

## **P&C Meeting Minutes – 4 May 2021**

**Present** - Oliva Wenholtz, Shane Merry, Rachel Armstrong, Rodwell Faulkner, Leanne Wilkinson, Liz Kenworthy, Carolyne Worthington, Rebecca Taliano, Jenny Byron, Penny Thompson, Dan Breen, Mary Cheng, Bronwyn Hill

Apologies: Norma Yap

**Agenda Item 1 - Open and Welcome** 7:03 pm

**Agenda Item 2 - Apologies** – Nicole Kerlin, Joanne Aubertin, Norma Yap

**Agenda Item 3 - Approval of previous minutes** – 15<sup>th</sup> March 2021

Motion moved by Olivia Wenholtz and seconded by Shane Merry. Unanimous by group.

**Agenda Item 4 - Executive Summaries**

### **Treasurer – Shane Merry**

Shane referenced the recent hand-over of duties he undertook with the previous Treasurer, Joanne Aubertin.

He tabled the Profit and Loss Statement and Balance Sheet and noted that income is tracking upwards compared with 2020 and 2019.

Shane had a productive meeting recently with the new Corporate Manager, Kirralee Larkin, regarding the school funding donations from the P&C. The meeting helped clarify why the school missed bank deposits that were made into the school bank account from the P&C donating funding for school seating. It was confirmed that the seating has now been ordered and will take 11 weeks to arrive. Shane and Olivia proposed to Kirralee that the school produce a wishlist of items that the donation could be used towards, with a business case outlining the rationale and benefits of each item, so the committee can consider the best use of our proposed donation. Shane also welcomed any ideas for P&C donations to be sent to him for consideration.

Discussions from the floor arose regarding ideas for teacher training to support kids with specific learning difficulties that do not attract other funding. Reference was made to the school's fleet of C-Pens which are becoming obsolete as chrome book talk-to-text technology has superseded the functions they provided.

### **Secretary – Rebecca Taliano**

Nothing to report – handover with previous Secretary still pending.

### **Vice President – Jenny Byron**

Nothing to report – handover with previous Vice President still pending.

### **President – Olivia Wenholtz**

Olivia and Shane Merry recently met with **Gareth Richards, the Harrison School Executive Principal**, regarding the inquiry the Legislative Assembly Standing Committee is running into the management of school infrastructure in the ACT. The inquiry is calling for submissions from schools, P&C and the community. The purpose of the meeting was to gain a shared understanding of areas of concern. A draft submission was circulated to the P&C Committee and the school for input, and was submitted. It is now up on the inquiry website.

Olivia explained the P&C's key concern is the priority and emphasis that the Infrastructure and Capital Works (ICW) team put on attaining the minimum number of required classrooms, while the

need for other spaces (besides classrooms) is neglected. For the P&C this has resulted in the loss of multipurpose rooms used for the Community Morning Tea, the Second-Hand Uniform Shop (turned into a teaching space), and the limited space available for the Senior School Canteen which is inadequate and not fit for purpose.

Dan Breen, Junior School Principal, explained that a proposed plan for a new building did not come to fruition due to a view that the current student volume pressure at Harrison School should reduce over coming years as new primary and high schools are established or expanded in close vicinity. (Franklin P-6, Throsby P-6 and Kenny 7-10). Interim solutions include repurposing of shared spaces rather than the building of temporary demountable classrooms due to cost and flexibility.

Olivia had a meeting with Shane Merry and the **New Corporate Manager, Kirralee Larkin** (as noted in Treasurer's update).

Olivia held a meeting for **P&C committee members** to assist with the transition of duties to new committee members.

Discussions from the floor arose regarding parents & carers' confusion around a high school **exhibition of learning** prior to the Easter holiday break. Rachel Armstrong spoke about feedback received from parents & carers who were uncertain about the purpose of the event, whether they needed to attend and if they should bring children. The timing was challenging in the week before term break and invitations were sent out on the same day as the Semester Reports. Three different terms were used to label the event, and there was little notice given. Suggestions were made around a more generic and clearer name for the event. Staggering the request to come on a different day to school reports was also suggested. It was reiterated that informing the P&C Communications Officer would have been beneficial so information could be posted on relevant P&C Facebook pages to alleviate confusion.

Discussions from the floor continued regarding the late notification from the school regarding the date of the school **cross country event**. The school community was informed of the date two days before the event and new students had little advance information regarding their appointed **School House**. This resulted in challenges for parents & carers wishing to attend but having prior commitments. It was also noted that more time to secure coloured polo shirts to reflect the School House colour would have been welcomed.

Rachel Armstrong explained that **infrequent and late communication** is resulting in the P&C receiving volumes of angry feedback from the community and that the school very rarely passes communications to the P&C Communications Officer.

Dan Breen explained that the centrally based email runs that the school uses for communication have some challenges such as going into junk mail files and that the onus is on parents providing current email addresses.

Dan suggested a meeting with Kirralee to discuss communications challenges and resolutions and he mentioned Kirralee's interest in setting up a **Harrison School Facebook page**.

Discussions around the school needing to appoint a dedicated communications person arose and the need to communicate in a timely and proactive way with the P&C Communications Officer was emphasised.

Olivia noted the sterling job that **Kerynne, the School Canteen Manager, and her team** are doing including their ability to navigate challenges such as the Flexi-Schools app going down on a Friday morning.

Olivia offered the P&C's **thanks to Dan Breen** for his outstanding contribution to Harrison School over his tenure, highlighted our dismay in losing him and wished him the best in his new role as Principal at Gold Creek School.

#### **Agenda Item 5 – Principal's Report – Dan Breen**

Dan discussed the **staffing** dynamic at the school and welcomed the new Corporate Manager, Kirralee Larkin, highlighting her student centric approach and key strengths. He noted that Rose Clifton, Harrison's Finance Officer has recently taken a secondment to the Directorates Finance Team. He welcomed Rosalind Wallace, the new Staffing Officer. He acknowledged the commendable work of Zoe Rossiter and noted her appointment to a position with Gungahlin Colleague in a similar Defence School Mentor role.

Discussions arose from the floor about the Harrison's **Defence School Mentor, (DSM)** position only having 16 hours a week at the school. It was noted that Harrison has Australia's largest cohort of Defence children, (130 students), with ranging issues and needs. A query regarding how the position is staffed was raised. It was explained that the Department of Defence fund the position and although the School advocates for funding each year, Defence is reducing the funding.

Dan highlighted that a recruitment process to replace Zoe will be undertaken asap recognizing the value of the DSM position and the impact on student well-being. He noted that Sarah McGavin will cover the position in the interim.

Dan went on to explain that School Leader C Andy Stapp-Gaunt recently left Harrison and he welcomed the return of Brooke Walsh who is making a positive impact in the year 7-10 space.

Dan noted that his last day at Harrison will be Friday of Week 5.

Dan mentioned the **COVID-19 school protocols** including gathering size, density requirements and he noted that anyone attending Harrison School for more than 15 minutes is required to check in via the QR codes placed around the school grounds.

Dan commended the student participation at the school **cross country** event.

He mentioned the upcoming **Mother's Day breakfast** supported by Rotary and thanked the P&C for their efforts in running the **Mother's Day stall**.

He noted the upcoming **School Athletics Carnival** scheduled for 7<sup>th</sup> of May with a backup date of 10<sup>th</sup> May in case of bad weather.

Dan mentioned that the 10 to 12 years primary students who qualify will attend a District and ACT event on 27<sup>th</sup> May with a backup date the week after.

He highlighted that **NAPLAN** will commence for years 3, 5, 7 & 9 in weeks 4 & 5.

He concluded by mentioning that the **Year 3/4 camp to Birrigai** is looking like it is going ahead.

#### **Agenda Item 6 - OshClub Update – Nicole Kerlin**

Not in attendance. Nothing to report.

#### **Agenda Item 7 - Grants and Funding Update – Shane Merry & Olivia Wenholtz**

Shane is awaiting feedback on a grant submission regarding parent engagement stimulus from the ACT Government to P&Cs and a submission regarding the training and development of volunteers. Shane is looking to submit a road safety grant due end of May.

Olivia raised the pending \$13k funding request for ping pong tables. She requested a written submission from the school outlining the rationale behind what is requested.

Dan explained that Harrison is developing a ping pong team. Currently the school has several temporary tables, but hopes to build some permanent outdoor tables. The school has a budget for sporting consumables, (bats and balls), so the school is requesting funding from the P&C for the

tables. Dan noted that the school is hoping to get the ping pong tables in the playground during term two.

Olivia raised the **Sign-up Genius** annual funding request. She explained that Sign-up Genius is used for rostering of volunteers. She requested that the P&C fund an annual \$108 subscription fee for Sign-up Genius that will improve the user experience.

**Motion moved by Olivia Wenholz. Second Penny Thompson. Unanimous by group.**

#### **Agenda Item 8 - iMaths Order – Olivia Wenholz**

Olivia discussed the recent bulk iMaths order that the P&C facilitated on behalf of parents & carers after an urgent request from the Year 5/6 team. She noted that future orders will be facilitated by the school as requested by Kirralee, the new Business Manager.

Discussions arose from the floor about previous years iMaths books not being returned to the students at the end of the year.

As the iMaths order has only just occurred, a query around what students have been doing in maths so far this year was raised.

Questions were raised about why iMaths books are not part of the stationary orders.

Dan Breen explained that iMaths is only one element of the maths program and that other approaches include Count Me In, MYMC and some enquiry-based maths. He noted that the expectation is that the iMaths books are returned home at the end of the year.

Olivia concluded by stating that the new Business Manager has agreed that iMaths and Year 6 Polo Shirts will be facilitated through the Harrison School Front Office in future years.

#### **Agenda Item 9 - Donation for Seating – Olivia Wenholz**

Covered and resolved in Executive Summaries.

#### **Agenda Item 10 - Mother's Day Stall Update – Liz Kenworthy & Leanne Wilkinson**

Liz and Leanne noted that at the time of the meeting they had made approximately \$1000 from sales but were hoping to achieve \$3000 to be put towards stock for next year's stall. They explained that some items were not selling, and it was suggested that they reduce the price on these.

Liz and Leanne mentioned that some classes did not show up to their allotted timeslots and some classes amalgamated with others causing challenges juggling the numbers and staying on time.

Liz and Leanne requested that an email to teachers be sent to suggest that they make a new time if they missed their allotted time.

#### **ACTION #1 - Mum's Day stall reminder to teachers**

Dan committed to sending this out the next day - Wed 5/5.

Olivia highlighted that requests or instructions to the Harrison School Front Office should go through the appropriate P&C Exec Committee members rather than being made directly from parents or P&C committee to office staff, where possible.

#### **Agenda Item 11 - New Uniform Order – Joanne Aubertin**

Joanne Aubertin was not able to attend so this item will be moved to the next meeting agenda.

#### **Agenda Item 12 - Signatories & Approvals for HSCA Bank Accounts – Penny Thompson**

Penny made a proposal to add Always Bookkeeping (ABK) staff to approvals for Canteen wages and standard supplier payments.

Second approval would be done by Penny (ABK Director /Canteen Treasurer) or other HSCA signatories (currently only Jo, but to include Shane and Liv going forward). Other non-standard payments would be made by Penny or Treasurer and to be approved by a second HSCA signatory.

Due to the requirement of two signatories and current lack of signatories (currently only Jo and Penny) and the need to pay wages, in particular, on time, every time, there is currently a very real risk that these payments cannot be made if Jo or Penny get 'hit by a bus'. ABK staff and other signatories would reduce this risk and provide back up. The banking system records approvals and we have full transparency of payments within Xero as well as the annual audit.

Motions:

1. That the P&C approve the addition of ABK employee Elizabeth Brice as an authoriser to the Canteen bank account.
2. That the P&C approve that Penny & Liz can jointly approve the payment of regular payroll and bills as the 2 signatories (we can cc Treasure into emails and Treasurer has full Xero/bank access also).
3. ABK confirms that non-standard payments will not be approved by Penny & Liz without a HSCA signatory.

Penny's bookkeeping business manages the school canteen finances.

Olivia explained that originally the P&C Treasurer looked after the canteen finances along with the P&C finances. Over time the canteen finances became more demanding and too much for a volunteer. There was a decision to split the role and engage a bookkeeper to perform the work. The original business that was contracted was deemed not suitable after a time, and Penny, who also operates a bookkeeping business offered her professional services. In order to eliminate any conflict of interest, she subsequently stood down as a P&C Committee member.

Discussions from the floor arose around Penny being a signatory as a P&C member or as a bookkeeper and a query was made regarding the legality of the situation. Olivia explained that there is nothing in the constitution to preclude it.

Olivia proposed that there be 5 signatories for the P&C funds.

3 P&C Executive Committee Members

2 representatives from Penny's business, i.e.: Penny and one of her staff members.

If Penny is unable to access one of the 3 committee members within time, she can request a staff member in her business to be the signatory to ensure standard payroll for canteen staff and other regular canteen payments are able to be completed in a timely fashion.

**Motions moved by Olivia Wenzholz. Second Rebecca Taliano. Unanimous by group.**

Penny Thompson abstained from the vote.

### **Agenda Item 13 - Cleanliness of School Bathrooms – Liz Kenworthy**

Liz highlighted that many parents are complaining about the cleanliness of the bathrooms in the junior school. She noted that parents and carers are seeking some reassurance about how often the facilities that their children are required to use are cleaned adequately and regularly.

Feedback from parents is that many children are reluctant to use the school bathrooms due to their unhygienic state and children are frightened to use the facilities. Some children end up toileting in the playground or in the carpark. Some children will say they are sick so they can go home rather than use the school facilities. Liz emphasised the issue this is causing with the wellbeing of Harrison's students.

Dan Breen noted that the cleaning schedule is on a daily basis at 5-6 pm each evening. He went on to mention that the BSO will clean up outside of cubicles if issues are brought to their attention during the day. He mentioned that some students may not be used to western style restrooms which may be leading to cleanliness issues.

Discussions regarding the need for teachers/staff to spot check toilet facilities regularly to keep track of cleanliness and hygienic conditions within school toilets, in order to ensure child welfare is being properly taken care of.

Queries arose regarding why the COVID cleaning during the day on high touch point areas does not include the toilets, which are very high touch point areas.

Queries regarding if the school has an expectation for soap to be in the soap dispensers at all times, because reports indicate that there is often no soap for handwashing after bathroom use.

Discussions arose around the extremely unhygienic condition of drinking fountains/bubblers and children going thirsty rather than using them.

Discussions arose around vaping and loitering in the High School toilets, the lack of facilities to service the large cohort of high school students and the concerns over mobile phone use in toilets and change rooms.

**ACTION #2: Unhygienic Conditions in Primary School Toilet Blocks**

Dan to speak with Alvin, the BSO, about engaging with the COVID cleaners and the permanent cleaners to address and improve the sanitary conditions of school toilet blocks for students. Dan to investigate the opportunity for teachers to conduct spot checks on facilities during recess and lunch.

**ACTION #3: Loitering and Vaping in Highschool Toilet Blocks**

Jen Byron to follow up with Jacqui Ford to gain support to address loitering and other issues occurring in the high school toilets and to discuss the Toilet Transformation Project.

**Agenda Item 14 - Infrastructure & Facilities Submission to Inquiry – tabling**

The submission is now publicly available on the Inquiry website.

<https://www.parliament.act.gov.au/parliamentary-business/in-committees/committees/eci/inquiry-into-the-management-of-act-school-infrastructure#tab1696389-2id>

**Agenda Item 15 - Traffic & Safety – Shane Merry**

Shane discussed a successful meeting with Damien Kelly, the Chair for the Mother Theresa School Council. He noted that Leanne Castley, our Member for Yerrabi, has sent a letter to Minister Steel encouraging him to meet with the Harrison School Traffic & Safety Committee.

Shane mentioned that ACT Government have finished an initial evaluation of the traffic conditions around Harrison School, and they have now engaged a consultant to conduct another traffic safety review which will include consultation with the schools and early education center in the vicinity.

**ACTION #4: Consultation meeting with 3 schools**

**Agenda Item 16 - Open Action Items**

Olivia Wenzholz noted the time and postponed this item to the next meeting.

**Agenda Item 17 - Other Business**

**Single Use Plastic Ban – 1<sup>st</sup> July**

Liz Kenworthy highlighted the upcoming ban and queried if the canteen is preparing for this change, and if stock will be used up or donated to primary school for craft. It was noted that the ban will encompass single use plastic cutlery, drink stirrers and polystyrene.

**ACTION #5: Making the Canteen ready for Single Use Plastic Ban 1<sup>st</sup> July**

Penny Thompson will speak with Kerynne about current stock and future stock purchases.

**ACTION #6: Clear out P&C stocks of single use plastics.**

Olivia will clear out the shipping container and storage room and donate plastics to the preschool/junior school.

**Mobile Phone Use During Class Times in the High School area**

Carolynne Worthington raised the issue of mobile phone use during class times in the high school area.

Discussions from the floor arose regarding inconsistent messages from teachers, some allowing kids to listen to music through earphones while working, while other teachers insist that phones are left at the teacher's desk during class time.

It was requested that the school institute a student mobile phone policy to specify that phones are never to be used during class time, and have actions in place to facilitate this behaviour incorporated into the PBL.

Discussions regarding parents and carers concerns over the use of mobile phones in the high school area in general. Many concerns over privacy and bullying issues were raised.

**ACTION #7: High School Student Mobile Phone Policy**

Dan to speak with the senior leadership team about a consistent approach to mobile phone use in the High School both in class and during breaks.

**Winter Appeal**

Shane Merry highlighted two charities that are keen to partner with Harrison School: St Vincent De Paul Society and Round About Canberra.

Shane mentioned that the school could collect non-perishable items to donate to St Vinnies.

Roundabout focus on very good quality clothing and target specific items that are in need. Shane mentioned that currently they are looking to collect jackets, beanies, and scarfs in preparation for winter. Discussions regarding how to coordinate and facilitate donations arose from the floor.

**ACTION #8: Harrison School Charity Drives**

Shane Merry, Jenny Byron, Leanne Wilkinson to form a subcommittee and coordinate a charity drive with Round About Canberra and/or St Vincent De Paul Society, and coordinate with the school on logistics and comms, and with Rachel Armstrong on Communications..

**Meeting Closed**            **9:00pm**

**Future P&C Meetings**

Tuesday 15<sup>th</sup> June 2021

**New Action Items**

4 May 21 #1: Mothers Day stall reminder to teachers.

Dan to send reminder email to teachers on Tues night/Wed morn to attend Mother's Day stall on Wed and Thurs. **COMPLETED. CLOSE ITEM.**

4 May 21 #2: Unhygienic Conditions in Primary School Toilet Blocks

Dan to speak with Alvin, the BSO, about engaging with the COVID cleaners and the permanent cleaners to address and improve the sanitary conditions of school toilet blocks for students. Teachers to conduct spot checks on facilities during recess and lunch.

4 May 21 #3: Loitering and Vaping in Highschool Toilet Blocks

Jen Byron to follow up with Jacqui Ford to gain support to address loitering and other issues occurring in the high school toilets and discuss the Toilet Transformation Project.

4 May 21 #4: Consultation meeting with 3 schools.

Shane Merry to attend, and progress the matter.

4 May 21 #5: Making the Canteen ready for Single Use Plastic Ban 1<sup>st</sup> July.

Penny Thompson will speak with Kerynne about current stock and future stock purchases.

4 May 21 #6: Clear out P&C stocks of single use plastics.

Olivia will clear out the shipping container and storage room and donate plastics to the preschool/junior school. **COMPLETED. CLOSE ITEM.**

4 May 21 #7: High School Student Mobile Phone Policy

Dan to speak with the senior leadership team about a consistent approach both in class and during breaks.

4 May 21 #8: Harrison School Charity Drives

Shane Merry, Jenny Byron, Leanne Wilkinson to form a subcommittee to coordinate a charity drive with Round About Canberra and/or St Vincent De Paul Society, and coordinate with Rachel Armstrong on Communications and the Front Office on logistics and comms.

## Open Action Items

17 Feb 20 #07 – Uniform Streamlining Proposal

Penny Thomas, Carol Fox, Leanne Wilkinson, and Jenny Byron to form a working group to streamline uniforms and communicate changes to the parent and student body. Uniform changes require Board consultation.

**Pre Oct 20:** Katherine Larkings to prepare proposal for presentation to the 3 November 2020 board meeting.

**Late Oct 20:** Katherine Larkings sent a 6-page proposal to the P&C Executive Committee for their approval. It was noted that the proposal should be resented to Jason Holmes prior to the Board Meeting.

**Late Nov 20:** Olivia forward the proposal to Jason, Dan and Jackie seeing their endorsement prior to the Term 1 Board Meeting.

**Feb 2021:** Olivia submitted the proposal to Gareth, Dan and Jacqui, to be included in the agenda of the first board meeting in Term 1 2021, 23 February. It was discussed, while Olivia was present.

**May 2021:** An announcement letter and revised uniform policy link were circulated, advising of minor revisions to the junior school uniform. The P&C's P-6 proposal was not accepted in full. Only the recommendations for the removal of the Junior pinafore and Year 5/6 girls wearing the winter skirt were adopted. In year 5/6 the PE polo remains, as does the PE jacket and pants and shorts, and the use of the senior red fleece.

There remains some confusion around the white top in junior school, and only cargos in summer, but cargos fleece pants, and bootleg pants in winter, which Olivia will clarify with the Corporate Manager.

The school has communicated these changes to parents and the school community, and now need to communicate them to the authorised suppliers - Chilada and Lowes.

Uniform changes will be phased in over the next 1.5 years.

By 2023 student's uniforms need to be compliant with the policy listed on the website.

**MOVE FORWARD - What was the feedback and response from the community to the announcement? Olivia to clarify navy bottoms, and white top with Corporate Manager.**

3 Aug 20 #7 – OSHClub Breakfast Club Initiative

Jackie Floro to liaise with OSHClub to progress breakfast club initiative. OSHClub are interested in pursuing this initiative and will liaise with School Canteen. Feb 2021: Concept to be discussed after the AGM with the newly appointed P&C President and Canteen Manager.

**May 2021:** Handover from former P&C President Jackie to new President Olivia completed.

**MOVED FORWARD - Do we still want to do this?**

#### 26 Oct 2020 #1 – Charity Hamper Collection

Dan Breen and Shane Merry to liaise on the Christmas Hamper details and provide Rachael Armstrong information so she can put out communications to the P&C Facebook pages.

**T1 2021:** Suggest rolling out Term 2, 2021 to align with a winter charity.

**May 2021:** Roundabout and St Vincent de Paul discussed for a winter charity collection.

**MERGE ITEMS with 4 May 21 #8**

#### 26 Oct 2020 #2 – Language Translation for Harrison P&C Flyer

Jackie Floro to update flyer and send to Rachael Armstrong for dissemination.

Olivia to investigate translation services available or up to 15 languages. Presentation for 2021 has been updated. Rachel Armstrong to put a call out on Facebook for parents' volunteers to volunteer and assist with translation services.

**Feb 2021:** Olivia had the flyer translated into several languages in time for the INfo sessions at the beginning of the year, but there are several still to do that would be very useful to the Harrison School Community.

**March 2021:** Olivia sent Jacqui Ford a list of languages that are still required. Jacqui was to identify year 9 & 10 students who have the capability and capacity to translate. Nada also suggested that we add a google translate QR code to the bottom of the English flyer.

**May 2021:** After the info sessions at the beginning of the year, a staff member was going to put the flyers back on display on the front desk in the Front office. They seem to be missing.

**MOVED FORWARD - Olivia to investigate location of the flyer display, and refresh.**

#### 26 Oct 2020 #6 Senior School Canteen Space and Facilities

Dan to raise the need for improved space and facilities for the Senior School Canteen at the next senior executive meeting.

**T1 2020:** Olivia requested that the Principals include the space needed for the Senior School Canteen as a priority when liaising re a new building/more space with Infrastructure and Capital Works (ICW). Senior Canteen space and capacity restraints were mentioned in the P&Cs submission to the ACT Government's inquiry into the Management of School Infrastructure.

**May 2021:** A new building is no longer being considered by ICW. The Senior Canteen will continue in the existing space, with current staffing levels for the foreseeable future. We are still experiencing difficulties with servicing the volume of lunch orders and walk-up sales. Exploring a 'built environment' solution (ie converting the door into a 3rd service window) was unsuccessful due to security and WHS issues. Gareth committed to adopting a 'behavioural' solution to address the queueing and behavioural issues, by deploying the Staff person on Duty to assist with controlling the flow of students, and their behaviour in the queue and vicinity.

**MOVE FORWARD - How is the behavioural solution going?**

#### 26 Oct 2020 #8A Position Description for multipurpose canteen/uniform shop paid staff member

Jackie to develop a position description for a multipurpose canteen/uniform shop role. Jackie to identify canteen staff willing to help with the second-hand uniform tasks with a view for the recruitment of a more permanent position in the near future.

**May 2021:** Jo/Shane and Penny to investigate the viability of a paid Uniform Shop Coordinator. The viability would be dependent on our ability to sell new uniforms, which is currently on hold, until the Directorate finalise their supplier and supply chain policy (still under development).

**MOVED FORWARD until Directorate policy is announced and implemented.**

#### 26 Oct 2020 #8B Canteen staff

Jackie Floro investigating options for permanent part-time vs casual working with Penny Thomson. Looking at options to retain staff long term.

**Feb 2021:** Jackie has completed this task for the Canteen Manager position. Olivia to complete Second-In-Charge position.

**May 2021:** Kerynne requested that we recruit an additional casual canteen assistant. Olivia to liaise with Kerynne, Penny and Exec to prepare job ad & conduct recruitment process, to onboard for T3. Olivia to also liaise with Penny re 2IC position.

**MOVE FORWARD**

#### 30 Nov 2020 #1 – P&C Eligibility for Corporate Sponsorships

Dan Breen to investigate whether the P&C is eligible to apply for corporate sponsorships.

**UPDATE:** Dan has spoken with the Educational Support Office but did not achieve a positive outcome so will look at other options.

**MOVED FORWARD - Still needed?**

#### 30 Nov 2020 #2 Uniform Shop Opening and Site Relocation

Olivia to liaise with Deb Carne regarding uniform shop opening day and availability of new site to relocate uniform shop in 2021.

**May 2021:** Opening time remains Friday morning. There is no suitable alternative location.

**COMPLETED. CLOSE ITEM.**

#### 30 Nov 2020 #3 Sun Safety

Dan to remind team leaders regarding sun safety and to ensure sun cream is available in multiple locations in junior and senior school.

**Feb 2021:** Members of the P&C noted that this continues to remain an issue in both junior and senior school. It was mentioned by several members of the P&C that they have regularly observed year 7 and year 8 students doing PE on the oval with very few children wearing hats. Although it was noted that all PE Teachers have a big bottle of sunscreen with them when they mark the role and take valuables, it was unclear if children are encouraged to apply it. It was requested that Jacqui Ford reiterate the importance of reminding students to wear hats and apply sunscreen before outdoor activity, particularly PE classes.

**MOVED FORWARD - Is this situation remedied?**

#### 30 Nov 2020 #5 Advertising P&C Committee Positions

Rachel to advertise all P&C Committee positions for 2021 on Facebook after 15 February 2021.

**Feb 2021:** Advertised. AGM held in March 2021.

**COMPLETED. CLOSE ITEM.**

#### 15 Feb 2021 #1 Conflict with Uniform Shop Space & Operation

Dan to meet with Olivia to discuss conflicts with the Second-Hand Uniform Shop space and operation.

**March 2021:** Space conflict remains. Multipurpose Room is now also a Music Room. Community Morning Tea has moved into Canteen, and using back room for storage of two containers.

**COMPLETED. CLOSE ITEM.**

#### 15 Feb 2021 #2 Information to be sent to Communications Officer

Dan to email information to Rachel Armstrong, Communications Officer, regarding:

- 1) The COVID sign in locations and processes for visitors to the school. **COMPLETED**

- 2) Information and a picture explaining the Reading Resource purchased via a P&C Donation. **Still pending.**

**MOVED FORWARD**

15 Feb 2021 #3 Soccer Club House for Canteen Use idea

Shane and Olivia to explore the soccer club house canteen use.

**MOVED FORWARD**

15 Feb 2021 #4 Front Office Staff to send information to the P&C Comms Officer

Dan Breen to ask all relevant office staff to ensure that the P&C Communications Officer is informed of any pertinent information, changes, technical issues, and problems and explain the value in working together with the P&C to create a consistent and proactive approach to communications with the Harrison community of parents and carers.

**May 2021:** Olivia raised this with Kirralee. Rachel, Kirralee and Olivia to meet re 2 FB pages, 1 run by the school, and 1 run by the P&C.

**MOVED FORWARD**

15 Feb 2021 #5 PE Change Room Timing

Jacqui Ford will investigate the timing issue with the time provided by PE teachers for students to get changed after PE.

**MOVED FORWARD**

15 March 2021 #1 P&C Donation discussions for professional staff development

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. Undertake an audit to identify the needs and obstacles that have prevented Harrison School from supporting these areas.

**MOVED FORWARD**

15 March 2021 #2 Aligning P&C Meetings with School Board Meetings

Olivia Wenholz and Mike Burns to liaise on workable dates to align P&C meetings with School Board meetings. The next Board Meeting is on Tuesday 15<sup>th</sup> June. Determine the possibility of arranging the next P&C meeting to commence immediately after the board meeting concludes. The Secretary, Rebecca Taliano, to lodge the date change with the front office.

**May 2021:** June meeting aligned. TBC on T3 Board meeting date.

**MOVED FORWARD**