

**Lyneham High School P&C Meeting
7.30pm, Tuesday, 19 March 2024
Minute and Follow Up Actions**

1. Welcome, introductions and apologies

Present:

Jacqui Ford (Principal)

Tilly Wiles-Deane (Deputy of Students)

José Robertson (President)

Sunil George (Vice President)

Jen Donohoe (Secretary)

Members:

Katy Pickles, Sarah Lendon, John Breusch, Rebecca Curtin, Jamiee Bell, Thea Katauskas, Sarah Lendon, Sophie Baker, Jo Pickles

Apologies: Siar Azad (Treasurer)

2. Acceptance of minutes from P&C Annual General Meeting

Proposed (José Robertson) and accepted (Sarah Lendon).

3. Follow up from last meeting

n/a

4. Correspondence received

- Email from a concerned parent re female students wearing short shorts with long tops and suggesting a school skirt.

Agreed response:

Reminder from school to students regarding the school uniform policy, which includes advice related to the length of shorts, pants, skirts etc.

5. Principal's Report

i. Year 7 information night

- Well attended, positive feedback from parents about understanding how/where students spend their day.

ii. Personal Communication Device policy

- Parent Forum - small, but successful.
- Students getting used to the policy and school receiving positive feedback from students and teachers:
 - positive impact on student engagement and ability to socialise
 - some students struggling with the policy, but it is a minority.

iii. Parent-Teacher Night in Week 11 (4pm 8&9 April).

iv. Mid-Semester Reports out soon.

v. Athletics Carnival Week 11 (11 April).

vi. Successful completion of NAPLAN:

- thanks to teachers, student anxiety levels were much lower this year
- smooth process and good internet connection throughout supported this outcome
- NAPLAN provides trend data and helps teachers to support students.

vii. Updated Assessment Policy:

- policy to clarify treatment of late work as it relates to the 'evidence of learning' approach
- teachers will email parents when student's work hasn't been submitted on time, students will then have 7 days to submit, after which time it can no longer be accepted
- school is open to helping students manage workload - i.e. when several assessments are due around the same time
 - home group teachers can assist, including shifting due dates in some circumstances
- School will help students to understand the new policy and will hold a Parent Forum when the policy is released
 - school also working on building student's courage to raise concerns around assessments with their teachers so that they can work through any issues

viii. Vandalism - Toilet Blocks

- there has been significant damage to the boys toilet blocks, which was repaired and subsequently vandalised again
- some students are scared to use the bathrooms
- the school is working out how to address this including:

- locking bathrooms and asking students to sign a key in and out to access the toilets
- additional cleaning (although this incurs high additional cost)

6. President's Report

- Documentation received from outgoing President:
 - including signed bank letter to add President, Vice President and Treasurer as signatories and remove Sarah Lendon and John Breusch.
- Need to pay for the following:
 - ACT P&C Association membership fee (due soon).
 - Insurance (current policy expires 30 June 2024).
- President *and Vice President* to attend ACT Council of Parents and Citizens Associations meeting (7pm, 26 March)
 - *please send any questions for the Council to the WhatsApp group before the meeting.*
- Thanks to Anthony for support to P&C.
- Note on email addresses associated with [Lyneham High P&C](#) portal:
 - aussies@grapevine.com.au [Sarah updated this email is inactive and belongs to the previous Treasurer]
 - lynehamhspca@gmail [Sarah/Jen will keep working to try to transfer access to this address]
 - Sarah to assist José in updating the Portal.
- Public Officer to submit by 30 June 2024 the Annual Information Statement (AIS) to the ACNC:
 - ACNC Charity Portal requires information on committee members, including phone and address
 - question as to whether the P&C President is the Public Officer by default.
- José recommends the ACT Council of Parents and Citizens Associations website, including the [Top Tips for P&Cs.](#)

7. Treasurer's Report

AGM Minute notes:

- a. The P&C has \$7,257.04 in its Commonwealth bank account.
- b. It also has further \$1,120 in the school's P&C account.
- c. Income in 2023 was \$3,890 versus expenses of \$2,800.

8. P&C Activities

a. Spending proposals:

- i. Paul Dillon to speak to Year 10s in Term 2 at a cost of around \$2,000 noting that the school can pay the fee to be reimbursed from P&C funds.

Sarah proposed to fund, Jen seconded the proposal.

b. Presence/BBQ/fundraising ideas

- i. ACT Elections in October

noted

- ii. Bands event later in the year

noted

- iii. Trivia Night

- Thea offered to help organise a Trivia Night
- similar events held prior to COVID
- good opportunity to build community and raise modest donations
- staff very supportive of the event, teachers write the questions
- generally held at the end of Term 3.

All present supportive of the proposal. Katy and Rebecca offered to assist Thea in starting to plan the event. Follow up actions to include:

- *source an MC*
- *consider businesses to approach re door prizes*
- *agree date/time/location.*

9. Any other business

- i. Jen requested members' contact details for follow up and also for members to encourage other parents/community to join the P&C and/or volunteer to help out with fundraising and other activities.
- ii. José asked whether it would be possible for students to be given the option of watching the football at the Year 7 Camp next week - Jacqui agreed this would be possible.
- iii. José keen for us to consider F2F meetings/catch ups to build sense of community.

10. Next meeting - Week 3, Term 2, Tuesday 14 May

Noted

11. Follow up actions

Action	Who	When	Notes
Respond to email regarding school uniform	School	~	
Messaging to students on school uniform policy	School	~	
Pay ACT P&C Association membership fee	Treasurer	ASAP	
Pay insurance	Treasurer	before 30 June	Will need to wait to receive email on policy renewal
Attend ACT Council of Parents and Citizens Associations meeting	President / Vice President	26 March	Add readout of meeting to next P&C meeting agenda (Jen)
Transfer Gmail to Jen	Sarah / Jen	ASAP	
Update portal	Sarah / José	ASAP	
Submit Annual Information Statement to ACNC	José (TBC)	by 30 June	Need to work out whether President is also the Public Officer
Organise Paul Dillon	School	~	Treasurer to note cost against available funding once school sends through advice on cost.

Action	Who	When	Notes
Organising ACT Election BBQ	TBC	TBC	Need to clarify what is involved, how long it takes to organise and work back from there. Could add to a future P&C meeting agenda.
Organise Bands event fundraiser	TBC	TBC	Need to clarify what is involved, how long it takes to organise and work back from there. Could add to a future P&C meeting agenda.
Trivia Night	Thea to start, with support from Katy, Rebecca and others	TBC	Separate meeting to be held for organising the trivia night.
Draft P&C Contacts List	Jen	~	Done - will update on an ongoing basis
Prepare agenda for next P&C meeting and confirm status of follow up actions	Jen	By 7 May	