

ANNUAL GENERAL MEETING

Wednesday 21 February 2024, 7pm

Duncraig SHS Conference Room

AGENDA

- 1. Meeting Opening**
- 2. Acknowledgement to country**

I acknowledge the Traditional Owners and Custodians of country throughout Australia and recognise the continuing connection to lands, waters and communities. I pay my respect to Aboriginal and Torres Strait Islander culture, and to Elders past, present and future.

- 3. Welcome and Apologies**
- 4. Minutes:** Confirmation of minutes of the P&C General Meeting 29/11/2023.

- 5. Correspondence In**
ANZ monthly statements
WACCSO Newsletter

Correspondence Out:
Nil

- 6. Reports:**
 - 6.1** Principal's Report
 - 6.2** President's Report
 - 6.3** Canteen report
 - 6.4** Presentation of Solvency Declaration
 - 6.5** Department of Consumer affairs Information Statement
 - 6.6** Treasurer's Report
 - 6.7** Healthy Food & Drink Policy
 - 6.8** Minutes of General Meeting 29 November 2023
 - 6.9** Family engagement committee report

- 7. Elections:**
All positions declared vacant.

7.1 Office Bearers

7.2 Executive Committee

8. Appointments:

8.1 Appointment of Auditor

8.2 Liaison to WACSSO

9. New business

Approval requested for the general meeting dates for 2024.

Term 1 20 March

Term 2 8 May, 5 June

Term 3 7 August, 4 September

Term 4 23 October, 13 November

End of year catch up with twilight tour 27 November.

10. Next Meeting:

General meeting 20 March 2024 at 7pm

PRINCIPAL'S REPORT

P&C MEETING (FEBRUARY 2024)



It is with pleasure and pride that I present this Principal's Report.

The Year 12 Leavers from the Class of 2023 were excellent role models to our younger students, and they also managed to achieve very pleasing results in their studies, whether they were ATAR, General or VET students. Below is a summary of their achievements.

As was the case last year, The West Australian was unable to publish League Tables as no Median ATAR or WACE achievement was made available to the public via the media.

The following is a summary of our achievements:

- **WACE Achievement**
 - 99.5% of our students achieved their Western Australian Certificate of Education.
 - This is the highest WACE Achievement our school has achieved since the new WACE was introduced in 2016.
- **Schools Curriculum & Standards Authority (SCSA) Awards**
 - 1 x General Exhibition (*Recognises the top 50 students in the State*)
 - 1 x VET Certificate of Excellence (*Recognises the highest achieving VET students in the State*)
 - 11 x Certificates of Distinction
 - 27 x Certificates of Merit
- **ATAR Achievement**
 - Our Median ATAR was 84.40
 - 31% of our ATAR students achieved an ATAR over 90 (i.e. were in the top 10% of the State).
 - 59% of our ATAR students achieved an ATAR over 80 (i.e. were in the top 20% of the State) and were eligible for direct entry into UWA.
 - 72% of our ATAR generating students received an ATAR above 70, allowing them the choice of any university other than UWA.
- **VET Achievement**
 - 11 (8%) students achieved a Certificate IV, an excellent achievement.
 - 30 (22%) of our students achieved a Certificate III
 - 86 (63%) students achieved a Certificate II

These pleasing results are an absolute credit to the work of Ms Caroline Crosbie and her Senior School Team (Mr Cheeseman, Ms Marcon, Ms Hewitt & Mr Salpietro) throughout the year.

Our current 2024 Student Census numbers:

Cohort:	As of 12 th Feb 2023: No. of enrolled students:	As of 13 th Feb 2024: No. of enrolled students
Year 7	317	318
Year 8	344	322
Year 9	337	349
Year 10	308	333
Year 11	294	289
Year 12	216	275
Total Enrolments	1816	1892

School Executive Structure for 2024:

Role:	Portfolio:	Staff:
Principal		Nicole Baker (T1) Peter Lillywhite (T2-4)
Associate Principal	Years 7/8 & ICT	Wade Norman
Associate Principal	Years 9/10 & HR/Operations	Stephen Galvin
Associate Principal	Senior School	Caroline Crosbie
Associate Principal	Curriculum & Engagement	Aaron Gibson (T1) Nicole Baker (T2-4)

New Staff for 2024:

Learning Areas/Teams:	Staff:
The Arts	Matilda Gregson, Cora Day, Georgina Isles.
English	Jacqui Haines, Deeandra Joubert, Sharne Pillar.
HASS	Chantal Bibis, Morgan twiss, Casey Tough, Alexandra Lekbunseng, Kate Bishop.
Health & Physical Education	Andrea Hopkin, Kate Mayvis.
Languages & Tourism	Miska Suryanita.
Learning Support (SAER)	Lin Zhang, Emma Hollis, Daisy Allen, Kyle Pegler, Charmaine Fong, Samala Marshall, Djahida Davidson, David Ford, Ethel Selda, Alicia Thomas,
Mathematics	Mary-Jean Simms, Andrew Mercer.
Science	Richelle Tiedtke, Renay Down, Andrew Humphreys.
Technologies	Gabrielle Cullinan, Matthew Farina.
VET & Workplace Learning	Karen Clark, Richard Gibson.
Student Services	Lauren Filippou, Nikita Krakaur, Tarryn Pittard.
Administration & Support Staff	Margaret McCracken, Tracey O'Shea.

Business Plan Update:

We are now one year into our current Business Plan (2023-2025). Reflections and details of how we are progressing in terms of the improvement targets and focus areas was discussed with staff at our first PD Day this year. Progress is being made across all areas of the current Business Plan.

Activities & Events:

1. Year 7 Transition & Peer Support:

All Year 7 students participated in a three-day Transition Program during the first week of term that included one day of fun, team building activities under the guidance of their Year 10 Peer Support leaders at the Joondalup Arena. Two of the three days involved students getting to know their Form, orientation activities, organising their Smart Rider and connecting their devices to the school network. The Peer Support days were well organised by the Year 7&8 Team of Wade Norman, Kellie Ketteringham & James Cutler. The structure of having these 3 days at the start of the year continues to prove to be very effective, enabling students to begin developing peer relationships and adjusting to the school environment before the impact of academic expectations is a factor.

2. Senior School Information Evenings:

These were conducted on Tuesday, February 6th & Wednesday, February 7th respectively. Associate Principal Mrs Caroline Crosbie, Mr Adam Taylor (Student Services Manager: Senior School), Ms Karen Clark (VET & Workplace Learning Manager), Ms Amy Barry (Equitable Access Adjustments Coordinator) along with the respective Year Coordinator (Ms Elena Rossi for Year 12 and Mr Anthony Salpietro for Year 11) presented a great deal of important information to the many parents and students who attended. Attendance at both events was lower than anticipated. However, the parents who were in attendance were highly engaged and appreciative of these sessions. The Senior School Team will ensure that the key information covered during these sessions is made available to all parents via the SEQTA Senior School Bulletin Board and promoted through email communication from Ms Crosbie in the coming weeks.

3. Honours Assembly for the Class of 2023:

Thursday, February 8th was our Honours Assembly for the 2023 cohort. At this assembly, we recognised the significant achievement of our 2023 Year 12 Cohort. 43 students and their parents were invited to the assembly where students received a certificate identifying their achievement – of this number, 34 were able to attend. Each of the award winners was announced by Associate Principal Senior School, Ms Crosbie, and invited to sign the Duncraig Scholars Book in front of staff, students, and their parents. Due to the hot weather forecast for the day, the decision was made to only have Years 9-12 in attendance this year so that we could provide more space between students and prevent anyone sitting exposed to the sun. Given our now large school population, the Pavilion is no longer able to accommodate the whole school comfortably when the stage and guest seating is required. (The Years 7-8 students had an extended Form period.

At the assembly, we welcomed Mrs Carmel Ward from the Duncraig Lions Club who presented a scholarship award to one of our students and recognised our Senior School Councillors for 2024. We reduced the itinerary for this assembly this year to accommodate the forecast hot weather and shorten the amount of time students were seated in the Pavilion. Following the assembly, the 2023 Honours students and their parents enjoyed morning tea with staff and the Executive Team.

President's report

The year has kicked off with the Welcome BBQ for the year 7 students and families. Thank you to everyone who attended and helped on the day. As a P&C the smooth running of the canteen is a propriety as it delivered such an important service to our school community as well as the surrounding schools. We have drafted a budget for 2024 and we look forward to discussing funding allocations for this year with the P&C members.

Vicky Botha, President

Canteen Report

With the end of year close all stock was run down . The canteen was packed up ready for painting and the floors to be done. A hectic start to get everything up and running again but pleased with the flooring and how it looks . PD days went well for the first days back for 2024 . A big thank you to the P &C for the new hotbox arrived first week much appreciated and so far so good .

Just getting the girls into the routine of effectively using the new hotbox and the new set up.Tammi will be leaving us in about 4 weeks to take on FIFO work and Pru will be leaving at the end of Term 1 to move interstate so we will need to put the call out for staff at least 2 .

Simone Duncombe, Canteen Manager

SOLVENCY STATEMENT DECLARATION

We, the Executive Committee of the Duncraig Senior High School Parents and Citizens' Association Inc. declare, that having reviewed and considered the Associations' current and projected financial position, in the Executive Committee's opinion the Association is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

Signed on behalf of the Executive Committee of the Duncraig Senior High School Parents and Citizens' Association Inc.

P&C President Signature

P&C President full name

Date 21/02/2024



INFOSTMT

Information statement

Associations Incorporation Act 2015 s 156 Associations Incorporation Regulations 2016 r 15

Purpose

Associations incorporated under the *Associations Incorporation Act 2015* (the Act) use this application form to provide required information to the Commissioner for Consumer Protection in accordance with the Act and the *Associations Incorporation Regulations 2016*.

Instructions

- Type directly into this form electronically before printing and signing it or hand print neatly using an ink pen in block letters.
- Tick ☒ where appropriate and complete all sections of the form.

OFFICE USE ONLY

SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. This information statement is for the association's financial year ending:

Day	Month	Year
31	12	2023

2. What is the name of the incorporated association?

Duncraig Senior High School P&C Association Limited

3. What is the incorporated association's registration number (IARN)?

A1006210F

4. What is the association's current address?

The associations address is the address for posted correspondence. This should be the address that the public can use to contact the association.

Street or PO

22 Sullivan Road

Suburb

Duncraig

State

WA

Postcode

6020

5. What is the association's current email address?

The email address will be used to email correspondence to the association. This should be a generic email address or an email that the management committee have access to.

Email

secretary@duncraigshspandc.com

6. What is the association's current address for service?

The address for service of documents is the address where official documents can be delivered to the association.

☒ The address for service is the same as association's current contact address

Street					
Suburb		State		Postcode	

7. Which category best describes the association's main objects or purpose?

- | | |
|--|---|
| <input type="checkbox"/> Religious activities | <input type="checkbox"/> Environmental conservation |
| <input type="checkbox"/> Educational activities | <input type="checkbox"/> Historical or cultural preservation |
| <input type="checkbox"/> Charitable or benevolent activities | <input type="checkbox"/> Promotion of the interests of a local community |
| <input type="checkbox"/> Culture and the Arts | <input type="checkbox"/> Establishing, carrying on or improving a community centre |
| <input type="checkbox"/> Sport, recreation or social club activity | <input type="checkbox"/> Promotion of interests for a trade or industry |
| <input type="checkbox"/> Political activities | <input type="checkbox"/> Promotion of students and staff interests |
| <input type="checkbox"/> Providing medical treatment | <input type="checkbox"/> Promoting the interests of persons suffering from a physical, mental or intellectual disability or condition |

☒ Other – Describe in the space below.

School P&C Association

SECTION B: REPORTING AND REGULATORY OBLIGATIONS

8. Does the association currently have at least six voting members?

The association should have a minimum of six members with voting rights to remain eligible for incorporation.

☒ Yes ☐ No

9. What date was the Annual General Meeting (AGM) held?

The association must hold an AGM each calendar year and within six months **after** the end date of the association's financial year.

Day	Month	Year
21	02	2024

10. What was the association's total revenue* for its last financial year?

Revenue is the total amount of money received or earned by the association prior to any deductions or expenditure. Round amount to the nearest dollar. DO NOT INCLUDE CENTS.

\$515,893	.00
-----------	-----

11. Is the association registered with the Australian Charities Not-for-profit Commission (ACNC)?

The registration status can be checked by visiting the ACNC's website at www.acnc.gov.au.

☒ Yes

☐ No

SECTION C: AUTHORISED PERSONS PARTICULARS & DECLARATION

Provide the name and particulars of the person making this application:

I certify that:

- I am a duly elected committee member of the association or authorised by a committee member on behalf of the association to submit this statement under the Act;*
- the information contained within this statement is true and correct; and*
- I acknowledge that it is an offence under section 177 of the Act to make a false and misleading declaration in relation to this application.*

Signature	Guy Bowden		Date signed	22 February 2024	
Title	<input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: <i>please specify</i> ►				
Name	Guy		Surname	Bowden	
Position held	Treasurer				
Address	16 Manakoora Rise				
Suburb	Sorrento	State	WA	Postcode	6020
Telephone	0417 945 421		Email	treasurer@duncraigshspandc.com	

IMPORTANT: Before you submit this form, check that you have provided true and correct information.

DO NOT attach financial statement or any other documents to this form unless specifically requested by Consumer Protection

LODGING THE APPLICATION FORM

Make a copy of this application (including attachments) for your own records.

By post:

**Department of Mines, Industry Regulation and Safety
Consumer Protection Division
Associations and Charities Branch
Locked Bag 100
EAST PERTH WA 6892**

By email:

associations@dmirs.wa.gov.au

For assistance call our information line on 1300 304 074 or (08) 6552 9300 (8.30 am to 4.30pm weekdays)

Treasurers report

Financial Statements for full year 2023 below.

Key points – Profit and Loss

- P&C net profit/surplus for 2023 year of \$8,578
- Excluding non-canteen related revenues and expenses the canteen made a profit of \$8,833 in 2023 (refer appendix 1).
- Canteen profit in 2024 will continue to be impacted by inflation, partially offset by efficiency and operational improvements.

Key points – Balance Sheet

- The bank balance as at 31 December 2023 was \$76,887 (primary bank account \$76,185 Debit Card account – ANZ \$702)
- A clean up of the balance sheet occurred during 2023 and the balance sheet now accurately represents the assets and liabilities of the P&C.

Other comments

- All requested information has been supplied to the auditor who is auditing the 2021 and 2022 financial accounts, and we are awaiting final sign off on this audit. Once sign off is received we will commence the 2023 financial audit which will be a much simpler and quicker process.
- Information statement for Department of Consumer Protection has been prepared and is ready for lodgement after the completion of the AGM

Reconciliation of Canteen Operating Profit		
P&C net profit 2023		\$ 8,578
<i>Deduct non canteen revenues</i>		
Voluntary Donations	\$ 27,047	
Fundraising	\$ 545	
Total non canteen related revenues		\$ 27,592
<i>Add back non canteen related expenses</i>		
Donations to High School	\$ 17,684	
Duplicate Sales invoice write off	\$ 3,964	
Fundraising Expenses	\$ 6,199	
Total Non canteen related Expenses		\$ 27,847
Canteen Operating Profit		\$ 8,833

Appendix 1

Profit and Loss

DUNCRAIG SENIOR HIGH SCHOOL P&C ASSOCIATION INC

For the year ended 31 December 2023

2023

Trading Income

Canteen - Repairs	(214.50)
Canteen catering	35,495.01
Canteen online sales	452,853.66
Entertainment Book Sales	167.00
Fundraising	545.00
Voluntary donations	27,047.16
Total Trading Income	515,893.33

Cost of Sales

Purchases [53110]	253,534.39
Wages [61010]	188,181.95
Total Cost of Sales	441,716.34

Gross Profit

74,176.99

Operating Expenses

Audit Fees	1,136.66
Bank fees	10.60
Book-keeping fees	2,407.73
Canteen - Equipment, Utensils	2,412.30
Canteen Administration	2,479.12
Donations to High School	17,684.16
Dues & Subscriptions	1,880.97
Duplicate Sales Invoice writeoff	3,964.20
Fundraising Expenses	6,198.50
Insurance	6,397.54
Printing, postage & stationery	222.61
Staff gifts	554.50
Superannuation [61015]	20,120.36
Telephone [63155]	130.00
Total Operating Expenses	65,599.25

Net Profit

8,577.74

Balance Sheet

DUNCRAIG SENIOR HIGH SCHOOL P&C ASSOCIATION INC

As at 31 December 2023

31 DEC 2023

Assets

Bank	
ANZ AU 016494 340919347	76,185.00
ANZ AU 016494 436504752	701.98
Petty Cash	199.97
Total Bank	77,086.95

Current Assets

Trade Debtors	2,143.02
Total Current Assets	2,143.02

Non-current Assets

Kitchen Equipment at Cost	7,029.00
Total Non-current Assets	7,029.00

Total Assets	86,258.97
---------------------	------------------

Liabilities

Current Liabilities

Electronic Clearing Account	324.50
GST	(72.27)
Trade Creditors	18,611.30
Total Current Liabilities	18,863.53

Non-current Liabilities

PAYG Withholding	6,772.48
Superannuation payable	4,233.80
Total Non-current Liabilities	11,006.28

Total Liabilities	29,869.81
--------------------------	------------------

Net Assets	56,389.16
-------------------	------------------

Equity

Current Year Earnings	8,577.74
Prior Year Adjustments	(25,946.43)
Retained Earnings	73,757.85
Total Equity	56,389.16

Healthy Food and Drink Policy

The principal implements a whole school approach to healthy eating suited to the school context including:

1. planning for the provision of healthy food and drinks with 'green' and 'amber' foods for educational activities, classroom rewards, school camps and excursions
2. limiting the supply of 'red' food and drinks to small amounts and only when essential to the learning program.

These requirements apply to food and drink supplied or organised by the school. Parents and Citizens' (P&C) Association fundraising initiatives are exempt from the requirements, however, practices consistent with the promotion of healthy eating are strongly encouraged. The Department does not support the inspection of student lunchboxes for the nutritional content.

When parents provide food to be shared during school activities, parents should be informed prior to the event of allergy information and the heating/cooling facilities available at the school so that final preparation of high-risk foods is catered for appropriately.

The Department of Health's [Fresh School Nutrition Advisory Program \(FreshSNAP\)](#) assists schools to implement a whole of school approach to healthy eating, through a statewide advisory service and an interactive website that provides the following support to schools:

1. [FoodChecker](#), an online tool to - identify 'green', 'amber' and 'red' food and drinks, and assess recipes and menus
2. advice, resources and training to support policy understanding and compliance
3. resources to promote nutrition education and communications with the school community
4. parent information and resources
5. networking activities for school and canteen staff
6. free phone, email and face-to-face support.

The [Western Australian School Canteen Association \(WASCA\)](#) can provide advice, resources and training for effective canteen operations.

School canteen/food service

A canteen or food service is a school-based outlet or external provider that provides a food service to students and staff during school hours.

The principal:

1. Only gives permission to use a school's premises as a canteen/food service on the basis that the [Student Health in Public Schools policy and procedures](#) are implemented.
2. Confirms canteen/food service promotes a wide range of healthy food with menus comprised of 'green', 'amber' and 'red' food and drink as follows:
 - 'green' items – account for a minimum of 60% of the menu
 - 'amber' items – account for a maximum of 40% of the menu, with savoury commercial products that are 'amber' items offered on a maximum of two days per week:
 - where an amber item has been reclassified as a red item it may be included on the menu and included in your 'amber' count. [These items](#) may only be offered on the same two days a week as amber savoury commercial products.
 - this cannot be applied retrospectively. Once a 'red' item has been removed from a menu, it cannot be re-introduced.
 - 'red' items are not on the menu (other than those included in your 'amber' content as outlined above).

The colour coding of food and drinks is underpinned by the [WA School Food and Drink Criteria](#), which aligns with the Australian Dietary Guidelines.

Changes to the classification of menu items do not need to be implemented immediately. Schools should plan for any required changes as part of their regular canteen menu review process.

Young children accompanying paid workers, or volunteers and enrolled students working in a canteen, could constitute a hazard or be impacted by hazards found in a canteen. For further information regarding occupational safety and health considerations, refer to the [Work Health and Safety policy](#).

The [Western Australian Council of State School Organisations](#) advises against students undertaking tasks in the canteen operated by a P&C for insurance reasons. However, there are exceptions where the work is part of the educational program (Sections 24, 29 and 11(G) *School Education Act 1999*).

Food safety, hygiene and allergy

The principal confirms:

1. canteen/food service workers and volunteers have completed *FoodSafe Food Handler* training or its equivalent and *All About Allergens* training
2. the canteen/food service has appointed a Food Safety Supervisor
3. the canteen/food service is compliant with the Australian New Zealand Food Standards Code.

Training should be completed in a timely manner, preferably prior to commencing work:

1. FoodSafe Food Handler packages are available from [Environmental Health Australia](#), some local councils and online.
2. [All About Allergens](#) training is a free 60 minute online course developed to help manage food allergies when preparing and serving food in schools. The [Best Practice Guidelines for Anaphylaxis Prevention and Management in Schools](#) recommends the course is completed every 2 years.
3. Food Safety Supervisor training must be completed every five years. WASCA is one provider who customise their training for school canteens. [The Department of Health lists further providers](#).

The [Food Act 2008 \(WA\)](#) and the [Food Regulations 2009 \(WA\)](#) require that:

1. all food services apply for registration with the local council as a food business
2. schools notify the local council prior to conducting a charitable or community event involving food such as a cake stall or sausage sizzle
3. food prepared for sale is only made in approved premises, for example a food business approved by the appropriate enforcement agency (food prepared in a home that has not been approved as a food business must not be sold in a canteen).

Canteens and food services must meet the [Australia New Zealand Food Standards Code](#), examples of applicable standards include, but are not limited to:

1. Food Safety Standard 3.2.2 specifies the requirements for food safety practices and general requirements
2. Food Safety Standard 3.2.2A regarding Food Safety Management Tools
3. Food Safety Standard 3.2.3 specifies the requirements for food premises and equipment
4. Food safety Standard 1.2.3 regarding mandatory food allergen declarations.

MINUTES OF GENERAL MEETING



DUNCRAIG SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

GENERAL MEETING

Wednesday 29 November 2023, 7:00pm in the Conference room

MINUTES

1. Meeting Opened at: 7pm

2. Attendees

Attendees: Peter Lillywhite, Simone Duncombe, Tia Tutti, Guy Bowden, Andy Westridge, Ben Grummels, Charmaine Hutton, Hannah Von Ahlefeld (via Teams), Julie Goode, Hazel Jooste and Jenny Buxey

Apologies: Vicky Botha and Paul Harris

3. Acknowledgement to country – read by Tia

I acknowledge the Traditional Owners and Custodians of country throughout Australia and recognise the continuing connection to lands, waters and communities. I pay my respect to Aboriginal and Torres Strait Islander culture, and to Elders past, present and future.

4. Minutes: Confirmation of minutes of the P&C General Meeting 1 November 2023

Motion to accept: Charmaine Hutton

Seconded by: Jenny Buxey

5. Business arising from previous minutes

5.1 Traffic warden petition – one of the board members who works for the City of Stirling has been in contact with the City of Joondalup in terms of ensuring the template meets the petition requirement. If they do not hear from CoJ by Friday 1 December, the board member will assist to launch the petition.

Action – Hannah Von Ahlefeld to keep the Committee updated

5.2 WA Junior Chess Interclub Tournament – held 25th November 2023 – event went well with everyone enjoying the day with a sausage sizzle, fairy floss and coffee van. Expecting some profit. The event worked better being in a building with air con. This is the first time a club in WA has utilised tags. Hazel recommended we write a piece for the Joondalup Times.

Action – Hannah Von Ahlefeld to follow up with Paul, and Paul to also advise profit once final numbers have been calculated

5.3 Audit – Guy advised that he is still waiting for the accountant to close this out, however it should be imminent.

Action – Guy to keep Committee updated



**DUNCRAIG SENIOR HIGH SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC**

6. Correspondence

6.1 Correspondence In

ANZ monthly statements
WACCSO Newsletter

6.2 Correspondence Out:

N/A

7. New Business

7.1 Painting of the Canteen

Financial motion that the P&C Association of DSHS approve spending of **\$2,400** to contribute towards the painting of the canteen which is 50% of the invoice. The school will pay the balance.

Motion to accept: *Andy Westridge*

Seconded by: *Guy Bowden*

7.2 New double door hotbox for the Canteen

Financial motion that the P&C Association of DSHS approve spending of **\$6,500** to contribute towards a new double door hotbox for the canteen.

Motion to accept: *Jenny*

Seconded by: *Tia*

7.3 Sensory Garden

Financial motion that the P&C Association of DSHS approve spending of up to **\$6,000** to contribute towards the establishment of a Sensory Garden at the school.

It was discussed that the P&C would commit to providing the full \$6,000 however would provide \$3,000 upfront and \$3,000 would be planned into next year's budget. The school will cover the latter \$3,000 in the interim period.

Motion to accept: *Unanimous decision by all attendees*

7.4 2024 Year 12 School Ball

Financial motion that the P&C Association of DSHS approve spending of **\$1,500** for the 2024 Year 12 School Ball. The funding would go towards decorations and prizes for students on the night. The students have already commenced with their own fundraising projects. Note that we would hope to recover these costs through the ticket sales.

Motion to accept: *Unanimous decision by all attendees*

8. Reports

No reports given we only had a meeting on 1st November.



DUNCRAIG SENIOR HIGH SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC

9. Other Business

Meeting finished at 7.52pm

10. Next Meeting:

Annual General meeting followed by General P&C meeting – date in February tbc

DUNCRAIG SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION INC

FAMILY ENGAGEMENT COMMITTEE

ANNUAL REPORT 2022-23

The **Family Engagement Committee (FEC)** was formed in 2022 as a sub-committee of the Duncraig SHS P&C Association. The mission of the Committee is “to foster through the P&C Association a strong culture of community, care and connection with families at Duncraig SHS.” Convened at the height of the COVID-19 epidemic in WA by P&C members **Vicky Botha**, with Hannah von Ahlefeld as Liaison Officer, the inaugural meeting of the Committee was held off-site due to COVID-19 restrictions at Gibson Park Community Centre on 22 June 2022. The FEC met once per term in 2022 and less regularly in 2023.

Prior to the first meeting, the P&C sent a short **Family Engagement Survey** to the school community to help the Committee understand the kinds of activities and events of interest to families, and how families would like to be involved. 116 families responded to the questionnaire (Figure 1). **More than 50 families** indicated that they would like to be involved in the Committee, though a core group of 10 families attended meetings regularly. Over the next two years, this e-mail list grew to **70 families**.

According to the **FEC Terms of Reference** (Figure 2), the responsibilities of the Committee are:

- organising and carrying out family events and activities approved by the P&C.
- ensuring a calendar of events and activities for the following year is tabled and adopted at the first meeting for the year of the P&C
- providing a “time-line” for each event and activity, relevant to the particular event.
- ensuring that the process for collection of monies related to any fundraising event is approved by the P&C.

Discussion at meetings covered a range of topics and issues, from how to support vulnerable students to potential FEC projects, initiatives, events and fundraising. The FEC Committee organised or contributed to the organisation of the following events:

- **Year 7 BBQ.** FEC organised this annual family event on 29 July 2022, which had been cancelled in February 2022 due to COVID. For the first time, parents cooked and students set up stalls from the school’s many clubs and program, including G&T, Cadets, Triathlon, Climate Crew, A-Z, chess, Debating, Coding, Media and others. This format has been used for subsequent Year 7 BBQs.

- **Treat the Teachers.** FEC organised multiple Treat the Teachers fundraisers through Qkr between 2022 and 2023 to show parents' and carers' appreciation to all staff for their kindness, patience and dedication in the face of COVID. Many families donated, resulting in several Treat the Teachers events. In Term 1 2022, Coffeelicious coffee van provided free coffee while parents distributed personalised notes of appreciation for each and every staff member, and offered individually packaged goodies from the local bakery, Chopin Patisseries. In Term 3 2022, parent Nat Meek cooked treats while Coffeelicious provided coffee to staff. In Term 2 2023, following another fundraiser on Qkr, a coffee van and treats were organised as part of Treat the Teachers.
- **World Teachers' Day.** In co-operation with students, on 28 October 2022 and 27 October 2023, FEC organised WTD events to show the school community's admiration for staff. Students prepared more than 600 notes of appreciation, which FEC bound together with bunting to cover a 40m wall next to Performing Arts (2022) and in the Staff Room (2023). In 2022, a Mobile Gelato Cart provided a sweet treat for teachers while in 2023, morning tea was provided by the Baha'i Community.
- **End of Year Family Event.** An End-of-Year family event was planned in 2022, though due to timetabling complications due to COVID-19, this did not take place.
- **DSHS Junior InterClub Chess Tournament.** On 19 November 2022, the Kingsley Chess Club (Paul Harris) with the FEC organised the first Junior Interclub Chess Tournament at Duncraig SHS. 126 students from 55 schools took part and together played 648 games of chess. The 2nd Junior Interclub Chess Tournament took place on 25 November 2023 with 113 students from 32 schools playing 697 games of chess. Sponsors and special guests included Chess FIDE Master Patrick Gong, Caitlin Collins, MLA, Member for Hillarys, Jessica Stojkovski, MLA, Member for Kingsley and Linda Sweeney, President, Rotary Hillarys. All funds raised were donated to Mr Buchanan's Chess Club at Duncraig SHS.

The work of the FEC was promoted through social media, newsletters and e-mails sent by the school.