

P&C Meeting Tuesday 7 November 2023 MINUTES

Financial members of the P&C Association should submit their request to the Secretary in writing. The Secretary will place the item on the Agenda where it is most appropriate to be discussed.

Minutes	
Meeting opened	6:04pm
Acknowledgment of Country	Paul Baxter
Attendees	Jen Jones, Mel Kilby, Brooke McCallum, Alison Sargeant, Jody Hodgson, Paul Baxter, Lindsay Hodgson, Melanie Bonniface, Kate Warner, Leif Wilson, Joe Williams
Apologies	Glenn Sproule
Guest Speaker	NA
Confirmation of previous minutes	Jenny Jones
Business arising from previous minutes	Have the audit report mistakes been corrected? Yes (Mel Kilby)
Correspondence	Insurance certificate of currency
Treasurer Report	<p>Mel Kilby Financial report (see attached) Outgoings:</p> <ul style="list-style-type: none"> • Year 12 awards TBA • Yearly insurance <p>Waiting on MSP commission >will follow up (Joe Williams)</p>
Principal's Report	<p>Paul Baxter P&C Support for Canteen and Uniform Management Budget has just come in. Operating budget down 15% and Flexible funding down 5% = \$500000 less funding. Staff and costs have increased. Most of the budget is spent on staffing and intervention. Meeting with head teachers today to see where we can save money on our timetable, looking at reducing periods and cutting allowances. Classes for year 9 and 10 will have a class cut back meaning 25-26 students per class, which is an increase from an average of 22 per class. THS is fortunate to have support of administration staff and paraprofessionals. No elective classes will be affected. Request P&C to take control of canteen. Operations would be managed through administration staff at THS. Mel Kilby and Jen Jones will support, set up and maintain. These funds can then be used to go back into the school to benefit students. Jen Jones will need to be a financial member of the P&C to be able to support.</p>

Paul Baxter motions P&C to take control of Tomaree High School canteen and uniform. Tomaree High School will support in the running and the management of both the canteen and uniform sales.

Second: Kate Warner, Brooke McCallum

Discussion:

If the staff carrying the weight are happy to support? Yes

If the funds benefit the students? All funds will go back into benefiting the students and the P&C will be integral in making these decisions.

Paul Baxter moves that Jennifer Jones, also known as Jen Jones be elected in as a Office Bearer position of Co Treasurer.

Second: Kate Warner

The method of operation of the P & C is to have 2 signatories to sign and authorise.

Jennifer Jones to have access to internet banking.

P&C moves to open 2 more accounts to use as trading for the P&C operated canteen.

Second: Kate Warner

Unanimous vote in favour.

Further cuts in budget – infrastructure budget for schools not moving forward = THS toilet upgrade being placed on hold.

Question: Has legislation for vapes come into effect yet? No

How can we improve toilets and vaping issues:

Currently:

Staff outside toilets.

During break times office toilets being used.

Not all bathrooms are open across the school to help with monitoring.

Looking at putting a locking mechanism on toilets in H block with codes. Found a system that doesn't need Wi-Fi and has options for fobs, pin code or key can be used.

Always trying to improve access to toilets. This is an ongoing issue.

Question? Are these issues addressed at assemblies? Yes, Deputies proactive.

Have also utilised cameras around bathrooms to address issues.

Cameras have made a difference.

Also have been less students outside of toilets due to phone ban.

	<p>Comment: HSPA and Catherine McAuley have same issues. This is common across most high schools.</p> <p>Phone ban implementation has been positive across the school. Has been feedback on Step 2 where parent picks up phone – not feasible> working towards a 5-day ban and then a 10-day ban.</p> <p>Currently reviewing assessment schedule Formative assessment – teacher can make observation or judgement or design an activity. Embedded assessment strategy for years 7,8,9 and putting greater value on their book work. Looking at more consistent approach across the school with feedback on the students’ books. Book work becomes an assessment task. Content more engaging. Readability more targeted.</p>
General Business	<p>New Uniform items Comment: students love new shorts Comfortable Has been a very positive roll out of the new uniform items.</p> <p>Question: Impact of AI on THS? Discussions at leadership and looking at designing assessments around this. Online software programs available that can identify if AI has been used – probability. Teachers knowing students in their class and providing the opportunity to write their assessments. Need to keep monitoring. Staff – students handing in a draft and then reviewing final assessment. Still need capacity to be able to sit and write. HSC exams are still written. Sustained writing in class to build resilience for HSC.</p> <p>Comment: Brooke McCallum (teacher) How Brooke has adapted her planning for assessments: Real life scenarios. More personal problem solving. Get student to explain. Brooke makes sure she knows her students. Tasks based on scenarios and case studies. Design tasks that are harder for students to use AI contribution. “Ungoogleable” tasks. Students practice exam responses – timing and speed is very important and needs practice.</p> <p>AI has its uses for students to focus on one area. Career choices for the future may look very different with AI.</p>

	<p>Christmas Party for P&C? Sally Tavern Funded by P&C Tuesday 5 December</p> <p>Volunteers Recognition Afternoon Tea Invitation handed out; email invitation also sent.</p> <p>Communication Flowchart Add in other key staff. Please provide any further feedback via email.</p> <p>End of Year Awards list? Joe Williams to provide to Mel Kilby for P&C donations.</p> <p>Question: CAPA Program at THS? Can THS offer music program? more activities? Currently break times at THS are filled with activities from music ensembles, art club and outdoor sports including ping pong and use of the MPC and outdoor basketball courts and new multipurpose court as well as many activities offered in the library from chess to gaming and card games.</p> <p>Question: Year 12 HSC and covid effects – are there still issues? Impacts of covid has seen a gap in their education and normal progression in their learning. Anxiety for some students is still an impact from covid. Students not reading enough due to social media. There is a need to increase vocabulary, focus on handwriting and book work. Leadership has looked at NAPLAN data which has identified a need to work on students’ ability to comprehend. THS has a strong focus on literacy strategy to address these concerns.</p>
Meetings days and time	Meeting times: first Tuesday of every month. Option to join the meeting via a TEAMS link will be available.
Next Meeting	Next meeting Tuesday 5 December 2023 6pm to 7pm Sally Tavern for the Xmas Party.
Close Meeting	Time of close: 7:08pm