



P&C Meeting Minutes – 15 March 2022

Attendees – Olivia Wenholz, Andy Mison, Ben Davies, Heidi Spence, Kate Riley, Lauchlan Dean, Lara Speering, Michelle Tormey, Rhonda Gilchrist, Sonu Azad, Tim Pigot, Bronwyn Hill, Joanne Aubertin, Mary Cheng.

LEGEND: Red text means decision. Green text means action item. Yellow highlight means attachment.

1. 7:49 pm Open, Welcome and Apologies – Olivia Wenholz

Apologies: Penny Thomson, Carolyne Worthington, Liz Wentworth, Shane Merry, Norma Yap

2. Approval of minutes from last meeting (15 February 2022) – Olivia Wenholz

Kate Riley moved to accept the minutes from the 15 February 2022 meeting, seconded by Olivia Wenholz = motion passed unanimously.

3. Principals' Report – Andy Mison

Andy, the Harrison School Executive Principal noted that he has been in the role for 7 weeks now. He extended thanks to Olivia and the P&C for an outstanding job and commended the P&C achievements over the past year under Covid circumstances.

He explained that Harrison School is managing well although there has been a significant workload increase in response to the constraints of Covid. He noted that there have been high numbers of staff away which has been challenging, with the need to split and combine classes and manage relief staffing. He acknowledged the additional tensions, pressure, fatigue and impact this has on students and staff.

Andy mentioned the P&C coffee van and expressed thanks from the Harrison Staff for the gesture of appreciation and noted the event as an elegant way to bring parents and community members together close to the school campus, to build relationships.

Andy went on to address matters from the previous meeting minutes:

- He explained that the P&C donated **outdoor furniture** is being installed by the facilities manager.
- Andy noted that **communications** between the school and P&C is important. He thanked the good work of Olivia, Kate, Grace and Kirralee in working together to keep the channels of communication coherent and aligned in the messaging to the school community. Andy noted that the school newsletter is also a channel that can be used to prioritise P&C messages if needed.
- Andy thanked Olivia and Vichuda for their work involving the **uniform**. He mentioned that he has engaged with the student leadership group and through consultation with the P&C he is testing what is practical, affordable, appropriate and sensible attire for all students and he is close to determining the uniform and what items will be phased out. He has redefined the policy and will take this to the first meeting of the new board next term. He is waiting on some sample items and will meet with the leadership group. He is looking forward to seeing that realised. Olivia Wenholz commended Joanne Aubertin on her work leading and sourcing the samples and coordinating all the quotes.

- Andy referenced the **P&C donations** and noted that he has had a conversation around streamlining the school's processes about how to request funding from the P&C and how to be more strategic with these funds.
- He highlighted his focus on improving playground amenity, creating **nature play areas** specifically in the P to 6 areas and noted the opportunities to repurpose some of the bricked in areas to facilitate this. He mentioned that the Facilities Manager is sourcing course play sand and logs and boulders and there is a plan to prototype this approach in the kindergarten area, identify the price and impact and safety and how the kids use it and then the approach can be adjusted and scaled from there and the school will then come to P&C with unit costs and schedules.
- Andy noted that he has engaged the High School students who are coming up with wonderful proposals, but many come back to **shade**. A representative from the Education Directorate is coming to discuss funding two further shaded areas for the high school area. Andy hopes to get the directorate to include that in the planning and the school can then offer a dollar amount to get the third structure in place.
- Andy noted that a **basketball hoop** that the P&C have offered to fund in Year 2 is being followed up by Ben Davies.
- Andy mentioned that there is a planned meeting for Shane to talk with Ben and Andy about the **traffic** report. Andy emphasised that he and Ben are concerned and keen to progress focus on the traffic issues as the **safety** of the students on the roads around the school is paramount. Olivia Wenzel mentioned that parents who attended the coffee cart commented on **near misses** with many observing and experiencing scary near misses particularly on Katoomba Street. Andy mentioned that he and Ben observed the Katoomba Street crossing area but noted that there are other areas that are more within the school's remit of influence such as the Nullabor Avenue side. Andy noted his concerns about students crossing in front of the bus and cars pulling out around the bus and expressed the importance in getting some action on that issue.
- Discussions from the floor ensured and it was noted that the P&C might have more agency in this space particularly when it comes to the local member of the legislative assembly (MLA). The P&C have started to collect near miss logs that might help influence some action. Mounting a centralized coordinated approach from the school through the Directorate and also from the parents to local members may have more effect.
- Olivia Wenzel highlighted an email that was sent to parents in the junior school regarding **Home-Reader resources**. It was noted that the email suggested that due to a resource shortage students may be given repeat books and that Home Readers would only be sent home twice a week. Ben Davies followed up the Home-Reader issue and explained that the school handed out a large quantity of Home Readers to parents over the COVID Lockdown/Home Schooling period, some of which have not been returned. New resources have been ordered and they are currently being rolled out, so the resource issue has been addressed and should be resolved very soon.

4. Executive Summaries

President's Report - Olivia Wenzel (Attachment B)

Treasurer's Report – Olivia Wenzel (P&L & Balance Sheet Reports Attachment C)

5. Donation Requests from Harrison School – Olivia Wenzel

Olivia referenced discussions in the Principal's Report noting that Andy Mison will filter ideas, feasibility and logistics. Olivia also noted that she has received advice from the Building Services Officer that government restrictions prevent the easy installation of ninja warrior/monkey bars and similar equipment without extensive consultation and safety parameters.

Olivia and comments from the floor endorsed any ideas from High School students involving items that might draw kids away from constant mobile phone usage during break times.

6. Other Business

None.

7. Open Action Items (Attachment A)

Close 8:25 pm

Future P&C Meetings – Term 2, Week 3, Tuesday 10 May 2022. *(Subject to change with new committee)*

8. Open Action Items

P&C Open Action Items

Meeting date	Action item	Comments	Status
15 Mar 2021	P&C Donation towards PL around Dysgraphia, Dyslexia, Dyspraxia, etc	<p>15/3/21 Gareth Richards to speak with Dan Breen and Jacqui Ford about the possibility of a large P&C donation to be invested in professional development for staff with a focus on target areas such as non-funded special needs and gifted/talented.</p> <p>31/8/21 Gareth to follow up on this action as no progress to date given the lock down.</p> <p>19/10/2021 – Jacqui is finalising the Professional Learning (PL) plan for January. Teachers across the school participate in the same PL at the start of the year to jumpstart it.</p> <p>There is still this outstanding request to work with P&C on training in Dysgraphia, dyslexia etc.</p> <p>Kirralee noted that there have been teachers earmarked to participate in this training, who have expressed their interest. (It was going ahead but COVID caused disruption.)</p> <p>It was asked if there is ad-hoc Professional Learning through the year.</p> <p>Jacqui mentioned that the school sends teachers continually, capitalising on good PL opportunities. The school has found that sending teachers in groups works well.</p> <p>She noted that the Dyslexia PL focus is in line with the schools action plan and strategic plan and is a great notion for the P&C to offer assistance with. She was of the view that teachers would be very interested in volunteering to be part of it.</p> <p>Olivia reiterated that the P&C would love to run that as part of a P&C donation to the school and it is on the list of donations that Kirralee has.</p> <p>Action - Jacquie/Andy and Kirralee to investigate providers and programs and submit a quote/request to P&C.</p> <p>30/11/2021 Rachel highlighted that she has sent information regarding Katherine at Alphability. Action - Shane to send information about Alphability to Jacquie and Kirralee.</p> <p>15/2/2022 Andy to follow up with Kirralee</p> <p>15/3/2022 Andy has raised this with Kirralee but noted that it has to be slotted into the Professional Learning Schedule.</p>	Open.

		CARRY FORWARD	
27 Jul 2021	Future grant opportunities	<p>27/7/21 - ACT P&C Council provided access to another useful website to seek information relating to grants. It would be good if we could see what opportunities are coming up, and plan ahead for which ones we want to apply for, and what content should be included in the applications.</p> <p>Action - Shane to circulate info Action - Shane to convene roundtable workshop with committee to brainstorm the opportunities and plan ahead</p> <p>30/11/2021 15/3/2022 CARRY FORWARD</p>	Open
19 Oct 2021	Deed for Canteen and Uniform Shop	<p>Olivia and Kirralee complete the deed for the Canteen and Uniform Shop</p> <p>30/11/2021 CARRY FORWARD 15/2/2022 Kirralee has drafted and sent to the Directorate for approval, then signing by both parties – still to be completed. 15/3/2022 Olivia to follow up with Kirralee CARRY FORWARD</p>	Open.
19 Oct 2021	RagTagd	<p>Olivia to execute the MOU, finalise the quote, proceed to delivery, payment and installation. Olivia to arrange storage shelves with Alban and Library ladies.</p> <p>Kate and Rachel prepare launch comms strategy. Pack of 5 for \$12</p> <p>30/11/2021 ACTION - FOR NEXT AGENDA – Primary School recycling lost property initiative . CARRY FORWARD 15/2/2022 RagTagd went quiet for all of Dec and Jan and have only recently got back in touch, to notify of delays in shipping of sensors and tags. 15/3/2022 Olivia has chased them again. No response.'</p> <p>When we do move into the new Uniform Shop space, we will have to cull a lot of 2nd hand stock. Rather than put it into landfill, we would like to use a recycling company who can use textiles.</p> <p>Kate to Reach out to UpScale and negotiate a bulk collection of old uniform items for recycling.</p> <p>Olivia to reach out to Franklin FB page family who does recycling of socks CARRY FORWARD</p>	Open
19 Oct 2021	Traffic and Safety Report	<p>Committee to provide feedback to Shane by Tuesday 26 October.</p> <p>Shane provided our collated response to the report to the Directorate.</p> <p>Action - Stakeholder consultation meeting? (It is mentioned in the report, but has not been held yet)</p> <p>Final report to go to the Minister.</p> <p>Response from ACT Govt - received in Dec.</p> <p>ACT Govt to implement the approved recommendations from the report.</p> <p>30/11/2021 ACTION - Shane to find out if they will still have consultation or not. Respond to Govt's Dec letter.</p> <p>15/2/2022 Shane to organise meeting with Andy to discuss how to progress</p>	Open

		<p>Shane to approach Mother Theresa to seek their feedback on the report.</p> <p>15/3/2022 Shane to meet with Andy and Liv, and line up meeting with Leanne Castley MLA at school to progress further.</p> <p>CARRY FORWARD</p>	
19 Oct 2021	Community Morning Tea, replace the Coordinator	<p>P&C and Carolyne to do a callout for an interim coordinator who would do preparations ahead of Term 1, and would run it for the first few weeks, until the AGM.</p> <p>30/11/2021 ACTION – Carolyne and others to consider a Puddles café meet up to gauge interest.</p> <p>15/2/2022</p> <p>Bronwyn and Olivia and the P&C Committee members to look at trialling a coffee van in car parks adjacent to the school as an alternative during COVID.</p> <ul style="list-style-type: none"> -How often, weekly, fortnightly, monthly? -Can we rotate the committee members? Who will be there to meet and greet? -What are the best mornings when a few committee members can attend and reach out to parents? -What handouts can we give them to share the word of the P&C? -Do we offer a free coffee to Harrison School parents over the Facebook pages to encourage participation? -Can we get the Coffee Van to go to the front carpark and offer free coffee/cake to the Harrison School Staff to show staff our appreciation? <p>15/03/2022</p> <p>CLOSED REPLACED COORDINATOR IN AGM ELECTION</p>	CLOSED
30 Nov 2021	Carpark Education Campaign	<p>Olivia and Kate to formulate education/re-education campaign on social media to help create a better culture.</p> <p>15/2/2022</p> <p>Olivia, Andy and Kirralee will continue to work on this matter.</p> <p>15/3/2022</p> <p>Kirralee and Olivia purchasing large teardrop shaped flags with the instructions to demonstrate what pickup and drop off zone means. Communication campaign to include flyers, posters and banners and Facebook posts and newsletters hoping to get carpark to operate more smoothly and keep traffic flowing as per the advice of three separate consultants.</p> <p>Shape the timing of this campaign around the discussions with MLAs in Traffic/Safety job above.</p> <p>CARRY FORWARD</p>	Open
30 Nov 2021	RagTagd Lost Property Campaign	<p>Olivia and Kate to launch the RagTagd system to the school community</p> <p>15/2/2022 & 15/3/2022</p> <p>Moved forward due to manufacturing delays</p> <p>CARRY FORWARD</p>	Open
15 Feb 2022	Call out for Uniform Shop Volunteers	<p>Kate to post on Facebook page. Other year level admins to copy to respective pages.</p> <p>15/3/2022</p> <p>Completed and CLOSED</p>	CLOSED
15 Feb 2022	Advertise for paid casual Uniform Shop Assistants	<p>Olivia and Bronwyn to coordinate.</p> <p>15/3/2022</p> <p>Due to several new volunteers we will revisit term 2 to see if this action is still required.</p> <p>CARRY FORWARD</p>	Open

15 Feb 2022	Mother's Day reminder Facebook posts	Kate to post reminder to parents that they need to organise their Mother's Day gifts independently this year. 15/3/2022 Completed and CLOSED	CLOSED
15 Feb 2022	Grant Money for ZERO training	Shane to coordinate training and arrange for some of the grant money to be used for XERO training. CARRY FORWARD	Open

Attachment B

AGM – 15 March 2022

P&C Annual Executive Report for 2021

Committee changes

There have been a small number of changes to the make-up of the P&C committee throughout the year due to the resignation of committee members. Any vacancies were filled by acting members for a short period, and advertised and filled as per the P&C constitution.

School leadership changes

2021 also saw significant changes in the school leadership, with

- Executive Principal Jason Holmes departing, acting replacement Gareth Richard in 2021, and Andy Mison in the substantive role in 2022,
- Junior Principal Dan Breen departing, replaced by acting Ben Davies,
- Senior Principal Jacqui Ford departing, replaced by acting Michelle Morthorpe,
- and Corporate Manager Deb Carne departing, replaced by Kirralee Larkin.

Throughout this tumultuous period, we have established and nurtured strong, healthy and highly productive working relationships with the school executive, which we look forward to continuing.

Executive Committee

Original Committee as at AGM in March 2021		Change	Date of change
President	Olivia Wenholz	None	
Vice President	Jenny Byron	Tim Pigot	June 2021
Treasurer	Shane Merry	None	
Secretary	Rebecca Taliano	Bronwyn Hill	October 2021
Minute Secretary	Joanne Aubertin	None	

Administrative Committee

Original Committee as at AGM in March 2021		Support	Change	Date of change
Communications Coordinator	Rachel Armstrong	None	Kate Riley	December 2021
Uniform Shop Coordinator	Vichuda Lewington	None	None	

Fair Coordinator	Vacant	None	None	
Community Morning Tea Coordinator	Carolyne Worthington	None	None	
Grants Coordinator	Shane Merry	None	None	
Early Learning Parent Representative	Liz Kenworthy	None	None	
P&C Delegate - Senior	Mary Cheng	None	None	
P&C Delegate - Junior	Norma Yap	None	None	
Fundraising Coordinator	Leanne Wilkinson	Liz Kenworthy	None	December 2021

Main P&C activities throughout 2021

DONATION

In 2021 the P&C donated just under **\$17k** to the school for

- a mural in the FLEX space \$5.5k
- an outdoor table tennis table \$6.6k
- music stands and instruments \$5k

and saw the delivery, construction and installation (soon) of the \$23k of outdoor tables and seating from our 2020 donation.

BUSINESS MODEL

The P&Cs business model is to run two small businesses (the Canteen and the Uniform Shop) which provide necessary services to the community, and then funnel any profits back into community building activities, and donations to the school for improvements and needed resources. The principle being that the P&C and the school can profit from expenses which families would normally have to pay – namely feeding and clothing their children – rather than asking families to commit volunteer hours and reaching into their pockets for additional fundraising activities.

ONGOING & AD-HOC ACTIVITIES

In 2021, despite COVID19 lockdowns, and no parents permitted on school grounds when we did return campus, the P&C continued to operate the **Canteen** (Junior and Senior)s, the **Uniform Shop** (online and in person), the main **Facebook** page, Year Level Facebook Groups and a new Uniform Buy, Swap and Sell Facebook group. Financial details for the Canteen and the Uniform shop are available in the financial report.

COMMUNITY BUILDING

Coronavirus impacted a number of planned P&C activities for 2021, such as the Mothers and Fathers Day stalls, Discos and weekly Community Morning Teas.

- We did manage to sneak in a **Mother's Day Stall** across 3 days in March 2021, between lockdowns.
- We showed our gratitude on **Teacher Appreciation Day** in November 2021 by arranging for a **coffee cart** to provide free coffees and baked goods to **staff**.

- We repeated this activity in Term 1 2022 to continue to express our appreciation for the amazing efforts the Harrison School **staff** continue to make to teach and support our children. We expanded the offering to **all parents** in our community to bring them together with each other, with the P&C, and with school staff. They were a great success which we plan to repeat once each term.
- **Winter Charity appeal** - We coordinated a charity drive of winter clothing and other necessities, that our community members donated and we packaged up and delivered to [Roundabout Canberra](#) and [Mobilise Canberra](#).

COMMUNICATIONS

- **Info sessions for parents** were not held in the beginning of 2022, as was customary in previous years, so the P&C were not able to promote our presence and recruit for our committee. In lieu of face-to-face events with parents, the new Executive Principal kindly included mention of the P&C in his **newsletter** to all parents, and other direct communications from the school emailed or smsd directly to parents via Sentral.
- In lieu of info sessions, we held **two coffee cart sessions** in the front and back carparks in Term 1 to encourage community building and networking. We displayed posters to communicate P&C activities, donations and successes, and distributed the P&C flyer, which has been **translated** into other languages (Urdu, Hindi, Arabic, Telugu) with more to come.
- **Facebook main page** - In 2021 we shared information from the School and Directorate about lockdown, quarantine, testing, vaccinations, return to school operations, pickup and dropoff procedures, as well as sharing content from various other sources to help families through COVID.
- The **parent Facebook groups** have continued to grow in membership and are well supported and appreciated by parents. These groups helped the school community communicate throughout the lockdown and back to campus operations, and support each other through trying times in 2021.

As of mid March 2022, the number of members in each group is:

	2019	2020	2021	2022
Preschool		38	24	
Kindergarten	116	100	154	98
1/2		370	335	
3/4		310	333	
5/6		333	314	
7/8		245	279	
9/10		166	150	
Uniform Buy, Sell Swap			332	
TOTAL		1,616	1,921	

This represents a significant number of school parents. Some effort is required by **Facebook group moderators/administrators** (P&C coordinated) to ensure conversation remains relevant and that specific issues and queries are referred to the school, so that members feel connected to the school and rely on the school as the first port of call, and single source of truth. In 2021 this was aided by

the school introducing their own Facebook page, to communicate good news stories and essential information..

UNIFORM SHOP

- The **physical Uniform Shop** was closed for the majority of 2021 due to COVID-19 restrictions, but was **reopened** with COVID-19 safe operations for 1 week at the end of Term 4 2021, and for 2 weeks in January 2022 ahead of Term 1 2022. It continues in 2022, opening every Friday morning for 1 hour.
- The **online shop** for new uniform items continues operating as a ‘click and collect’ online store where families can order and pay for new uniform items, and parents or students can collect their orders the following week. We now also have permission to deliver orders to classrooms.
- In 2021 we **expanded the range** of items by adding navy pants, shorts, skorts and skirts. We already sell junior school polo tops, bucket hats, and red fleece jackets. We are in the process of expanding further into senior school items - PE jackets, track pants, polo shirts and shorts. We will invest further in new uniform stock once the new uniform policy is finalised by the Executive Principal and School Board in mid 2022.
- In 2020, as an interim measure we established a **Facebook Buy, Sell and Swap group**, to provide a mechanism for families to access cheap or free uniforms, and to sell their 2nd hand goods. This page was so successful that in 2021, we decided to maintain the group and continue to run it on an ongoing basis.
- **Space:** We currently use the **Multipurpose Room** storeroom as our storage space (along with our **shipping container** for backup storage), and we use the Multipurpose Room as our ‘shop floor’ from 8:15 am until 9.30/10am one day a week.
- We are very grateful to the School’s BSOs for constructing additional **heavy duty shelving** in our shipping container, so that we can store the inventory/stock of the expanded range of new uniform items.
- The intention is to move the shop into the **Kiln Room**, which will be kitted out with custom hanging rails and shelving. This move will happen after the Workshed is built for the BSOs and equipment currently in the Kiln Room can be relocated.
- With the expansion of Uniform Shop operations into new uniforms, and online orders, in 2021 we made the Uniform Shop Coordinator position a **paid, casual position** where the incumbent coordinates the various volunteers, inventory of 2nd hand stock, and orders of new stock. Later in 2022 they will also coordinate the move into the Kiln Room, culling excess stock, giving it away for free, and disposing of the remainder by donating to a materials recycling company.

UNIFORM POLICY

- With the arrival of a new Executive Principal, fresh eyes were cast on various aspects of school operations, including the uniform policy. We have worked closely with Andy Mison in Term 1 2022 to develop **options, mockups and samples** for him to use in consultations with students, staff and parents.
- We resubmitted to the new Executive Principal the **proposal re uniform streamlining** which went to the School Board in 2021. The proposal included 5 principles for uniform policy design, which were developed in consultation with parents, students and staff. That the uniform is:
 - good value (affordable) / low maintenance / durable
 - simple & streamlined number of uniform options (to avoid customer & supplier confusion)
 - flexible for the range of climate conditions in Canberra
 - gender neutral
 - supports physical activity and incidental play

CANTEEN

- **COVID restrictions** limited Canteen operations in 2021. For several months we were closed entirely during lockdown. During this period our staff accessed government support payments.

Unlike the 2020 lockdown, unfortunately in 2021 there were no government support payments for which the Canteen operator (the P&C) were eligible.

- When students did return to campus in late 2021, due to student cohorting requirements, the Canteen was only permitted to operate as an online lunch order service, with **no cash sales or window service** during recess or lunchtime.
- In 2022 the Canteen is now operating 5 days a week, with 5 to 7 staff, using Flexischools online ordering system and servicing both the junior and senior canteens. We are still not able to open for counter sales at recess and lunch. The Canteen is currently servicing 1900+ students plus staff. In an average week the Canteen staff process 600+ lunch orders.
- Following the move in 2020 to transition the Canteen Manager and the Second-In-Charge positions from casual to permanent part-time (to provide more security, authority, and autonomy to the Canteen staff, and to minimise any possible impact on Canteen operations from changes to the P&C committee), in 2021 the Canteen Manager and 2IC have consolidated and expanded their duties and responsibilities, to more solidly embed management practices, and stabilize Canteen operations.
- In 2021 the School assisted us to make **minor renovations** to the senior school canteen space, in order to cater to the growing volume of senior school students. We installed a large pie warmer in order to serve a greater volume of hot foods in the senior canteen and additional benches and storage.
- In 2021 there was a **break-in and vandalism** in the Senior Canteen, which resulted in us needing to replace the pie warmer and one fridge/freezer.
- In early 2022 there was a **blown fuse** in the Junior Canteen, which resulted in the loss of \$1500 of foodstuffs.
- Due to inability to do over the counter service, we have not had the opportunity to sell certain food items, especially icecreams. As a result, we have a lot of food inventory which is close to expiry. Thus, in Term 1 2022 we are holding a **special sale week** in order to clear expiring food stuffs.
- In a normal year, the Canteen earns around \$10-20k. It is a **huge earner** for the P&C, and in turn, for the school, as we donate the profits back to the school.
- There is huge scope for growth in the senior canteen, and seemingly **insatiable demand**, but without sufficient space to expand operations, that potential profit is being lost.

TRAFFIC SAFETY SUB-COMMITTEE

The P&C convened a cross-institutional together with representatives from Mother Theresa and the Harrison Early Childhood Centre on Wimmera Street, in order to present a ‘united front’ in discussions with the ACT Government around traffic and pedestrian safety in the school zone.

- In 2020 the committee liaised with MLAs, Minister Steel and the ACT Government to arrange a **site inspection and evaluation** by Transport Canberra and City Services (TCCS) to review the traffic volumes, parking behaviours and current traffic management infrastructure, in order to improve safety for community members. TCCS engaged an external consultant to conduct another traffic safety review which was to include consultation with the schools and early education center in the vicinity, however those consultations were not conducted due to lockdowns.
- The **report** was received in mid 2021, and we provided feedback in late 2021. Mother Theresa is yet to provide their feedback, thus there has been no further action by TCCS to progress any of the recommendations.
- The committee is currently liaising with Transport Canberra's School Safety Director, and the Minister for Transport, Chris Steel. The new Executive Principal is also hoping to expedite action with TCCS through his contacts.

GRANT APPLICATIONS

- In 2021 we applied for funding to have our **gardens** attached to our learning support units beautified but unfortunately there was an issue with our eligibility. This has now been fixed so we were able to apply for that grant in 2021.

- We won a grant for \$5500 to engage a consultant to evaluate our **social media** channels, provide training to our committee members and Facebook group admins, and develop a calendar of content for the year. Cate from Sane Social Media conducted the evaluation in Dec 2021 and training in Jan 2022.
- We won a **Fenner Volunteer Grant** of \$2,039.00 to **help develop our P&C volunteers** and to further enable parents/carers to volunteer. The funding will fund the following courses, details as follows:
 - Statement of Attainment training in Basic Food Hygiene (5 people)
 - Statement of Attainment training in Supervising Food Safety (5 people)
 - Statement of Attainment training in Hospitality Compliance SITSS00052 (2 people)
 - XERO - Learn XERO in a day (one person)
- In 2022 we have applied for a **Community Support and Infrastructure** grant of \$3,500 to fit out the Kiln Room as the new Uniform Shop - in order to better service the school community, and enable more regular opening times and easier operation.

SUPPORT & COORDINATION

The P&C also provided support to various parents and teachers, by facilitating the purchase of iMaths books for years 3-6, and a milestone polo and hoody for year 6. These were cost recovery exercises, with the P&C volunteers co-ordinating utilising the purchasing power of the P&C to minimise postage and overhead costs for parents.

- **Yr 6 polo shirts and hoodies** - Coordinated the ordering and delivery of commemorative items.
- **iMaths book orders** - supported the junior school leaders to process orders for K-6.

ADVOCACY, LIAISON & FOSTERING RELATIONSHIPS

The P&C continues to advocate on behalf of parents and caregivers, providing representation to, and liaising closely with, the following parties:

- ACT Government Directorates
- ACT P&C Association
- Harrison School Board
- Harrison School leadership and staff

This year we advocated, advised and participated in discussions around the following issues:

- Quarantine, lockdown, **COVID safe return to campus** processes, RATs distribution, cohorting, etc
- **Capacity issues at Gungahlin College** and options for **future College capacity** in the Gungahlin area.
- **Schools Infrastructure** - we made a submission to the ACT Legislative Assembly's inquiry into Infrastructure Management in ACT Schools, including having the P&C Treasurer Shane Merry appear as a witness at the hearing, and be interviewed for TV news.
- **Uniform policy** - in consultation with the School Board and new Executive Principal
- **Mobile phone policy** - in consultation with the School Board and new Executive Principal
- **Stationery and book packs** - in consultation with the Corporate Manager
- **Junior School toilets** - cleanliness issues continue to be raised.
- **Senior School toilets** - loitering and vaping, Toilet Transformations project?

FUTURE FUNDRAISING FOCUS

The P&C continues to liaise closely with the School leadership to seek advice on the best use of the "donation to the school" which the P&C makes, from funds raised through the operation of the Uniform Shop, Canteens and other fundraising activities.

General improvements to the **playgrounds** including sun-shelters, seating, and a table tennis table etc have been procured in 2020 and 2021, and it is recommended that this remain a focus for

further fundraising or grant applications, including activation of garden beds for nature play, fixed equipment in the senior school area etc.

THANKS

The activities of the P&C – whether it is ongoing operation of the canteens and uniform shop, administration of financial accounts, regular posting or moderating on Facebook pages or running of events – is all dependent on the work of dedicated **volunteers**. The committee would like to thank all the volunteers for 2021 for their hard work in supporting the school and the committee, especially through the many challenges that 2021 presented. We are nothing without you.

Olivia Wenzel

President

president@harrisonsschoolpandc.org.au

Bronwyn Hill

Secretary

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PLANNING FOR 2022

FUTURE MEETINGS

- On zoom until parents are permitted back on campus
- Held twice a term, at 7pm. Try to align one with the Board meeting, so that Board members can attend both meetings on the one night, and report on Board deliberations.
- On a Tuesday evening, unless a different night is more convenient for the new committee members.

Term 1

15 Feb - week 3

15 March 2022 - week 7 - AGM

Term 2

10 May - week 3

14 June - week 8 (Just after Queen's B'day long weekend)

Term 3

2 August - week 3

6 September - week 8 (Just after Father's Day stall week prior)

Term 4

25 October - week 3

29 November - week 8

FUTURE ONE-OFF EVENTS

Unfortunately we are unable to plan for on-campus events until the Directorate relaxes restrictions and permits parents to come onto campus.

3 & 10 March	Term 1 Coffee Carts
Early May	Mothers Day stall - CANCELLED
TBC April / May	Free Uniforms Clearance (when we move the Uniform Shop and cull stock)
21 May ?	Federal Election - BBQ and cake stall ?- TBC
TBC May / June	Term 2 Coffee cart
w/c 20/6 & 27/6	Winter Charity Drive
	Term 3 Disco - TBC
TBC July / August	Term 3 Coffee cart

Early September	Fathers Day stall - TBC
Mid October	School showcase - TBC
26 October	Teacher Appreciation Day - coffee cart
December	End of year concert / Christmas market stalls / Fair - TBC

The current committee has undertaken some forward logistics planning: setting up dates for forward meetings (as above), arranged facility hire for the Uniform Shop, and we are holding a stock of materials for Discos, and a Fathers Day stall.

FUTURE OPPORTUNITIES

There are opportunities to enhance the role of the P&C and further develop partnerships with the school. All of these will require the input of dedicated volunteers and support of the broader school community.

- **Survey parents and students for ideas and areas for improvement** - It has been several years since we conducted a survey of our whole school community, to elicit suggestions and ideas, to inform the direction of the P&C. Conducting a survey in 2022 may bring forth additional ideas for consideration, and may support further community involvement in our activities.
- **Engaging families with English as a second language** - While our community is highly diverse and multicultural, our P&C committee is not particularly representative of that diversity. We would very much like to expand the engagement of a broader spectrum of cultures within our community, and have those voices, opinions and experiences heard, and having an input into our activities.
- **Expansion of the canteen** - The canteen is currently at capacity with the amount of serving and cooking space. However significant opportunity exists to improve the range of offerings and profitability, particularly if additional space was available in the senior canteen or in a new/different building in the senior end of the school.
- **Engagement with the School Board re policy review.** The P&C executive has worked to strengthen the ties with the School Board and the link to the parent representatives on the board. In early 2021 we requested permission for the President to attend Board meetings as a non-voting member, and/or to receive the agenda and/or minutes, in order to be more aware of the issues the Board is considering. Given the Board is looking to review policies this calendar year, this is an opportunity for the P&C to advocate for greater parent voice.
- **Enhancing parent communication through Facebook groups** presents an excellent opportunity to engage with the broader school community, although there are some challenges in ensuring that the commenting policy is adhered to and specific issues are raised directly with the school.
- **Embedding online technology.** The committee currently uses Signup genius to organise volunteer shifts, Eventbrite to organise appointments, and Square online ordering for the Uniform Shop. We need to address file-sharing and storage issues with Dropbox, and how it interfaces with Google workspace. This, as well as other streamlining and use of online meetings in zoom, may simplify the administrative burden on the committee. In 2022 we could explore live-streaming parts of our meetings, to make them more accessible to a broader cross-section of our community.

Profit and Loss

Harrison School Community Association
1 January 2021 to 31 December 2021

	31 Dec 21
Income	
Canteen Sales	202,323
Fundraising Income	33,593
Uniform Shop	8,463
Total Income	244,379
Less Cost of Sales	
Food and Supplies	102,405
Fundraising Costs	31,102
Uniform Shop Costs	1,091
Total Cost of Sales	134,598
Gross Profit	109,781
Plus Other Income	
Grant	5,640
Interest Income	2
Total Other Income	5,642
Less Operating Expenses	
Accounting Fees	5,720
Advertising & Marketing	4,235
Donation to School	18,140
Equipment <\$1000	1,000
Fees & Subscriptions	3,015
General Canteen Supplies	1,514
General P & C Expense	452
Insurance Expense	3,737
Printing & Stationery	20
Staff Training	250
Supernannuation Expense	7,523
Travel & Entertainment	152
Wages & Salaries	77,733
Total Operating Expenses	123,490
Net Profit	(8,066)

Profit and Loss

Harrison School Community Association All Categories

1 January 2021 to 31 December 2021

	Canteen Fundraising	iMaths	Mother's Day Stall	New Uniform	Year 6 Shirts	Total
Income						
Canteen Sales	202,323	-	-	-	-	202,323
Fundraising Income	-	50	16,920	4,265	-	12,359
Uniform Shop	-	6,453	-	-	1,882	128
Total Income	202,323	6,503	16,920	4,265	1,882	12,487
Less Cost of Sales						
Food and Supplies	102,405	-	-	-	-	102,405
Fundraising Costs	-	1,013	16,739	110	1,117	12,123
Uniform Shop Costs	-	719	-	-	372	-
Total Cost of Sales	102,405	1,732	16,739	110	1,489	12,123
Gross Profit	99,918	4,771	181	4,155	393	363
Plus Other Income						
Grant	-	5,640	-	-	-	5,640
Interest Income	-	2	-	-	-	2
Total Other Income	-	5,642	-	-	-	5,642
Less Operating Expenses						
Accounting Fees	5,720	-	-	-	-	5,720
Advertising & Marketing	51	4,184	-	-	-	4,235
Donation to School	-	18,140	-	-	-	18,140
Equipment <\$1000	1,000	-	-	-	-	1,000
Fees & Subscriptions	692	2,323	-	-	-	3,015
General Canteen Supplies	1,514	-	-	-	-	1,514
General P & C Expense	-	452	-	-	-	452
Insurance Expense	2,929	807	-	-	-	3,737
Printing & Stationery	20	-	-	-	-	20
Staff Training	250	-	-	-	-	250
Superannuation Expense	7,523	-	-	-	-	7,523
Travel & Entertainment	152	-	-	-	-	152
Wages & Salaries	77,554	-	-	-	178	-
Total Operating Expenses	97,406	25,905	-	-	178	-
Net Profit	2,512	(15,492)	181	4,155	215	363
						(8,066)

Balance Sheet

Harrison School Community Association As at 31 December 2021

	31 Dec 2021	31 Dec 2020
Assets		
Bank		
WBC - Canteen xxx2970	47,645	66,487
WBC - Debit Card xx7160	475	881
WBC - Fundraising xx5658	26,975	18,165
WBC - Reserve Savings xx6542	16,374	16,372
Total Bank	91,468	101,905
Current Assets		
Cash Drawer	657	-
Trade Debtors	5	-
Total Current Assets	662	-
Fixed Assets		
Equipment at Cost	1,628	-
Total Fixed Assets	1,628	-
Total Assets	93,758	101,905
Liabilities		
Current Liabilities		
Accounts Payable	902	-
ATO Running Account	-	2,370
GST	56	-
PAYG Withholding Payable	1,684	-
Rounding	-	-
Superannuation Liability	1,894	2,246
Total Current Liabilities	4,536	4,616
Total Liabilities	4,536	4,616
Net Assets	89,222	97,289
Equity		
Current Year Earnings	(8,066)	(13,044)
Retained Earnings	97,289	110,333
Total Equity	89,222	97,289