizens Committee Commonwealth Bank Society Cheque Account: BSB 062-904, Account Number 1057 1269 Moved: Sarah Dinning.

7. **Discussion**

Future of the P&C

The meeting discussed whether parents should consider winding up the P&C given reduced parental involvement. Adam referred to the value the school executive placed on the P&C as a way of engaging with families. The meeting considered that the P&C could continue to operate on a limited basis as a vehicle for presentations from the school to families and through online meetings.

Fundraising proposal

The P&C gave preliminary support to Richard's proposal for the P&C to host a quiz night in term 4 as a way of building community and to fund raise for the P&C. Richard referred to an app that would reduce the administrative work usually in organising quizzes.

P&C scholarships

Parents indicated an interest in P&C funds being used to supplement the school's equity fund which provides financial support to assist students to engage with opportunities such as excursions.

Attachment A – Attendees

Trudy Green, President

Adam George, acting Principal

Chelsea Williamson, acting Business Manager

Jane McIntyre, Vice President

Stephen Dixon-Jain, Public Officer

Sarah Dinning, Secretary

Richard Hume, Treasurer

Damien Ellwood

Mel McDonald

Attachment B

Campbell High School P&C Association

President's Report for Annual General Meeting 2022

Despite the challenges of another year impacted by Covid-19 restrictions the P&C continued to adapt and provide a forum for parents to engage with each other, the school leadership team and teachers. The P&C had two focus areas for 2021, revitalizing the canteen and increasing parental engagement with school matters.

The effectiveness of the P&C depends on the strength of its members and we are fortunate to have a small but dedicated group of parents that attend our meetings and provide a valuable exchange of ideas and information. I would especially like to acknowledge the work of my fellow

P&C Committee members, Jane MacIntyre (Vice President), Sarah Dining (Secretary), Richard Hume (Treasurer) and Stephen Dixon-Jain (Public Officer).

I'd also like to thank the staff of Campbell High for their active support of the P&C, with a special note to Steve Collins, Helena Williams, Adam George and Caitlin Horan.

Canteen

Over the last few years, the P&C operated canteen has run at a loss, except for 2020 when it benefited from government subsidies. A canteen sub-committee was formed to support the Canteen Manager, Hazel Herron, to improve the canteen's profitability. Unfortunately, not long after the formation of the sub-committee, the ACT entered a second lockdown and the canteen was unable to operate. Canteen staff were stood down and were able to access Government wage assistance. This covered the wages for the casual staff but the P&C topped up the Canteen Manager's salary by approximately \$200 a fortnight. In addition, there was a small loss from having to sell fresh stock at below cost with the sudden announcement of the lockdown. The Canteen did not qualify for any Commonwealth or ACT Government assistance.

When school returned, new covid-19 restrictions impacted sales and revenue were reduced. The P&C initially planned to continue with its plans to revitalize the canteen but in December had to make the difficult decision to cease operations. The canteen's financial reserves had been significantly reduced due to covering labour expenses over the lockdown and with revenues down there was a very strong risk we would not be able to cover liabilities at the start of 2022. A particular concern was the need to pay the Canteen Manager's salary over the summer holidays. The P&C agreed to close the canteen on the basis that there was a very high risk that the canteen would need to close early in 2022 and that there would no longer be enough cash reserves to pay staff entitlements.

The P&C investigated different business models for the canteen but decided that the limited parental resources were best focused on other P&C activities.

I would like to thank the canteen staff, Hazel Herron, Chantel Stacey, Rhonda Miller and Jo Weir for their hard work and tireless dedication to the canteen and school community. I would also like to thank Richard Hume and Jane McIntyre for their work to try and revitalize the canteen. A special

mention to Jo Weir who helped steer us through the various aspects of closing the canteen business, despite resigning from the role of Canteen Treasurer in November.

Supporting the school/community

Despite the need for the majority of the P&C meetings to be held online in 2021, there was generally good attendance at our meetings and a wide range of topics discussed, including student welfare, navigating remote learning and other COVID-19 management measures and the development of the school's Positive Behaviours for Learning framework.

Following a request for information on the school's mobile phone use policy, a sub-committee was formed to investigate alternative policy approaches. The sub-committee undertook a comprehensive assessment, including

- investigating the impacts of mobile phones on student learning and social development
- reviewing the policies of different Australian states and individual schools
- interviewing staff from schools that had adopted a ban on mobile phone use
- a parent survey to understand views on the existing policy
- meeting with CHS teachers to understand the strengths and weaknesses of the current policy.

The sub-committee presented the results to the P&C and passed on their findings to the School Board and management team. As a result of this comprehensive review, the school has adopted several changes, including more consistent adoption of the 'off and away' rule during class time, purchasing secure storage containers for phones during class time and offering more activities during breaks to encourage students to be active and socialize. A massive thank you to the members of the sub-committee for all their efforts and recommendations.

The P&C also ran an information session on anxiety in teens, facilitated by former CHS parent Kieran Vaughan. The forum was attended by approximately 20 parents, who were able to learn more about anxiety, its causes and impacts on our bodies and brains and strategies to manage it. Thank you to Kieran for generously giving us her time, for the second year in a row.

The P&C and school applied for and received an engagement grant from the ACT Education Directorate to provide insights into better ways for the P&C and school to engage with the parent community. The Ed. Institute has been engaged to assist with the project, in collaboration with the P&C, the work will focus on 'What does High Expectations mean at CHS?'. This builds on feedback in the parent survey wanting to understand more about how CHS sets high expectations.

Financial

Canteen

The Canteen made a loss of \$22,796.66 in the calendar year 2021, following a surplus of \$18,000 in 2020 and a loss of \$14,000 in 2019.

P&C Committee

The P&C conducts minimal fundraising, with most funds collected from voluntary parent contributions. Due to the ongoing financial impacts of the pandemic, the P&C decided not to ask parents for donations in 2021. \$240 was raised through donations for a workshop on teens and anxiety facilitated by former CHS parent Kieran Vaughan.

As such, the P&C Committee made a loss of \$1,464.50, following a loss of \$120 in 2020.

The P&C's main expenses were insurance, financial auditing services and P&C Association affiliation fees. Unfortunately, as the P&C did not raise any funds, we had to take the conservative position of not making any of our usual donations to the school in 2021.

Looking Forward

Delays finalising the canteen accounts means that we are late in holding our Annual General Meeting for 2022. As such, much of the year has already passed. Supporting the work of the school and Ed. Institute to deliver the parental engagement grant will be a key focus for the remainder of 2022.

The ongoing viability of the P&C continues to be a risk, with few parents or carers able to participate in the Committee. New ideas and energy to help build the P&C would be warmly welcomed.