

**Campbell High School P&C Meeting Minutes**

**21 May 2024, Campbell High Library and online, 5.30-6.45pm**

Agenda item	Discussion	Action/s
Acknowledgement of country		
Welcome and previous minutes -Apologies -Acceptance of minutes, including actions	Minutes accepted.	
Principal's report	<p><b>Term 2 is going well</b> and children re-adjusting well to phone ban.</p> <p>One concern is management of <b>staffing levels when several educators are unwell.</b></p> <p>Some absences due to respiratory diseases are expected (for example, 13 teachers unwell today). When there are substantial educator absences, teachers work on collapsed class program. These collapsed class programs have been previously developed by staff, on pupil free days.</p> <p>On any one day, there is an expectation that 1-2 teachers are absent due to illness, therefore this pre-planning is important. The overall issue is that there are insufficient teachers in ACT to cover all personal leave on all days.</p> <p>There was some discussion about whether CHS was implementing sufficient infection control and COVID-19 mitigation strategies.</p> <p>The school is adhering to ACT Education Directorate and ACT Health advice. If the parent and carer community have further concerns, they should be directed to the ACT</p>	P& C facebook page includes an update re info night date School email circulate facebook page ( <b>Sally complete</b> )

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	<p>Education Directorate (rather than CHS). Jennifer D noted that in 2023 parents wrote to the ACT Directorate about some of these issues and a summary of this correspondence has been posted on the Campbell High P&amp;C Facebook page. Jennifer D suggested that any parents with further concerns can contact her directly.</p> <p>The positive is that staff absences have not impacted excursions and athletics carnival. 70% students attended the athletics carnival. This was an amazing turnout, compared to the approx.. 30% threshold for some past years. This is a fabulous outcome and reflects, in part, focussed effort from PE department to generate fun for kids in these events. Connection between teachers and students is also growing. <i>(32 phones confiscated at athletics, not too bad)</i></p> <p>Students still engaged in <b>positive behaviour strategies</b> (eg stamps). Some vouchers starting to be allocated. Students understand that good behaviour will be rewarded.</p> <p><b>Fundraising activities</b>, such as Bunnings BBQ have been successful.</p> <p>Musical- Matilda-planned for week 1, term 3.</p> <p>Staffing- CHS to have second deputy position. To be filled by experienced teacher from Alfred Deakin.</p> <p><b>Student portal up</b> and running. Some noted initial set up was difficult and CHS encouraged parents to report any concerns/difficulties to the school.</p> <p><b>School Board now established.</b> Includes Jodie Smith, Leah Hanley and Sarah Tynan (as parent reps); Mr</p>	

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	<p>Beecher; Catlin Butler, Iyesha and Hamish (school captains). P&amp; C board rep to be confirmed.</p> <p>John M asked what P&amp;C were interested to hear about from him? Areas of interest included:</p> <ul style="list-style-type: none"> <li>• Updates on Dickson College transition info</li> <li>• Mentor program, MEAC</li> <li>• Equity</li> <li>• Curriculum</li> <li>• Balanced information (positive and negative aspects important)</li> </ul> <p>Some discussion of <b>Raise mentoring program</b> (where students get to engage with mentors once a week and talk about life goals etc). Raise program is capped now. Main challenge is maintaining student interest. CHS is looking for alternative providers next year. CHS feel they have relevant expertise within the school that could assist with developing something similar inhouse. For example, there is 1 exec teacher in charge of student services and 3 youth workers (Jack, Brodie, Sophie).</p> <p><b>MEAC</b> was really good. Students generally positive. With COVID gone CHS bringing in more expertise for speeches.</p> <p><b>Other issues:</b> Police can visit school for external issues, eg abandoned car. CHS has good relationship with City watch. No issues with Fire alarm this year. If there is a police presence, parents will be notified.</p> <p>Campbell transition to Dickson is a focus.</p>	

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<p>P&amp;C thematic discussion schedule</p> <p>-topics for future discussion</p> <p>-next steps</p>	<p>Jennifer outlined P&amp;C's intent to have specific topic discussions each meeting. A survey has been circulated on the CHS Parents Facebook Page for the community to complete. Some potential topics flagged were: Academic performance, Classroom management, wellbeing, transition to college.</p>	<p>Promotion of survey in newsletter and school email to parents (<b>Sally complete</b>)</p>
<p>Draft amendments to constitution</p> <p>-proposed changes to function, objectives and audit information</p> <p>-next steps</p>	<p>Sally ran through the suggested changes to the Constitution, drawing on the ACT P&amp;C constitution proforma.</p> <p>General agreement that adoption of the proforma with some changes sounded sensible.</p>	<p>Draft revised CHS constitution circulated for review (<b>Sally</b>)</p> <p>Organise special meeting to discuss new constitution (<b>Stephen, Sally</b>)</p> <p>If agreed, notify CHS community of draft changes and request feedback (<b>Stephen, Sally</b>)</p> <p>Adopt new constitution at subsequent P&amp;C meeting</p>
<p>Other business</p> <p>-P&amp;C presence at Campbell open night</p> <p>-Campbell 60th birthday celebration</p> <p>-P&amp;C President &amp; Treasurer report</p> <p>-ACT Council of P&amp;C's representative report</p>	<p>P&amp;C presence at CHS open night</p> <p>60<sup>th</sup> birthday celebration in infancy-planning first day</p> <ul style="list-style-type: none"> <li>• Lots of memorabilia</li> <li>• Started to display memorabilia</li> <li>• Will decorate library -starting to get a feel for the day, whether it's a community day or school day, fete...</li> <li>• Honour board...paint names on student leaders...</li> </ul> <p>Treasurer report</p>	<p>Jennifer will send flyer to Kris to circulate to parents at open night (<b>Jennifer complete</b>)</p> <p>John M to mention at open night that CHS has an active P&amp;C (<b>John M complete</b>)</p> <p>CHS can also add flyer to enrolment/induction packs later in year (<b>Kris TBC</b>)</p>

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<p>-P&amp;C representative board report (TBC)</p>	<ul style="list-style-type: none"> <li>• \$10,508 in bank account</li> <li>• Treasurer has had handover -need to sort out access to bank accounts.</li> <li>• Agreed we should email re parent contributions asap before end of financial year</li> <li>• Agreed Jennifer Doggett and Rachael Harris to be signatories of the P&amp;C bank account.</li> </ul> <p>ACT Council of P&amp;C's representative report</p> <ul style="list-style-type: none"> <li>• Nicola -circulated Mark Huxley presentation student centred improvement framework</li> <li>• ACT Council of P&amp;C have available resources re canteen.</li> <li>• Tuesday 25 June is next meeting</li> </ul> <p>P&amp;C representative board report</p>	<p>Invitation to parents for donations circulated. Invitation can include. picture of jerseys P&amp;C purchased. (<b>Rachael</b>, Kris to help find picture or check week 9 newsletter T1)</p> <p>P&amp;C to reach out to parent board members to ask who would like to be P&amp;C rep (<b>Jennifer</b>)</p>
<p>Website</p>	<p>Website update making process. Stephen has some questions which he will send via email.</p>	<p>Follow up website questions (<b>Stephen &amp; Rachael</b>)</p>
<p>Next meeting</p>		<p>Week 8, Tuesday 18 June</p>

**Summary of action items:**

<b>No.</b>	<b>Action</b>	<b>Lead</b>	<b>Meeting date</b>	<b>Complete</b>
1	Fundraising (mango and ACT election organisation)	JD	26/3/2024	
2	Draft revised CHS constitution circulated for review	SM	22/5	25/5
3	Organise special meeting to endorse new constitution	SDJ/SM	22/5	
4	Notify community of draft changes and ask for feedback. Then adopt new constitution at subsequent P&C meeting (pending feedback)	SDJ/SM	22/5	
5	CHS to add flyer to enrolment/induction packs later in year	TBC	22/5	
6	Invitation to parents for donations circulated. Invitation can include. picture of jerseys P&C purchased	RH	22/5	
7	P&C to reach out to parent board members to ask who would like to be P&C rep	JD	22/5	
8	Follow up website questions	SDJ and RH	22/5	29/5