

2023 Annual Report



ACT Council of Parents & Citizens Associations

The parent voice on public education



This report reviews the activities and achievements of the ACT Council of Parents & Citizens Associations (Council) during the period 1 July 2022 to 30 June 2023.

Content list

Cover photo: P&Cs, Council Executive Members, Yvette Berry Minister for Education and Youth Affairs, Jane Simmons ACT Education Directorate Deputy Director-General at the 'celebrating P&C volunteers' event May 2023.

Our purpose

Council is the peak body for parent associations (P&Cs) in ACT public schools. We assist and represent our member associations and, through them, ACT public school parents.

Vision

Amazing public schools 'a village' where parents and schools value educational outcomes and community partnerships of mutual respect and trust.

Mission

Making public schools even better places by helping P&Cs thrive and being the parent voice on public education.

Our Structure

Council is a truly grass-roots organisation. Each member association elects one or two Council delegates. These delegates constitute Council and have voting rights at our meetings. The members of our Executive Committee – our Executive Members – are elected from and by Council Delegates.

Our Staff

Council employs five part-time employees who staff the Council office and provide member assistance. They support and are directed by the Executive Committee.

Executive committee

Our current Executive Committee was formed at our Annual General Meeting on 23 November 2022. Council is grateful for their volunteered time, effort and expertise.

Council's Executive Committee take responsibility for the governance and strategic direction of the organisation. They oversee Council's representative work and assistance to members.

Executive members represented Council at regular meetings with key decision makers for ACT schools including:

- the Minister for Education and Early Childhood Development, Yvette Berry MLA
- the Senior Executive Team of the ACT Education Directorate
- The ACT Branch of the Australian Education Union.

This year:

- Nine executive meetings were held.
- Council met all governance obligations and contractual requirements
- The Committee considered the strategic direction of Council and in particular how branding can be used to communicate Council's purpose more clearly.
- The committee negotiated an Education Roundtable to present Council feedback from parents concerned about learning gaps, student disengagement, modified reporting, communications.
- The committee approved a new schedule for General Council meetings which better reflects the school calendar.
- The final edition of ParentACTion was published, reflecting the move away from print media to online publishing.
- P&C volunteers were celebrated and supported during National Volunteer Week 2023 with a networking event at the Australian National Botanical Gardens.



Alison Elliott
President
Belconnen High School
P&C Delegate



Kirsty McGovern-Hooley
Vice-President
Individual member



Liane Joubert
Vice-President
School name P&C
Delegate



Paul Buckley
Secretary
Narrabundah College
P&C Delegate



Sharon Ding
Belconnen High
School P&C Delegate



Sarah Everingham
Gordon Primary School
P&C Delegate



Daniel Hughes
Telopea Park School
P&C Delegate



Vivienne Pearce OAM
UC SSC Lake Ginninderra
P&C Delegate



Taymore Tabbah
Kaleen Primary School
P&C Delegate



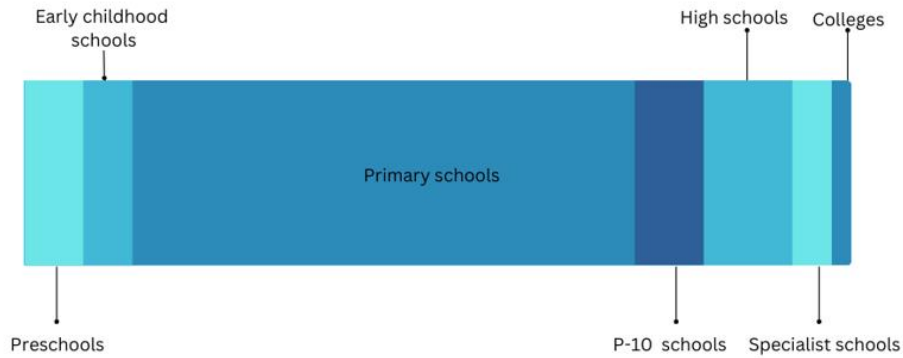
Jane Trustum
Neville Bonner Primary
School P&C Delegate

Our members

Affiliate members – our P&Cs

All public school P&C Associations and Preschool Parent Associations are affiliated members of Council. We are proud to have 84 affiliate members, each making a valuable contribution to their school, including one brand new P&C and two P&Cs who have re-established this year.

Special welcome to our new P&C at Throsby and two re-established P&Cs at Calwell Primary and Melba Copland Secondary School. We look forward to working with you and hearing all about your activities over the past year.



Associate members

Council also has nine associate members, including six playschool parent associations and some ACT schools and colleges which do not have a P&C association.

Individual and Life members

Council has seven individual members. Individual membership is open to anyone who has an interest in improving public education. Where a school P&C association does not exist, parents, carers and citizens from that school may apply for individual membership.

Over the years, Council has bestowed Life Membership on individuals to recognise outstanding long-term contributions to ACT Public Education, parent associations and Council. Our life members are: Grant Battersby, Pam Cahir, Trevor Cobbold, Ian Morgan, Richard Scherer, Vivienne Pearce, and Carolyn Harkness.

What they do

Our affiliate (P&C) members provide great value in our public schools, providing an avenue for parent engagement and discussion of school life, running community-building events, and raising funds for their schools. Many also run complex services for the benefit of the school community.

SERVICES FOR FAMILIES



Our partners

Council engages with members and partners to advocate the parent voice, to listen to parent views, expectations and concerns, to seek representatives for committees and working groups and to promote parent engagement. We value the different perspectives our partners have and use these perspectives to better represent and advocate for our members, the voice of public school parents and carers.

ACT Education Directorate

The 2022-23 year has seen Council and the Education Directorate continue to build on our partnership. This has included an increase in collaboration between our organisations and notifications of upcoming work. This notification has been instrumental in enabling Council to forward plan consultations with members, parents and carers, becoming more efficient and effective. We participate in regular formal meetings and consultations, provide feedback on draft documents and maintain collaborative relationships with key staff.

We are grateful for the significant financial support provided by an annual grant administered by the ACT Education Directorate.

ACSSO

Council is affiliated with the Australian Council of State Schools (ACSSO), the national peak body for parents in government schools. Council partners with ACSSO by providing a representative on the board of directors, another representative for general meetings and by providing analysis and advice to ACSSO for national consultations (p 21). This provides ACT parent views with federal representation.

Australian Education Union (ACT Branch)

Council met with the Union on several occasions to discuss current issues for each organisation. This relationship and exchange of information continues to build mutual understanding of the different perspectives held by stakeholder organisations, which helps to broaden Council's knowledge and leads to more informed discussions with our members.

This year, we shared parent views on safety at school, inclusive education, and workload reduction measures for schools.

Relationships and Sexuality Education Alliance

As an organisational member of the Relationships & Sexuality Education Alliance (the Alliance), Council actively looks for opportunities to advocate for better evidenced-based and comprehensive relationships and sex education for ACT public schools students. Executive Officer, Veronica Elliott, is also Vice President of the Alliance. Council's partnership with the Alliance is supported by our formal policy position for comprehensive relationships and sex education in ACT public schools.

Canteen stakeholders

Council partners with ACT Health, Nutrition Australia and the Healthy Kids Association to stay up to date on school canteens, primarily to provide support to, and represent, our P&Cs running public school canteens.

President's report

It's been a pleasure and very rewarding experience to serve as Council president over the last three years. In 2022, Council set three focus areas for our advocacy, based on member feedback in meetings and to our office. These focus areas supported deeper and more consistent advocacy.

Our focus areas were:

- school infrastructure, maintenance and capacity,
- Inclusive education; and
- Promoting volunteering and parent engagement.

Council's advocacy and leadership in this space has been critical to shaping the experiences of students in ACT public schools. We continue to see the ACT Government invest record amounts in school infrastructure, maintenance and building new schools. Although, perhaps not as quickly as we would prefer. Council has welcomed the support of the Minister for Education and ACT Education Directorate in promoting and supporting the work of P&C volunteers and their contribution and engagement with schools, in terms of recognising the generous value that P&C volunteers make and understanding how beneficial the engagement between schools and families is for student outcomes.

Arguably, our most successful advocacy outcome this year is the ACT Government's investment of \$10 million for inclusive education funding in the 2023 budget. This funding allows the trial of inclusion coaches in Tuggeranong public schools. We anticipate that these positions will guide, support and model, a better and more inclusive educational experience for our students with disabilities and or complex behaviours. It is heartbreaking to know that not all ACT public school students feel included in their school life. Being inclusive isn't just a task for schools, but something we as parents and P&Cs also need to be better at. I'd encourage everyone to think about how they can be more inclusive, inviting students to birthday parties or hosting more inclusive P&C events such as silent discos.

My sincere thanks also to Yvette Berry MLA, Minister for Education and Youth Affairs, Katy Haire Director-General and all the staff at the ACT Education Directorate and the ACT Branch of the Australian Education Union for your willingness to work respectfully and collaboratively with me and Council members and for engaging in robust conversations.

Lastly, I'd like to shout a massive thank you to our members and their volunteers for all they do in their communities. To Council's executive members for their support over the last three years, in the most challenging of times. And, to our dedicated staff who work hard to ensure that the voices of members, our public school parents are heard and understood.

Executive Officer report

This year, Council has focused heavily on increasing our efficiency and effectiveness. Central to this is improving the member experience. Along these lines Council has refined our strategic plan onto one page. This provides our Executive Members and staff with a visual representation of what we do for who and the direction we need to head to future proof Council. Most importantly, the strategic plan on a page shows Council has a lot of work to do to achieve our objectives. We'll be sharing this with members shortly and look forward to your input.

A highlight of the year, for me was our volunteer week event where we celebrated the amazing contribution of our P&C volunteers. Although the year has seen further changes in the volunteering landscape, with many P&Cs struggling to find volunteers it was great to be able to connect with members to share stories and strategies for attracting and retaining volunteers. Council anticipates that volunteer shortages will continue to be an issue for P&Cs noting the national trend of a substantial decrease in volunteering, following the pandemic.¹

We've also seen a decrease in volunteer participation at Council, particularly due to workforce pressures on our executive members. Previously, our executive and elected representative members have performed tasks such as providing advice, reviewing documentation and attending a number of external committee meetings or working groups. Council has had to prioritise our participation and engagement to ensure that we focus on the most important issues.

This year was particularly difficult for a number of P&Cs, who found themselves at a crossroads. Twelve P&Cs required significant support from staff to help resolve complex issues. This deeper level of support is highly valued by members but does take up substantial staff resources.

It's been a very big year for policy work with some major education policy reviews and emerging issues. Demand for the parent perspective (parent voice) has increased with a record number of submissions, advice being provided.

We have improved our efficiency by upgrading our internet, changing banks, improving systems of work, triaging work, adopting new technologies and organising our office. We continue to sort, dispose and archive old records. This year we also welcomed our new policy officer, Julie, who brings a wealth of valued policy experience to the team and farewelled our long serving communications officer Janelle. We wish her the very best on her next adventure.

The overall increase in demand for Council services, along with a decrease in volunteers and their availability has increased workload pressures on our small team of part time staff to an unsustainable level. Despite continuing to improve our efficiency, it has become apparent that we will need to find a more permanent solution to reduce unsustainable staff workloads over the next year. This work will as always be guided and informed by member needs.

Assisting members

Helping P&Cs thrive

Council continued to provide a comprehensive service to our members to assist them in running their parent associations. We help P&Cs thrive so that they can add value to their schools.

¹ Volunteering Australia, <https://www.volunteeringaustralia.org/new-data-suggests-volunteering-impacted-harder-by-covid-19-than-paid-work/#/>



Building member engagement

This year we continued with some of the member engagement initiatives begun in early 2022 such as the online drop-in Q&A sessions and highlighting relevant Council resources at general meetings. We decided against continuing the online Q&A sessions in 2023 as this did not seem to be the most convenient forum for members to seek advice. Members continued to contact the office when they had questions or needed support through calls, emails, and social media channels.

We trialled moving the first of our training sessions *Growing Your P&C* earlier in the year (in term 1 instead of term 2) to support brand new P&C office bearers lay the foundations for a successful year and communicate well with their communities.

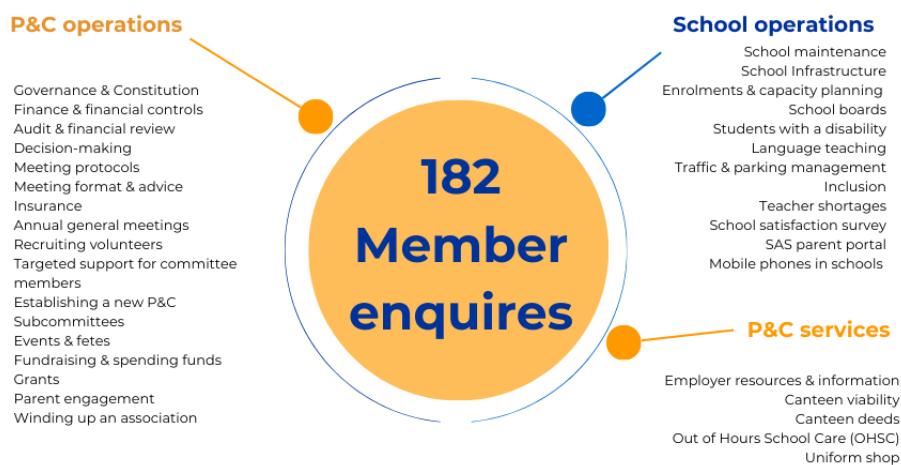
Council has worked hard to increase the profile of P&Cs in the community, build morale and help recruit more P&C volunteers by:

- Sharing member P&C activities on our social media;
- Creating a volunteer Thank you card for P&Cs to use
- Creating opportunities for P&Cs to tell their stories in local media to raise their profile and acknowledge the work they do
- Celebrating Canteen Day on 4 November and highlighting P&C run canteens.
- Celebrating P&C achievements at the Council AGM by inviting the Minister for Education and Youth Affairs to come and give a personal word of thanks and creating a slide show highlighting P&C activities.
- Using National volunteer week to promote P&Cs and telling positive volunteer stories (week long campaign)
- NEW resources (p 23)
- Hosting a National Volunteer Morning Tea to recognise, appreciate and help P&Cs to recruit more members (p 15)

Member enquiries

We received and answered 182 phone, email and Facebook enquiries from members. Considerable staff time is invested in answering enquires and this is a highly valued service to members.

Enquiries covered a great range of types and topics...



Targeted/tailored member supports

We are proud of the support we provide to members in myriad ways. Often queries are straightforward and able to be answered quickly. However, sometimes P&Cs are dealing with complex ongoing issues. In these situations, Council provides detailed and tailored assistance on a one-to-one basis as required. We provided detailed and tailored supports to 12 P&Cs this year.

This year, this deeper level of assistance included:

- Providing tailored support to one new and two re-establishing P&Cs
- Helping P&Cs to rebuild committees and increase their engagement
- Assisting and facilitating conflict resolution
- Helping P&Cs meet compliance requirements
- Assisting with constitution redrafting
- Support for P&Cs with declining canteen sales
- Supporting school/P&C relationships
- Assisting with specific school issues

Training – building member capacity

Our online training sessions provide fundamental information and skills for members to run their organisations well. Training sessions cover running and growing your P&C, treasurers and insurance essentials, what is needed for and how to conduct a financial review, getting grants and updating the P&C constitution. We receive positive feedback with participants saying the sessions are helpful and cover what they need to know.

Council is continuously reviewing training session content to ensure it remains relevant for members. We reworked and added new material to the Growing Your P&C and Running Your P&C sessions, in particular practical strategies for supporting and increasing the number of P&C volunteers.

A total of 62 members attended the workshops this year. Attendance figures are similar to last year.

P&Cs as employers – Council gets many enquiries each year from P&Cs who employ staff (usually canteen or OHSC services) however it does not have in-house employment law expertise. Therefore, we asked members who run services what support they would be looking for and whether they would be willing to pay for this type of advice and support. Based on results Council began looking into sourcing appropriate employer support for our members.

Delegate and Executive member briefing sessions

The March general meeting included a new delegate's welcome and briefing to help members better understand the workings of Council and their roles. Council also inducted new Executive members and supported continuing Executive members.

Financial assistance

Council assisted two P&Cs by way of loans to cover insurance payments while access to their bank accounts was being reinstated. Council also waived membership fees for the three new and re-establishing P&C committees.

Insurance

Council offers our member associations group purchasing of insurance targeted to member needs and operations. We provide members with general insurance information and refer specific enquiries to the insurance broker and provide questionnaire support to ensure members have appropriate insurance coverage.

Book swaps

Council facilitates book swaps between treasurers of smaller P&Cs with straightforward finances so they may review each other's books. This program alleviates the financial cost of a reviewer or auditor. We provide training to those involved, and link swappers. This year Council facilitated 18 P&C treasurers to participate in this program.

General meetings

Our general meetings continue to be a useful place for P&C office bearers to learn from others, access Council support, raise issues from their P&C and have input into Council directions. An average of 22 people attended each of our general meetings.

At the beginning of 2023 we changed the meeting schedule to a regular term week, holding meetings in weeks 4 and 9, to help P&Cs plan their year. We continued to conduct most general meetings online and began to make use of the breakout rooms on Zoom to allow for smaller group discussions. Delegates appreciated this time to connect, support and share with each other.

We asked members what they found useful at general meetings, why do they come and what we might do differently. Members told us the main reasons they attend Council general meetings are to keep up to date with education issues, hear from guest speakers (particularly from the Education Directorate) and connect with other P&C people.

“I value updates, getting tips and hearing from various guest speakers”

– Meeting attendee

“I like hearing from other P&Cs, the sharing of ideas, and knowing that we aren't alone!”

– Meeting attendee

Topics discussed at general meetings included:

- Canteens and the challenges in covering costs
- Concerns about student wellbeing and learning outcomes post-covid and ongoing disruptions due to covid.
- Language education in ACT schools
- Mobile phone use in schools
- Voluntary contributions
- Children's Week ideas
- SAS parent portal development
- Maintenance of school facilities.
- Changes to student reports
- WWVP card requirements for volunteers and P&C responsibilities for keeping records.
- Canteen deeds
- Flexischools online ordering system data security
- Generative AI in schools
- Education Act proposed amendments

We were also delighted to welcome guest speakers to further inform our meetings and inspire attendees:

- Mark Huxley and David Matthews, Education Directorate outlined the impact the national teacher shortage is having on ACT public schools and explained workforce reduction measures and pupil-free days.
- Yvette Berry, Minister for Education, thanked P&Cs at our Annual General Meeting in November 2022
- The Better Regulation Taskforce presented on changes to the model rules for ACT incorporated associations.
- The ACT Alliance for Evidence-based Education presentation on the Alliance's advocacy around a literacy taskforce, screening checks, phonics teaching and decodable readers.

Publications and website

Fortnightly e-Bulletin: Council Communicator

We produced 20 issues of our eBulletin this year. The publication provides essential P&C reminders, news and information, hints and tips. MailChimp statistics on reader access and click-through allow continuous monitoring and improvement.

Member magazine: ParentACTion

The final edition of ParentACTion was published in Term 3 2022. The decision to cease producing the member magazine considered a number of factors, including feedback from members and production costs. From 2023, new member content and articles were posted to the Council website in the News page. Publishing articles this way has allowed Council to become more targeted in its communications to members, to monitor readership, and contributed to operational efficiency.

Member articles are now linked or published in Council's eBulletin *Council Communicator* which is sent to over 1,000 subscribers.

Website

Our website continues to hold a plethora of resources which our members find very useful, including checklists, sample documents and templates. This year we added some new resources including:

- an updated and simplified excel spreadsheet for treasurers
- a new printable "Thank You" postcard as part of our P&C promotion pack
- a new communications and content planner especially for early learning reps
- new ideas for promoting your P&C and attracting volunteers (including Top 10 Tips for attracting volunteers).

We continued to publish interesting and relevant web articles, updated advice and Council submissions and media releases.

"These are fantastic resources - we will start using them for our Meet and Greet tomorrow

- P&C member about the promo pack.

Facebook Page

The Council Facebook page had 336 posts for the year, highlighting Council events, grant opportunities, tips and advice for P&Cs, P&C information and reminders, education issues, and consultations and feedback. The posts with the most engagements were on the new bus timetable (January 2023) and Top Tips for more P&C volunteers (June 2023)

Sharing expertise

FB Leaders Group

Council's private Facebook group, Canberra P&C Leaders, continues to grow and is well used. Now with 169 members, it is proving to be an engaging place for information exchange, seeking recommendations, and crowd sourcing ideas from everything to running events to committee and volunteer management. Council also uses the group to highlight targeted messages and advertise Council events. This year there were 69 posts from members, up by 68% from last year.



Council subcommittees

Council’s subcommittees allow for focussed discussion and actions on specific topics relevant to parent associations. They provide an opportunity for members with specific expertise or interests to participate in detailed discussions on often complex issues. Subcommittees operate as required and this year three subcommittees were active and have provided reports on their activities.

Disability Working Group

Our disability working group is a forum for Council to listen to and gather information from parents and carers of students with disability or additional needs in ACT public schools. All 30 members agree to abide by the terms of reference, understanding that Council uses general information to advocate to the ACT Education Directorate and Minister for Education, whilst protecting the privacy of individuals and families. The group meets as required and is also contacted via email to provide input as necessary.

This year the group met once, on 28 November 2022. There was a presentation by EDU staff on the Inclusive Education Strategy and discussion on changes to small group programs for 2023. The meeting was also used to gather input on school refusal including the reasons for it, impacts on the student and families and success stories. This input helped inform our submission to the Senate Inquiry.

Council shares information with members of this group about activities, consultations and programs that might be relevant to parents of students with disabilities. Examples over the last year include:

- Sharing an invitation to attend the Abilities Unlimited Christmas party and program (December 2022).
- Providing an opportunity for members to participate in the Canberra-specific focus group on the Australian Government’s Review of the impact of COVID-19 on school students with a disability (March 2023).
- Sharing information about enrolment information sessions for parents and carers of children with developmental delay, diverse learning needs and disability (April 2023).
- Encouraging members to complete Council’s survey on 2023 Education Act proposed amendments, specifically in relation to flexible school attendance arrangements. Member’s feedback fed into Council’s submission (May 2023).

Canteen Subcommittee

Convenor: Janelle Kennard

The canteen subcommittee is open to all P&C members running canteens and is a place to share expertise, ask questions, and discuss the issues involved in running a canteen. This year Council convened one meeting per term. Through discussions at subcommittee meetings Council came to understand the greatest challenges and needs for support in continuing to provide a high quality canteen service to school communities. Council was then able to represent these issues to the relevant sectors in the hope of facilitating solutions.

Issues the subcommittee dealt with this year included:

- Canteen maintenance, cleaning and storage issues
- Canteen deeds
- Impact pupil-free days may have on canteen sales
- Timing of Health inspections
- The Healthy Kids Association canteen expo
- Supplier issues
- Menu assessments
- Menus, pricing and sales
- Inadequate WiFi.

Council has represented these issues through the Collaborative Working Group on Food in Schools to broker solutions with some success:

- Council has organised for individual canteens to apply to the ACT Education Directorate for access to their school WiFi.
- Council sought clarification on the delineation of P&C and school responsibilities in relation to canteen maintenance and upgrades, which have been communicated.
- Council sought updated canteen deeds.
- As part of the 2023 Budget submission, Council successfully advocated reinstating the free menu assessment program, formally provided by the ACT Nutrition Support Service.

Reconciliation Action Plan

Chair: Vivienne Pearce, members Kirsty McGovern-Hooley, Sharon Ding

Council's Reconciliation Action Plan (RAP) subcommittee convened on a regular basis over the course of the year and provided regular updates to members at each general meeting.

A key action for the RAP committee this year was to finalise the Reflect RAP report detailing Council's progress and achievements against the plan. The report is nearing completion and will be submitted to Reconciliation Australia.

Following completion of the Reflect RAP, which focussed on the organisation's internal processes, the committee began considering the organisation's potential to progress to the next stage, an Innovate RAP. This progression entails building on the achievements of the Reflect RAP and focuses on understanding Council's spheres of influence, developing and strengthening relationships, engaging staff and P&C Council members, and piloting innovative strategies to advance reconciliation actions.

Actions and Achievements

Policy Development: The committee proposed amendments to Council's policy on Aboriginal and Torres Strait Islander education which outlines Council's position on the teaching of Aboriginal and Torres Strait Islander curriculum in ACT schools. The policy was reviewed and adopted with some amendments made to update terms.

Relationship building: Committee members continued to engage with Ngunnawal elders, and the Indigenous Education section of the ACT Education Directorate when opportunities arose.

Supporting P&Cs: The committee supported Reconciliation Week and NAIDOC Week by disseminating resources and ideas to members. Throughout the year, reconciliation in general and P&C projects were promoted through social media posts, Council's eBulletin, and web articles. The committee is keen to promote P&C-initiated reconciliation actions and worked towards highlighting reconciliation at the August 2023 general Council meeting, inviting guest speakers to inform and inspire school communities. The committee considered a variety of ways Council can help P&Cs engage in the reconciliation space. However, resourcing constraints have impacted moving forward on these plans.

Council participated in the ACTCOSS 2023 Reconciliation Week competition with an entry describing the way we approach reconciliation in support of our members. We were pleased to have won some lovely prizes which will be used for future reconciliation activities.



L-R Kirsty McGovern-Hooley, Devlin Bowles, Vivienne Pearce, Sharon Ding, collecting the ACTCOSS Reconciliation Week prize.

Parent Voice

Representing members and parents

Council aims to be an effective voice for ACT public school parents. We provide parent – and P&C – perspectives to government across all aspects of the public school experience, from transport to teaching, canteens to classrooms.

Top issues and outcomes

Enrolments, infrastructure and capacity planning

Council has continued to advocate for improvements to infrastructure for ACT public schools. Our submission to the ACT 2023-24 Budget highlighted infrastructure and its important role in schools in providing welcoming, enriching environments where all students can access learning. We called on the ACT Government to respond to capacity pressures by building new schools and expanding others facing capacity issues. One of our specific asks was for a new college to be built in the

Molonglo Valley as a matter of priority and we were pleased to see funding allocated for initial planning in the ACT 2023-24 Budget.

Our Budget submission also addressed the capacity issues facing Gungahlin College. Council worked with the Gungahlin College P&C over the last year to support them in getting appropriate solutions to address the capacity issues they face. This has included facilitating and attending meetings with the Education Directorate and the Minister for Education.

Council also provided a submission to the ACT Legislative Assembly Standing Committee inquiry into “The future of school infrastructure”. Our submission reiterated the infrastructure issues we have heard from P&Cs over the last couple of years and focused on three key areas:

- schools should be accessible places for all;
- capacity pressures should be addressed; and
- older school infrastructure should be refurbished to provide high quality learning environments and amenities for all.

We will continue to advocate for our members in this space to ensure that our public schools are inspiring, welcoming places where students can shine.

Recognising P&Cs, their contributions and their volunteers

This year, we’ve been busy advocating to increase the visibility of our P&Cs and their contributions to school communities. Throughout the year, we’ve taken every opportunity to highlight the work of our fabulous P&C volunteers, in our meetings with the Minister for Education and with the Education Directorate. We’ve highlighted the positive experiences of P&Cs in building and creating community connection events, in our communications, on our Facebook page and in our media. You can read about our week long media and communications campaign for National Volunteer Week 2023 (May) on page 23.

However, the highlight for us was hosting a National Volunteer Week morning tea at the National Botanic Gardens on 19 May 2023. Over 30 P&C volunteers attended the event and enjoyed meeting like-minded people, sharing their experiences and discussing ways to overcome difficulties. The Minister for Education and Youth Affairs and ACT Education Directorate Deputy Director General Jane Simmons came along to personally thank P&C volunteers. Feedback from this event was overwhelmingly positive, with most people finding it useful, enjoyable and that it provided a morale boost. Given strong support from attendees, Council aims to hold a similar event in the future.



School refusal

Council was pleased to see the issue of school refusal receive national attention over this past year. In October 2022 the issue of school refusal was referred to the Senate Education and Employment References Committee for inquiry and report. School refusal has a significant impact on students and families in many areas of their lives including, socially, academically, financially and mentally.

Our submission to the inquiry was based on engagement with our member P&Cs, the ongoing business of Council, and feedback from a special meeting of our Disability Working Group. As well as hearing about the reasons for school refusal Council also asked members for success stories and solutions that could help address the issue. Feedback indicated that schools need to be flexible and responsive to students' needs, students need access to appropriate and timely allied health services and that systems should be adopted to identify students at risk of school refusal earlier.

Council's submission included 11 recommendations for consideration by government. Council also appeared at the public hearing on 22 February 2023, which gave us the opportunity to expand on our submission. Council will continue to follow the inquiry over the next financial year as the inquiry report is released and the government provides its response.

Inclusion

Council continues to advocate for students with disabilities. As members of the Disability Education Reference Group, we have provided feedback on the draft ACT Education Inclusive Education Strategy. Through our involvement in this group Council keeps across issues facing students with disabilities and hears from and connects with other stakeholders with an interest in inclusive education.

In February 2023 we met with representatives from the ACT Audit Office to provide input to the performance audit on Supports for Students with Disability in ACT Public Schools. Council used this opportunity to raise issues that we had heard from our members such as, the importance of having choice of school setting, reducing the administrative load on parents and carers, the need for more professional learning on inclusion for school staff and ensuring schools are ready to meet the needs of students with disabilities from day one.

Council's submission to the ACT 2023-24 Budget also highlighted inclusive education and contained 11 recommendations in this area. Our submission covered areas such as the need for:

- all public schools to be accessible for everyone;
- the effective implementation of reasonable adjustments;
- inclusive education professional learning for staff;
- Individual Learning Plans to be in place from day one;
- issues around school refusal to be addressed; and
- for improved access to specialist and allied health services.

Council welcomed the \$9.2 million for inclusion coaches announced in the 2023-24 ACT Budget. Building staff capacity in inclusive education has been a consistent ask of ours and we see this investment as a big win for all students in our public schools.

Mobile phones

At our October and November 2022 general meetings Council consulted with members about the use of mobile phones at school. Delegates were given the opportunity to consult with their school communities on this issue and provide feedback to Council. Council heard a range of views but

what was clear was that our members thought that mobile phones should not be used at primary school. However, there was less consensus about their use at high school or college. One thing that we did hear was that parents wanted a consistent and clear approach across all public schools. This feedback has been provided to the Education Directorate and used in the development of Council's draft mobile phone policy, which will be considered at Council's next annual Policy Conference.

Complaints procedure

Council met with staff from EDU on several occasions over the last year to provide feedback on the development of a new complaints management policy and procedure. Council has continued to advocate for a culture where complaints are seen as an opportunity for schools to reflect on their practices and to engage with parents about concerns. Council also strongly supports a student-centred approach to complaints management and a more independent process for managing complaints especially when situations have escalated.

Listening to members and parents

Council actively gathers and listens to the views, expectations and concerns of parents and carers. Parent associations bring these issues to Council via meetings and enquiries. Council also calls for feedback directly from parents and carers via surveys, enquiries and social media.

This year we specifically sought parent and carers views on:

- Families' post-covid experience of term 2 2022
- School refusal
- Language education
- Mobile phones
- Voluntary contributions
- Flexible attendance and the ACT Education Act amendments.
- Advocate for no industrial action
- Teacher shortages

Representations to decision makers

Council actively seeks opportunities to voice parent views to decision makers for ACT schools.

Meetings with government

Education Stakeholder Roundtable

Council requested an education stakeholder roundtable to take some issues which parents and carers identified as concerning following learning disruptions during the Covid-19 pandemic.

Council President, Alison Elliott and Council's Executive Officer Veronica Elliott attended the roundtable in August 2022. Other participants included senior ACT Education Directorate officers, the ACT Branch of the Australian Education Union and the ACT Principals' Association. Council raised issues of concern including learning gaps, student disengagement, modified reporting, and school/parent communications. Council engaged in an open and frank dialogue and sought a commitment to finding ways to address these issues.

Submissions

We captured parent views in formal submissions:

- 2023/24 ACT Government budget
- ACT Better regulation taskforce on draft model rules and other proposed regulatory reforms

- ACT Legislative Assembly Standing Committee on Education and Community Inclusion on the future of school infrastructure
- ACT Education Directorate on the ACT Education Legislation Reform
- Senate Standing Committee on Education and Employment on the national trend of school refusal and related matters (Federal)

Other input and feedback

ACT

- Complaints Management policy and procedures
- Child Safe Principles Guide for ACT Public Schools
- Draft Languages Education Action Plan
- Written feedback and meeting with ACT Audit Office on Supports for Students with Disability in ACT Public Schools

Federal – input to the Australian Council of State School Organisations on:

- the National School Chaplaincy Program
- the senate inquiry into Disruption in Australian School classrooms
- the House of Representatives Standing Committee inquiry into the use of generative artificial intelligence in the Australian education system
- the National School Reform Agreement

Representatives on government and community committees

Elected parent representatives, via Council, sit on many ACT Government and stakeholder committees, providing parent perspectives and valuable insights on a range of topics. Reports from Council representatives on each committee are provided here.

ACT Council of Social Services (ACTCOSS)

Representative: Vivienne Pearce OAM

Council is a financial member of ACTCOSS and our nominated representative is Vivienne Pearce. Council receives regular communication about their work, community sector training opportunities and community forums and other meetings. Council is pursuing dialogue with their new CEO to identify synergies between our organisations and identify potential ideological differences.

ACT Schools' Animal Ethics committee

Representative: Marina Spurgin

The ACT Schools Animal Ethics Committee (SAEC) assists all ACT schools to meet their responsibilities and requirements in the care and use of animals for educational purposes. The committee assesses and responds to applications to care for and use animals for any purpose before the animals are placed in schools. This year the committee has considered applications from schools for a range of animal programs in education settings including appraisal of egg hatching applications; suitable animal enclosures for poultry, fish, frogs, lizards, and eastern long-necked turtles; and assessment of issues around location, fencing, feeding and health. Council's Early Learning Officer, Marina Spurgin, was appointed as Council's representative to the SAEC March 2023.

ACT Board of Senior Secondary Studies (BSSS)

Meredith Harkness was confirmed late in the year as the new Council representative on the BSSS, following the resignation of Norma Yap.

The ACT's public education system was designed over 50 years' ago to ensure students remain connected with their learning. In the upcoming year, Council is keen to work with members to ensure that all students undertaking college, have a positive experience that meets their needs, irrespective of whether they are undertaking a tertiary or accredited package.

Collaborative Working Group on food at school

Representative: Janelle Kennard

This group comprises various stakeholders involved in providing, preparing and selling food in schools, including P&C canteens. It is a great forum for Council to keep up to date with new resources, projects, ideas and training so that we can pass this information to our members to help run their canteens successfully. Council provides the parent and P&C perspective to issues being discussed and brings questions and concerns which have come through the Canteen Subcommittee.

This year, Janelle raised issues from the canteen subcommittee on:

- Canteen maintenance and storage
- Canteen deeds
- Timing of health inspections
- The need for employer assistance
- Menu assessments.

Other issues which impact canteens were discussed at meetings included:

- The meals at school pilot program
- Online ordering systems
- Feedback on the Education Directorate Food in Schools Policy
- Changes to food safety requirements.

In raising issues to the group several issues were able to be worked through with some success including adding an employer seminar to the ACT Canteen Expo, working through and correcting inaccuracies in the new canteen deeds, finding a workable solution for canteen WiFi access, and the possibility of reinstating government funded menu assessments.

Disability Education Reference Group

Representatives: Sharon Ding, Liane Joubert, Viv Pearce OAM, Julie McLean

The Group is convened by the ACT Education Directorate (EDU) and has broad representation from government and community organisations involved in supporting and advocating for students and young people with a disability. It provides a forum for information sharing, contributes to policy development and provides advice around the education of students with a disability in ACT public schools. Council representatives provide advice and offer the perspectives of public school parents on a range of disability education issues.

The Group meets 4 times a year, once per term. The meetings in Term 3 and Term 4 2022 were used by EDU to consult on the development of the ACT Inclusive Education Strategy. Members broadly supported:

- The adoption of consistent language around inclusive education.
- The removal of barriers to inclusive education.
- The need for schools and educators to have high expectations of students with disability.

- The need to listen to and respect student voice, including decision-making and supported-decision making.
- The need to change school cultures from seeing inclusive education as an optional extra.
- That there should be a focus on a student's individual needs rather than diagnosis.

It was noted that to achieve these points an investment needed to be made in professional development for staff. At the November 2022 meeting, members got the opportunity to provide feedback on the Inclusive Education Strategy draft position statement and its seven themes.

At the Term 1 2023 meeting members were provided with a presentation about Career and Vocational Pathways for students with disabilities. Members heard about the Head Start Program which supports the school based apprenticeships. The program uses a team approach that includes a Career Coach, Industry Coordinator, Social Worker and ASbA (Australian School-based Apprenticeships) mentor. Fifty places were made available for the pilot program, where students are given the opportunity to participate in paid on-the-job training and employment whilst completing their high school certificate, and supported by the dedicated Head Start team.

Over the course of the year the group also had presentations on the ACT Disability Strategy, EDU's Professional Learning program for LSAs, the Preschools Pathways Partnerships and the EDU Allied Health area. At each meeting members also had the opportunity to provide an update on their own activities and share events of interest.

Healthy Schools Network

Report by Melissa Lee

The Healthy Schools Network ACT is a collective of around 40 local not-for-profit organisations and government programs all of whom have the aim of improving health and mental wellbeing outcomes in ACT school settings. Network meetings feature a guest speaker and are held once per term. In person meetings have returned and are an opportunity for members to share information about their programs and discuss collaboration. Between meetings, the Healthy School Network facilitator keeps members up to date with emails on local grant opportunities, relevant training and webinars, consultations and other general information.

Council representatives were unable to attend in-person meetings this year. However, the information provided by the network on parent and carer resources is often useful and Council passes this on to member P&Cs where applicable.

Safe at Schools Taskforce Advisory Group

Report by Veronica Elliott

The advisory group to the Safe at Schools Taskforce provides education stakeholders like Council with the opportunity to provide their perspective on safety at schools, through Veronica. The taskforce has done a tremendous job designing and developing a range of documentation to support a culture of safety within public schools from frameworks to a safety and wellbeing strategy, all within a short period of time. The advisory group have provided input to the development and drafting of this work and welcome the Education Directorate's commitment to achieving quality outcomes for all.

School Transport Liaison Committee - up and running again

Report by Georgina Binks

This group, hosted by Transport Canberra, is a forum for concerns about transport services for school students. The Committee includes stakeholders from ACT public, catholic and independent schools and their respective peak parent organisations. After a hiatus since 2020 the Committee was reconvened this year with a meeting held in May 2023 and more planned for each term going forward.

The Committee discussed issues including timetable changes resulting from adjustments to school bell times, planning for upcoming new schools' transport needs, the new ticket system that's in the pipeline, and measures being taken to address occupational violence and fare evasion. The P&C Council representatives provided feedback on aspects including the Committee's terms of reference, the department's communication strategies, and preferred formats for school route information packages. We look forward to this Committee continuing to provide good two-way liaison now that it's been re-established.

ACT School Sport Council

Representative: Taymore Tabbah

The ACT School Sport Council is responsible for the management of the School Sport ACT (SSACT) Office and oversees the operation of the School Sport Management Committee. The Council also develops and approved all major policies and provides strategic direction to the organisation.

The Council consists of an independently appointed chair and seven other members who are experienced members of the SSACT stakeholder community. Representation includes the three sectors of education and community sport. The Council meets four times a year to discuss and resolve issues affecting SSACT and holds an Annual General Meeting in Term 1 each year which the P&C Council is required to attend. Taymore attended the Annual General Meeting as the P&C Council representative.

Community Radio 2XX Board

Representative: Vivienne Pearce OAM

2XX is a volunteer-run not-for-profit community radio station. Council holds a seat on the 2XX Board and contributes an education perspective to the station's operations and programming. Vivienne Pearce continued as the Council representative and is continuously inspired by the work the many skilled volunteers do to inform, entertain and give a voice to sections of the community who are not usually served by mainstream media.

Federal representation

Australian Council of State School Organisations.

Report by Damien Ellwood, Director

The Australian Council of State School Organisations (ACSSO) is the Federal level counterpart to the ACT Council of Parents and Citizens Associations. Council provides a director and a member representative to the ACSSO board, ensuring the perspectives and concerns of students, parents and citizens in the ACT are represented at the federal level. The Federal Government engages ACSSO to collect information, provide advice and undertake research on the current views of

parents, families, and carers of school students on new and emerging issues in the government schooling sector.

This year, ACSSO conducted several national surveys covering topics including the impact of vaping, a review of priorities under the 5-year National School Reform Agreement (NSRA), and the funding and cost of education. The ACSSO CEO Dianne Giblin, has been appointed to the Ministerial Reference Group to support the review for the NSRA. This will ensure the views of Council and its State counterparts are heard nationally and be a critical voice for reform.

ACSSO and Council have worked closely to represent the views of public school parents on topics including education system reform, early childhood education and care, early student strategies, higher education admission practices, teacher education, the impact of COVID-19 on students with disabilities, and school refusal. ACSSO appreciates the ongoing input from our Council in the preparation of submissions and evidence, and collaboration in presenting to inquiries. At this time in the Federal policy and funding cycle, this input is important.

Representation in media

Council continued to voice the views of parents, P&Cs and Council in the local media. This year, our representatives made 52 media appearances and we issued 3 press releases. Media comment focused on a range of issues including: mobile phones; languages teaching in schools; school canteens and menu assessments; the new bus timetable; 2023 budget asks; new schools needed for town centres (Belconnen, Woden); school vandalism; volunteering at your local P&C; and literacy teaching.

Council produced media releases on:

- The announcement of a second college for Gungahlin
- School fairs are back
- 2023 budget response
- Equity Fund

Council has also assisted P&Cs have their say directly in the media on issues which are affecting them (in the case of Gungahlin College P&C, disrupted school still hard for families, parents paying for OSHC during remote learning); as well as providing leads for good-news stories such as spring fairs and celebrating volunteers.

Council won an ACT Government Community Support and Infrastructure Grant for media training. This grant provided media training for seven executive members and staff. The training session helped Council to further refine strategies for effective lobbying and member assistance and empowered the organisation to explore new ways of advocating for parents and our members. We were able to incorporate these newly trained voices into a targeted media campaign to highlight the valuable role that P&C volunteers play in our schools.

Promoting parent engagement

Connecting parents to schools

Research shows that when the partnership between schools and parents is valued a family's school experience is enhanced and student development, educational attainment, attendance, behaviour,

and wellbeing outcomes all increase. Council therefore supports and promotes effective parent engagement and strong partnerships between families and schools with a range of activities and efforts, outlined below.

We place a special emphasis on promoting parent engagement in the early years of school life. Promoting good relationships with the school community is especially important in the early years of school - a sense of belonging is an important indicator of a successful transition to school. Preschool and kindergarten families have unique needs in the school community (even more pronounced in first-child and culturally diverse families) and can be isolated by communication that assumes prior knowledge of school procedures.

Activities to enhance parent participation

Council has implemented a number of strategies to support parent engagement and participation in school life. We actively supported and promoted our P&Cs running community connection events, promoted participation and engagement with school through a range of channels, including the P&C.

Promoting P&C activities

The second half of 2022 saw the return of P&C fetes after the Covid pandemic. For some parents, these events were the first time they were welcomed onto school grounds. Council invited members to submit details of spring events which we then promoted to local media. 14 P&Cs were featured in a media release about their spring events, everything from traditional fetes and car boot sales to community picnics and colour runs and a bike and kite day. Council aimed to promote a feel-good sentiment that after two years of being unable to celebrate community in this way, these things that the community loves are back, and P&Cs were reenergised in organising them.

P&Cs building community connections

Council helps share P&C community building activities through articles and information to plan successful activities. Where possible we ask P&C event organisers to generously share the details to inspire other associations.

Examples include:

- Our ParentACTion article on special lunches which compiled ideas and tips from members of Council's canteen subcommittee to make special lunch days a success.
- 'At our P&C' series on Macquarie Primary School P&C's Community Café. After years of Covid restrictions, the lure of great coffee and a space to connect has brought parents back to school.
- Mawson P&C collaborated with School staff to combine two events for families, the 'Preschool Spring Fair and Garden Working Bee'.
- 'At our P&C' series on Curtin Primary P&C's informal get-togethers for early years families. It's part of their strategy for initiating community connections among preschool and kindy families that are intended to become self-sustaining activities.
- Promoting Children's week grants to members for them to run community connection activities. For example, Farrer P&C held a lovely paper planes and breakfast event.

Promoting Volunteers and volunteering

Throughout the year, Council made a consistent effort to highlight and share positive experiences of P&C volunteers and their contributions to school communities. We designed and implemented a comprehensive media and communications plan for National Volunteer's Week in May.

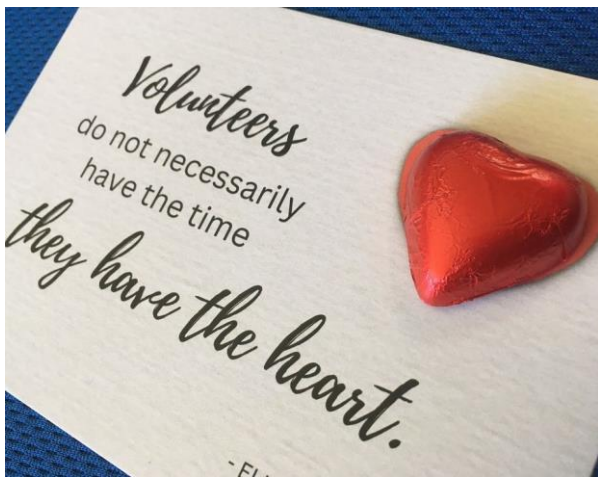
By working with journalists to ensure Volunteer Week content appeared in the general media, focusing on P&C volunteers, and the joys and value of volunteering – with great results. Council was able to secure an interview on Canberra ABC radio and articles appeared in the RiotACT and on the ACT Education Directorate and ACT Government website which were shared on their social media. We also published our own articles on the volunteering experience during the week which highlighted Council executive members’ stories on why they volunteer, and general ideas to help attract volunteers.

- two ‘Why I volunteer’ articles featuring Council Executive members: Taymore Tabbah, Council Executive member and Kaleen PS P&C volunteer; and Liane Joubert, Council Vice-President and Cranleigh School PS President
- articles on the importance of telling volunteer stories and on understanding volunteers’ motivations.
- new Council resources: Understanding volunteers leaflet and Top 10 Tips for more P&C volunteers (see below)
- content and ideas for the ACT Education Directorate communications team and local media outlets.

Read more about the National Volunteer Week morning tea event recognising volunteers and their contribution to school communities (p 15).

New member resources

This year Council produced a thank you postcard for members to use to thank volunteers. The template is now available as part of our P&C promotion pack.



We also developed a flier on the top 10 tips for attracting more volunteers which was a feature of the P&C volunteer week event in May.



Early Learning

Council supports early learning families by encouraging parent associations to build community connections in the early years for long-term benefits. We promote a ‘welcome-invite-connect’ approach for P&Cs when engaging with preschool, kinder, and new school parents.

Support includes webpages and subcommittee meetings, online information summaries, support for early years parent representatives, parent resources, and expertise-sharing for member associations. This approach to building school communities recognises that families with children in early years education require different supports to engage with the school community.

Preschool enrolment campaign

Enrolling a child in preschool can be confusing for parents and carers, especially for first-time parents or relocated families. In the ACT, first round applications open around May and applications submitted after the closing date receive second round offers later in the year - with less time to book OSH or associated care. Council's enrolment campaign (April-May) supports parents and carers to apply for preschool through the online enrolment application.

Transition to school parent webinar

Educational transitions are important for children to become secure, confident learners. Council's annual Transition to School Parent Webinar supports families to prepare for early years educational transitions through a collaboration between Council and the ACT Education Directorate. The September webinar had 224 registrations with 120 attending. Speakers from the Directorate and transitions researcher Dr Kathryn Hopps, responded to registrant and live webinar questions. The webinar recording about the importance of early years transition to school was shared online (31 views).

Early Learning Subcommittee meetings

Council's Early Learning Subcommittee held quarterly meetings for EL members. This year's topics included the linked campaigns for preschool enrolment and transition to school, EL parent resources, grants for welcoming EL families, ACCC ECEC Inquiry, Covid impact survey, EC Events, and ECEC Sector updates including the Early Years Strategy and reporting on the workforce strategy consultation, Recognising ECE in ACT Law, and delivering the new Preschool Reform Agreement (2022-2025).

Supporting Early Learning Parent Representation and Preschool Parent Associations (PPAs)

Five PPAs remain active in ACT public preschools. Council continued to provide advice about the pros and cons of winding up a PPA and the importance of maintaining the early learning parent focus by creating a P&C early learning subcommittee or parent representative.

Welcoming new parents

Council promoted member efforts to 'welcome' early year's families. Members organised a range of activities to connect new families and introduce their association. Council shared resources including planning templates, expertise and ideas, and grant funding opportunities through the early learning subcommittee and other channels.

Starting school survey

The Starting School Survey is distributed nine months after the Transition to School Parent Webinar to gauge parent and carer experiences of starting school. The survey is a broad monitor of experiences from enrolment, orientation, and first days to first year. It acknowledges that a successful transition is when a child and their family feel a sense of belonging to school (ETC Research Group, 2011).

Finance report

Council receives a substantial annual grant from the ACT Education Directorate to carry out our purpose of supporting P&Cs, providing parent perspectives and representatives and promoting parent engagement. For the 2022-23 financial year the grant amount was \$234,186.27. Additional income is derived from one-off grants, interest and the modest fees we collect from members.

In 2022-23 Council received a \$3,000 grant for staff and volunteer media training. Income from member fees was \$41,959.25.

In line with previous years, the most significant expense for the 2022-23 financial year was wages. Rising wage costs and increased demand for staff time, over and above regular office hours, have seen this cost rise markedly in recent years.

Toward the end of the 2022-23 financial year, Council Executive approved changing banks and looks forward to improved banking functionality.

Council expenditure is consistent with the values and goals outlined in our strategic plan. Which is consistent and complimentary to the objectives of the ACT Education Directorate Deed of Grant.

Expenses are detailed in the attached financial statements.

Balance Sheet

As of June 2023

ABN: 53 870 517 949

Email: admin@actparents.org.au

Assets

Current Assets		
Bank Accounts		
Operating Account CBA	\$31,689.09	
Online Saver CBA	\$43.57	
Westpac Operating	\$20,000.00	
Westpac Debit	\$500.00	
TD Westpac	\$100,000.00	
Aust Post Debit Card	\$27.21	
Holding Account	\$50,354.86	
TD 50322479 3 Sept 2.6%	\$50,000.00	
TD 50322487 3 Dec 2.95%	\$40,000.00	
TD 50172247	\$5,000.00	
Petty Cash	\$14.15	
Total Bank Accounts		\$297,628.88
Other Current Assets		
Trade Debtors	\$39.63	
Accrued Income	\$1,914.44	
Total Other Current Assets		\$1,954.07
Total Current Assets		\$299,582.95
Non-Current Assets		
Office Equipment		
Office Equipment At Cost	\$8,809.04	
Accum. Depr. Office Equipment	-\$8,809.04	
Total Office Equipment		\$0.00
Total Non-Current Assets		\$0.00
Total Assets		\$299,582.95
Liabilities		
Current Liabilities		
Tax Liabilities		
GST Collected	\$4.12	
GST Paid	-\$0.24	
Total Tax Liabilities		\$3.88
Other Current Liabilities		
Trade Creditors	\$9,881.00	
Accrued Expenses	\$1,669.56	
Total Other Current Liabilities		\$11,550.56
Auspiced Funds		
Auspiced Funds LGC P&C	\$6,646.88	
Payroll Liabilities		
Long Service Leave	\$14,975.00	
Total Payroll Liabilities		\$14,975.00
Total Current Liabilities		\$33,176.32
Total Liabilities		\$33,176.32
Net Assets		\$266,406.63
Equity		
Retained Earnings		\$257,146.08
Current Year Surplus/Deficit		\$9,260.55

This report includes Year-End Adjustments.

Balance Sheet

As of June 2023

ABN: 53 870 517 949

Email: admin@actparents.org.au

Total Equity	\$266,406.63

This report includes Year-End Adjustments.

Profit & Loss Statement

July 2022 To June 2023

ABN: 53 870 517 949

Email: admin@actparents.org.au

Income		
Grant Income		\$234,186.27
Grant One Off		\$3,000.00
Bank Interest		\$3,866.45
Donations/Sundry		\$1,766.16
Insurance Rebate		\$5,006.20
Memberships		
High Schools & Colleges	\$1,361.80	
Primary Schools	\$37,886.00	
Pre-Schools	\$190.95	
Special Schools	\$302.10	
Annual Set Fee	\$2,218.40	
Total Memberships		\$41,959.25
Total Income		\$289,784.33
Gross Profit		\$289,784.33
Expenses		
General Expenses		
Audit/Accounting (MYOB)	\$2,324.58	
Advertising & Marketing	\$59.09	
Affiliation Fees	\$3,000.00	
Bank Fees	\$47.39	
Bookkeeping	\$6,534.00	
Dues & Subscriptions	\$1,329.78	
Equipment Maintenance/Software	\$3,022.73	
Internet & Web Development	\$2,174.25	
Insurance	\$820.00	
Meetings	\$390.56	
Photocopying	\$247.14	
Printing	\$572.15	
Rent	\$13,233.01	
Stationery & Office Supplies	\$538.12	
Telephone Expenses	\$921.78	
Travel	\$40.56	
Total General Expenses		\$35,255.14
Payroll Expenses		
Wages & Salaries	\$212,171.20	
Superannuation	\$22,873.56	
Workers Comp Insurance	\$1,854.50	
Staff & Member Training/Conferences	\$5,936.38	
Provision for LSL	\$2,433.00	
Total Payroll Expenses		\$245,268.64
Total Expenses		\$280,523.78
Operating Profit		\$9,260.55
Net Profit/(Loss)		\$9,260.55

This report includes Year-End Adjustments.



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ABN 82 141 357 262

18 August 2023

Mr Terry L Sanders
Executive Officer
ACT Council of Parents & Citizen Associations
Canberra

Sent via email: tsanders@actparents.org.au

Tailored Accounts Independent Audit Report to the members of ACT Council of Parents & Citizens Associations

Reference: A. The Accounts Review Service Engagement

Dear Terry,

I have audited the accompanying financial statements of the ACT Council of Parents & Citizens Associations, which comprises the statement of Balance Sheet as at **30 June 2023** and the Statement of surplus or loss for the year ended **30 June 2023**.

Committees' Responsibility for the Financial Report

The P&C committee are responsible for the preparation of the financial report that gives a true and fair view of the financial state of the Council.

Responsibility of person conducting audit

My responsibility is to express an opinion on the financial report based on my audit. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion

Independence

I confirm that I am not a member of the ACT Council of Parents & Citizens Associations and am not related to any member of their committee.

Opinion

I have audited the attached financial statements of the Council.

- a) It is of my expert opinion that the financial statements of the Council are properly drawn up;



So far as to give a true and fair view of the matters required by subsection 72(2) of the Act to be dealt with in the accounts for the financial year reported on; In accordance with the provisions of the Act;

- b) Proper accounting and other records have been kept by the Council
- c) The audit was conducted in accordance with the rules of the Council.

Should you have any enquiries, please do not hesitate to contact me.

Yours Sincerely,



Harry Hoang
Chief Executive Officer
Tailored Accounts

