

## Campbell High School P&C

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### Ordinary Meeting

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Date: Tuesday 7 November 2023

Time: 5.30pm-6.45pm

Venue: In person and online

### 2023 Office bearers

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President:	Stephen Dixon-Jain (Chair)
Vice-President:	Fiona Guy
Secretary:	Jennifer Doggett
Treasurer:	Trudy Green
Public Officer:	Nicola Gibson

### Attending

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Michael Snape  
Melinda Evans  
Nicola Gibson  
Jennifer Doggett  
Rachel Lloyd  
Stephen Dixon-Jain  
Fiona Guy  
Sue Barry  
John Manders  
Kris McCreath

### Meeting Agenda

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1. Acknowledgement of Country (Vice-President)
2. Welcome and previous minutes
  - 2.1 Welcome and opening remarks (Chair)

## 2.2 Apologies (Chair) TG

2.3 Approval of Minutes from previous meeting - SDJ moved, FG seconded. Motion passed.

## 2.4 Business Arising from Previous Minutes (Chair)

- Constitution update – carry forward to next meeting.
- Website update – carry forward
- Proposal from Kris re contributing funds for catering for staff – P&C members still deciding what priorities are but generally supportive of funding catering for staff events. Feel 40% is a bit high and so need to think internally about what an appropriate % is and get back to Kris. Also need to think more generally about role of donations.
- SDJ asked if attendees supported funding and end of year function for staff. He also suggested using the funds raised to invite guest speakers, run a workshop and sponsor awards.
- JM outlined the cost of repairing the cricket nets (\$9k to do basic nets, \$45k for top level, \$25k for mid-level). CHS can apply for reimbursement from parks and rec.
- ME suggested that for big ticket items the P&C could go directly to parents and ask for contributions
- FG suggested doing a Google survey to get ideas and highlighted the importance of small items, like atlases etc.
- Suggestions for donations included: microscope, sports uniform, P&C book club support for the library, sports equipment, music, art equipment repository
- Agreement to support end of year event and welcome for new Year 7s in 2024
- Suggestion to have a P&C sign on front door welcoming new families
- ME offered to do a post on feeder schools P&C sites about CHS P&C
- RL suggested included information about the P&C in information packs for new students and families

- TG confirmed that the P&C could contribute \$400 or a bit more for awards.
- JM said CHS could get medals made and advised that P&C should write criteria for award, can change each year. Take lead from what P&C value and make part of award ceremony. Nice to have P&C president reading citation.
- Agreement that \$50 is reasonable for a prize for an award, less for a medal.

### 3. Other business

#### 3.1 COVID mitigations update – response from the Directorate

- JD updated meeting participants on response from the Directorate to COVID letter

#### 3.2 Update from parent meeting re. improving school-parent/carer communication regarding student academic performance and support strategies.

- JM outlined how the directorate went through data sets and made recommendations which have formed a change in school improvement journey. There is an overarching plan for what the school wants to do academically. This plan flows into school action plan – differentiation will be addressed through professional learning community.
- ME said there was an opportunity to pro-actively communicate with parents in bite sized chunks.
- JM said that CHS was still in the process of rebuilding policies and procedures post-COVID. CHS's assessment and reporting policies were established in 2007 and the school is in the process of renewing and refreshing documents. This will coincide with a web page refresh. CHS is also working on improving communication with families.
- RL emphasised the importance of focusing on system-wide issues, e.g. the need to focus on individuals and how to track specific students.
- JM informed attendees of the role of Pinky as the Inclusion SLC. She is undertaking a refresh of inclusion processes and looking at how to track students. Parents of inclusion students have been contacted three times this year. This has provided positive feedback on how things are working.

- JD raised that she had not been contacted by Pinky as the parent of a student on an ILP.
- RL asked JM about system-wide enrichment and the gifted/talented program? She said she hadn't heard about this and was concerned that CHS is not celebrating excellence.
- JM said CHS did not have a dedicated gifted and talented program because of staff issues. He said this was done better via in-class targeting, using the distribution of ABCDE grades as tracking methods to compare to like schools. There is not as much spread in this year's Naplan. Policy of enrichment in class but not designated program. 80% of students said they felt they could do harder work. PAT data this year positive. Students on ILPs, doing college work doing tailored assessments.
- JM said an email had been sent to parents about electives next year. The aim with these electives is to do more targeted teaching based on data.
- RL said there was not much information publicly available about G&T support at CHS. She noted that there used to be awards for each semester for each class but that hasn't happened for a while.
- FG said that policies were not exciting in themselves and that action was needed. She stressed the need to avoid labelling students but to focus on helping everyone to do their best.
- JM if a teacher can't accommodate the needs of student then they can go to the teacher and ask for extension work.
- FG emphasised the importance of equity issues in relation to differentiation, noting that many gifted students don't have advocates so there is a need for policies to support school-wide support for these students.
- SB commented on the CHS website highlighting the need to improve the accuracy of information which is very different from what is provided in emails from the school. He asked about drama as an option.
- JM said he can't get a drama teacher so this cannot be offered. He noted that the link to the outlines for electives is in the email.

### 3.3 P&C donations

- JD moved motion to support funding for catering for end of year thank you for CHS staff, SDJ – seconded. Motion passed.

#### 3.4 Staff shortages/turnover and staffing for 2024

- JM outlined the struggle to find relief staff due to Covid and personal leave. Getting staff to cover sessions is difficult. There are two vacancies for next year.
- K McCreath said the website should be up to date by end of term

### 4. REPORTS

#### 4.1 Financial Reports (Treasurer)

##### 4.1.1 Motion to transfer canteen assets

- SDJ moved motion to transfer fixed assets of canteen to donated to the school for use in the canteen. JD seconded. Motion passed.

#### 4.2 Principal's Report (Principal)

JM provided an update on recent school events and developments including:

- School musical
- Excursions
- Staff breakfast
- Outdoor ed camps
- Remediation work in holidays
- Replacement of the gym floor
- Bike cage funded by P&C donations - work has started and it should be ready next year with capacity for 250 bikes.
- Appreciate feedback on electives and use of website.

#### 4.3 Report from P&C Council (Nicola Gibson)

NG provided an update from the most recent P&C Council meeting and AGM.

#### 4.4 Board report

Rachel Lloyd provided an update from the recent Board meeting including the following issues:

- Principals recently met to discuss transition from Year 10 to college

- Class change request – more communication needed about how parents can request that.
- Teacher recruitment and shortages
- Parent teacher night – some teachers not available.
- School assessment policies
- Student feedback positive about behaviour. Bathrooms updated and being better looked after.
- Parent portal issues – discussions about the communication forms, how to get more parental visibility of school issues. Need to focus on easy wins, including website, and newsletter. Suggestion of a brief survey of parents on communications. School board report – needs updating on website.
- Naplan results discussed – hard to compare years. JM thought they had improved.
- Next meeting 20<sup>th</sup> November. Considering budget and student school satisfaction results.
- Please let RL know if there are issues people want her to raise – finishing at the end of the year.

4.4 Correspondence - None

5. Other business (Chair) - None

6. Close (Chair)