

P&C Meeting Minutes – 15 February 2021

Present - Olivia Wenholz, Rachel Armstrong, Jo Aubertin, Kelly Taggart Wilson, Liz, Carolyn Worthington, Michael Burns, Leanne Wilkinson, Rae Tweedie, Shane Merry, Dan Breen, Nicole Kerlin, Jacqui Martin, Bronwyn Hill, Jacqui Ford, Norma Yap.

Agenda Item 1

Open and Welcome 7:00pm

Agenda Item 2

Apologies - Jackie Floro

The Vice President noted that Jackie Floro, the President, has tendered her resignation to the committee. It was agreed that Olivia Wenholz, Vice President, will take on both roles until a new President is appointed.

Olivia invited the group to introduce themselves.

Agenda Item 3

Approval of previous minutes - 30 November 2020

Motion moved by Rae Tweedie and seconded by Rachel Armstrong. Unanimous by group.

Agenda Item 4

Executive Summaries

President: Jackie Floro (Resigned)

Vice President: Olivia Wenholz

Olivia provided an update:

P&C representatives presented at the Kindergarten and Year 1/Year 2 information sessions, but the P&C did not receive notification of other year level information sessions. It is uncertain if these were run in person or online.

An Expression of Interest has been advertised for the Executive Principal position.

The Second-Hand Uniform Shop has reopened and will be operating every Friday and the space will be used from 8:15 am until 10 am.

The Canteen is running as normal. Jackie Floro has been working with Penny Thompson on transitioning 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 minimise possible impact that changes to the P&C membership might cause to Canteen operations.

A paid position is being developed for the Second-Hand Uniform Shop Coordinator.

Secretary Rae Tweedie

Rae discussed the online Sign-Up Genius that has been developed for volunteers for the Second-Hand Uniform Shop. Volunteers are required from 8:15 am to help with set-up, sales from 8:30 till 9 am and then until 10 am to help pack things up, although any assistance over this time would be welcomed. Volunteers to do washing of uniform donations on a fortnightly cycle are also encouraged.

Rae noted that this meeting is the final one before the Annual General Meeting, (AGM), as such she will be sending out communications to P&C members asking if they wish to stay in the position they currently occupy or if they will not be re-electing.

Rachel Armstrong, the Communications Officer, noted that with 4 weeks until the AGM she will commence with Facebook posts explaining the P&C positions and requirements and inviting nominations from the community.

Treasurer Joanne Aubertin

Joanne explained that she is organizing an external audit of the books. She noted that the current auditor, Hugh Alston, will retire this year and Jo will request recommendations from him for a new external auditor so this person can be nominated at the AGM.

Jo handed around the P&L and Balance Sheets, (Attached).

She noted that the P&C received \$98,000 from Job Keeper and an ATO Cash Boost and passed \$70,000 to Harrison School.

She also highlighted that P&C fundraising departments lost money due to stock purchases for events that could not be run due to COVID-19 restrictions.

ACT Council Rep - Norma Yap

Norma had nothing to report.

Olivia Wenholtz mentioned that there has been a change to the composition of School Boards. Discussions from the floor followed and it was clarified that there is a requirement for 2 x parent representatives and 1 x P&C representative. The P&C Representative replaces the Community Representative. The P&C are required to put forward their representative by 23rd February and if no one is put forward by the P&C the school will appoint someone.

Olivia proposed that the President of the P&C could fill the position ex officio. The group unanimously agreed, but Jacqui Ford, Senior School Principal, explained that she would need to confirm with Trish Coghlan, the Returning Officer, if this is appropriate and will inform the P&C before the deadline.

Agenda Item 5

Principals Report - Daniel Breen, Principal K-6, Jacqui Ford, Principal 7-10.

Dan provided an update, (Attached). He apologized for an issue regarding the multipurpose room conversion into a music classroom at short notice due to a requirement to turn more teaching spaces into LSU spaces and the lack of consultation about the change. He proposed a meeting with the P&C to discuss Morning Tea and Second-Hand Uniform Shop usage and the possibility of other spaces and times.

He provided a COVID-19 update and mentioned that there are several sign-in places for the public to minimize large groups gathering around one sign-in location. Rachel, Communications Officer, requested that Dan send an email detailing this so she can provide some communique to the Facebook communities.

Dan thanked the P&C for the donation of Reading Resources. Rachel, Communications Officer, requested that Dan send an email providing detail of the Reading Resources and a picture so she can post to the Facebook communities. He mentioned that outdoor seating purchased through a P&C donation has been ordered and will arrive shortly.

Dan mentioned a successful swimming carnival was held at swimming facilities at Mt Stromlo and he highlighted that Harmony Day would be celebrated in Week 7 with an assembly on 17 March. He explained that School Photos will be held in Week 8 and he noted that Term 1 is a 9-week term.

Discussions from the floor followed regarding the lack of teaching spaces and prospects for the building of more spaces. Jacqui Ford explained that a capacity review of the school has taken place and Harrison is at approximately 90% capacity in the High School and 86% capacity across the school. Although the building of new schools in the area may reduce some pressure other factors may impact this such as the building of large apartment blocks in the intake area. Jacqui explained that the school is agitating for more teaching spaces and new toilet blocks in the senior school.

Olivia requested that Jacqui include space for the Senior School Canteen. She explained that the current space the Senior Canteen occupies is a shared space with the Food Technology area and the Canteen Manager has identified on numerous occasions that it is impossible to properly meet student demand and service the student requirements. Currently food is prepared in the Junior School Canteen and taken by trolley to the Senior School Canteen. There is a need for increased serving and preparation areas and space for equipment such as a Bain Maree to keep food warm.

Olivia noted that the canteen makes between \$15,000 and \$30,000 a year and the profit goes back to the school. She also noted that the P&C's preference is to keep operating the school canteen inhouse which enables profit to return to the school rather than going to an external provider, as is the case with most other schools.

Olivia explained that the P&C use the Canteen and the Second-Hand Uniform Shop to support the school through the purchase of school clothes and canteen food for their children and therefore other fund-raising activities are not essential.

Olivia highlighted the need for Debbie Carne, Corporate Manager, to be involved in these discussions. Dan Breen asked if there was scope for a food van or demountable solution. Discussions from the floor followed regarding shipping containers, the need to involve the Directorate in discussions about temporary/portable buildings, the use of applications to enhance food service and the possible use of the soccer club house canteen located between the playing fields.

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

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

- 1) The COVID sign in locations and processes for visitors to the school.
- 2) Information and a picture explaining the Reading Resource purchased via a P&C Donation.

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

Agenda Item 6

OshClub Update – Nicole Kerlin

Nicole explained that OshClub attendance has increased and reflect pre-COVID numbers. She noted that Jacqui Martin is the Lead Coordinator, and that a new coordinator has been appointed to assist her. Sandra Anderson will assist in the programing space for junior 3 & 4 and oversee kinder to year 6. She will also assist Jacqui with staffing.

Nicole noted that an Assessment and Rating at Harrison, OshClub received an outcome of Meeting expectations across the board and higher ratings were given in two categories, one regarding relationships with children. Nicole commended the achievement that Jacqui and her team have

attained and praised their commitment in keeping the children attending Harrison OshClub happy and engaged. She explained that more resources are being deployed to the senior area due to increased demand and they are commencing an extended learning program of Art in term 1 and coding in term 2, at which time they will work with Rachel, the Communications Officer, to ask for permissions for the kids.

Agenda Item 7

Grants and Fundraising Update - Shane Merry

Shane discussed a Parent Engagement Grant he has applied for recently that offers a \$5,600 worth of training and consultation around a social media and parent engagement strategy.

Agenda Item 8

Traffic and Road Safety Update - Shane Merry

Shane mentioned that a Transport Canberra Measurement and Evaluation Report regarding traffic issues around Harrison School is proposed to be released in February. Shane met with Leanne Castley, Member for Yerrabi, who is a strong advocate for fixing the road and traffic issues around Harrison School and he reported that she proposed to mention the issues in Parliament if Harrison does not receive a satisfactory answer from Transport ACT.

Shane drew attention to a letter from Chris Steel, MLA, Minister for Transport and City Services, that acknowledges there is an issue and proposed that the Schools Safety Team can work with the School Roads and Traffic Committee comprising of Harrison School, Day-care Centre, and Mother Theresa representatives towards a solution.

Discussion from the floor followed regarding the 9 December 2020 site visit from local members, infringement parking inspectors ticketing parents illegally parking during the first week of Term 1 2021 and the poor visibility and difficult road crossing conditions on Sapling Street and on Mapleton Avenue. Discussions regarding the lodgement of complaints on Fix My Street followed and Olivia mentioned that she and Shane are compiling a log of problem spots to boost data on the issue.

Agenda Item 9

Start of Year Procedures and Communication - Rachel Armstrong

Rachel explained the challenges that arose immediately following the school's distribution of class lists to parents prior to the start of Term 1.

Dan Breen explained that there were some technical issues and that class codes were provided rather than teacher names to protect privacy.

Rachel outlined the high traffic that followed on the Facebook pages from parents seeking clarity. Rachel mentioned that disseminating a school map might have been useful in minimising anxiety and confusion.

Rachel requested that the school might like to prioritise communicating with the P&C Communications Officer before and during similar scenarios. This would enable the P&C Communications officer to proactively reach out and communicate pertinent information and guidance to the Facebook community to assist with smooth implementation of processes and changes. If the school also works with the P&C Communications Officer and alerts them when

technical issues occur, the Communications Officer can proactively communicate and guide the Facebook community and minimise the negative feedback that commonly occurs.

ACTION: Dan 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.

Agenda Item 10

Supervision before School - Bronwyn Hill

Bronwyn mentioned the increasing number of children observed on the school ovals without supervision before school. She presumes their parents have dropped off with the expectation they will remain in the school boundaries, but the children are able to wander out of school grounds unchallenged. She asked about the number of teachers on duty and how they enforce children to remain within school boundaries.

Dan explained that a handful of teachers are on duty in the morning but suggested that if children are observed outside the school yard unsupervised that the school office should be informed.

Agenda Item 11

Uniform Shop Space – Olivia Wenholtz

Olivia explained that the Multipurpose Room was converted to a music classroom in the first week of school without consultation with the P&C, the Second-Hand Uniform Shop Coordinator, and the Community Morning Tea Coordinator. The shared purpose space is now set up as a classroom which has created some congestion in the space when it is operating as a Uniform Shop and the placement of a piano caused some disruption to the Wi-Fi reception used to enable online payment methods. Olivia noted that an earlier idea of using another storage space for the Uniform Shop is no longer tenable due to the requirement of a space similar to the current one for both storage and display. Olivia highlighted that the Second-Hand Uniform shop currently operates on Friday mornings and the space would be occupied from approximately 8 am to 10 am. She indicated that the P&C are flexible and can change the day if needed.

The Community Morning Tea Coordinator, Dan Breen and Jacqui Ford discussed the idea of moving the location of the morning tea to the indoor Canteen space. Jacqui contacted Debbie Carne who agreed with the new location and Olivia agreed to contact the Canteen Manager to inform her of the new location.

Agenda Item 12

Open Action Items (Attachment A)

Agenda Item 13

Other Business

Changing into/out of PE Uniforms

Olivia raised the issue of high school students needing to change into and out of PE uniforms. She mentioned that the PE teachers may not be giving students enough time to change after PE which is having an impact on the ability for many students to turn up to their next classes on time. It was also noted that many students are reticent to change in front of others so choose to line up and wait for

the use of one of the few toilet or shower cubicles which may also contribute to the length of time children require to change.

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

Disabled Parking Spots

Leanne mentioned that she has observed people without disabled parking permits have increasingly been parking in disabled spots and suggested some communication via Facebook and through the school to address this.

Meeting Closed 9:00pm

Future P&C Meetings

Term 1, 2021 - Monday of Week 7 – 15 March 2021 AGM @ 7pm

Open Action Items

18 May 19 #02

Norma Yap to raise the issue of multiple medical form requests at next Council meeting. Norma noted that she has raised the issue and is hoping for an answer at the AGM.

Revisit later after election.

Council wrote to Education Directorate regarding the requirement to fill in one form per year. Dan confirmed the next stage of Sentral will handle medical forms for excursions.

Action – Excursion coordinator to attach medical forms for students in Sentral.

UPDATE: Dan explained that a future release of Sentral may have the capability to do this but there is a necessity for the school to collect current medical information and therefore a new medical form is required to be filled out for each excursion for the foreseeable future.

ITEM CLOSED

17 Feb 20 #07

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. Action item to be revisited once strategic procurement panel arrangements are finalized. Uniform changes require board consultation. Katherine Larkings to prepare proposal for presentation to the 3 November 2020 board meeting and communicate to Harrison School community for 2021.

Update: Katherine Larkings has 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.

The P&C Executive Committee will forward the document to Jason, Dan and Jackie seeing their endorsement prior to the November 3 Board Meeting.

Olivia to submit proposal to Dan, Jacque and Jason to table to the Board for the first board meeting in Term 1 2021.

UPDATE: The proposal is with the Principals. Jason Holms has taken the Senior School Uniform Proposal to the Board, but the Junior School Proposal is yet to go to the board. Once a new Executive Principle has been announced the Junior School Uniform Proposal can be put on the agenda for the 23 February School Board Meeting. If it is approved, it will be slowly phased in over the next few years.

MOVED FORWARD

16 Mar 20 #01

Toilet Transformation – Jacqui Ford will speak to student leaders to get input for next meeting. Yr 10 leaders & Justin Cronan looking at various positive environmental improvements.

Jacqui Ford to confirm announcement of next Yr 10 Captains & Yr 6 Student leaders. Revisit 2021.

UPDATE: Jacqui Ford explained that the Toilets have been painted and that at present the current cohort of senior students are less inclined towards vandalism and other negative behaviors that were occurring in the toilet blocks in 2020. She mentioned that the Kids Leadership team are considering options including painting murals on/in toilet blocks and that the decision will be student driven and supported by the P&C if needed.

ITEM CLOSED

3 Aug 20 #1

Joanne to investigate eligibility of second wave of Job Keeper payments for canteen staff under normal operations.

Revisit January 2021

UPDATE: Joanne advised that the Canteen was not eligible for the second wave of Job Keeper payments.

ITEM CLOSED

3 Aug 20 #7

Jackie Floro to liaise with OSHClub to progress breakfast club initiative

OSHClub are interested in pursuing this initiative and will liaise with School Canteen and report next meeting.

Revisit February 2021

UPDATE: Concept to be discussed after the AGM with the newly appointed P&C President and Canteen Manager.

MOVED FORWARD

26 Oct 2020 #1

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.

MOVED FORWARD – suggest rolling out Term 2, 2021 to align with a winter charity.

26 Oct 2020 #2

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.

UPDATE: Olivia has had the flyer translated into several languages but there are several still to do that would be very useful to the Harrison School Community.

Olivia to send Jacqui Ford a list of languages that are still required and Jacqui will identify year 9 & 10 students who have the capability and capacity to translate.

MOVED FORWARD

26 Oct 2020 #6

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

UPDATE: Olivia requested that the Principals add the space needed for the Senior School Canteen to the list when agitating for more space.

MOVED FORWARD for 2021 update

26 Oct 2020 #8

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.

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

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

MOVED FORWARD

26 Oct 2020 #9

Dan to look into additional external bike rack and bike cage addition and/or extension. Scooter storage installed, looking at space behind preschool.

UPDATE: Dan confirmed the purchase and installation of scooter storage has occurred and will continue to be rolled out.

ITEM CLOSED

30 Nov 2020 #1

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

30 Nov 2020 #2

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

MOVED FORWARD

30 Nov 2020 #3

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

UPDATE: 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

30 Nov 2020 #4

Dan to review the requirements for line up in 2021.

UPDATE: Dan explained that parent feedback pointed towards a preference to no longer have morning line ups and this was also the preference of teaching staff. Although he noted that there are some teething issues with parents not social distancing in the school yard, the school is trying to be on the front foot with facilitating traffic flow.

ITEM CLOSED

30 Nov 2020 #5

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

MOVED FORWARD

New Action Items

15 Feb 2021 #1

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

15 Feb 2021 #2

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

- 3) The COVID sign in locations and processes for visitors to the school.
- 4) Information and a picture explaining the Reading Resource purchased via a P&C Donation.

15 Feb 2021 #3

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

15 Feb 2021 #4

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.

15 Feb 2021 #5

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