



# HANWELL PARK ACADEMY

## Parent School Support Committee Minutes

<b>DATE</b>	Oct 1, 2025 6:00pm	<b>UPCOMING MEETINGS</b>	12/3   01/7   02/4   04/1   05/6
<b>Attendees</b>	Kailynn Clark Victoria McKenzie Shawna Allen VanderToorn Chelsea Darkis Christine Roherty Ting Hilary Lenihan Heather Tucker	<b>IMPORTANT DATES</b>	<b>10/2</b> - School Pictures <b>10/2</b> - Track and Field Meet <b>10/8</b> - Off-Site Evacuation Practice (8:30 AM). <b>10/13</b> - No School (Thanksgiving) <b>10/14-10/17</b> - 2026-2027 Kindergarten Registration

### Call to Order: 6:00 PM

#### 1. Opening

- Land Acknowledgement
- Welcome

#### 2. Workshopping a calendar of events and activities for the remainder of the school year. (Proposed calendar shared in Appendix C)

- Parent Support
- Staff Support
- Connecting our School & the Community
- Newcomer Support

#### 3. Principal Update

- Overview of School Data showing a dip in Grade 6 reading, and an improvement in Grade 7 literacy and Grade 8 Tech Literacy.
- Discussion surrounding how the PSSC could help support with quick social media videos on what skills a newly incoming kindergarten student would need, how to safely use the playground, or how to use the bus loop.
- Standard Protocol for Chronic Absenteeism - process and letter to parents to come this month.
- Love of reading has reached \$6,100 and will help support books for teachers.
- Holiday concert is upcoming
- Multiple parental leaves coming for teaching staff from November - January.
- Increase in playground injuries has resulted in new mulch being brought in and instructions on how to safely use the playground, especially for younger children.

#### 4. DEC Update

- New AI Guidelines have been released - how to properly engage with AI on an educational level.
- Protocol for Chronic Absenteeism.



### **5. Friends of Hanwell Update**

- Big Box & Scott's Fundraisers are most recent initiatives, as well as collecting gift cards for the holiday raffle to take place following the Holiday Concert.
- The group is looking into the process of becoming an official Home & School.
- Riverview Honda will continue to sponsor the movie license so that we can continue hosting movie nights in the school.

### **Adjournment**



## Appendix A

### DUTIES OF THE PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

(Education Act, Section 33)

**(1) Advise the principal of the school respecting the establishment, implementation and monitoring of the school improvement plan which may include strategies for;**

- (a) ensuring the language and culture of the school preserve and promote the language and culture of the official linguistic community for which the school is organized,
- (b) the school mission,
- (c) establishing school policies related to education, language and culture,
- (d) providing communication between the school and families residing in the area served by the school, and encouraging family involvement in the school,
- (e) establishing partnerships with the community to improve the quality of learning
- (f) developing a school climate and conditions to improve the quality of learning and teaching
- (g) establishing a positive pupil climate within the school, and
- (h) improving school property and facilitating use of the school by the community.

**(1.1) The Parent School Support Committee at the school shall advise the principal of the school respecting the establishment, implementation and monitoring of the positive learning and working environment plan, which may include:**

- (a) strategies and practices to promote respectful behaviour and a positive and inclusive social climate for all students and staff,
- (b) strategies and programs to prevent disrespectful behaviour or misconduct,
- (c) policies and practices to address disrespectful behaviour or misconduct in a timely manner and in a way that teaches and reinforces respect for other persons, and
- (d) appropriate support strategies for students participating in disrespectful behaviour and students who have been affected by the disrespectful behaviour of others.

**(2) A Parent School Support Committee shall**

- (a) Participate in the selection of the principal or any vice-principal of the school,
- (b) review the results of the school performance report,
- (c) advise the principal of the school in the development of school policies prepared in accordance with district and provincial policies,
- (d) provide, on the request of superintendent, input into any performance evaluation of the principal or any vice-principal of the school in matters relating to the duties of the Parent School Support Committee under this section, and
- (e) communicate with the District Education Council concerned with respect to matters relating to the duties of the Parent School Support Committee



## PSSC ANNUAL CYCLE

**Early Fall:** The Principal presents the School Profile, identifying resources available, and data on how well processes from the previous year have been completed. The Principal may provide an update on the School Plan of the previous school year as well as present the plan for the current year. The PSSC members should expect updates on the plan throughout the year.

**Late Fall:** The Principal presents data from student surveys as well as initial data on report cards, identifying student learning and achievement as well as areas of concern.

**Early Winter:** The Principal uses the information from the Provincial Assessments to compare the school's results with those of the District and Province.

**Mid-Winter:** The School Plan is reviewed to determine if any of the strategies need to be modified. The Principal seeks advice from the PSSC on direction and strategies for improvement in student achievement.

**Late Spring:** The PSSC will be advised of the available resources for the coming school year. Ideas for the next School Plan are considered.



## **APPENDIX B**

### **2025 - 2026 Hanwell Park PSSC Committee Roles**

#### **Chair**

- Sets the meeting dates, times, and agenda in collaboration with the Principal and Vice-Chair
- Stimulates discussion by asking questions, encouraging quiet members to participate;
- Keeps to the agenda by setting and keeping time limits for discussions if necessary;
- Helps members reach consensus or calls for a vote if necessary, resolve conflicts; and
- Ensures PSSC minutes are maintained and distributed

#### **Vice Chair [Co-Chair]**

- Assumes all duties and responsibilities of the Chair in their absence or in support of.
- Supports the Chair in day-to-day operations and helps execute strategic initiatives.
- Often responsible for overseeing a major, specific project or key sub-committee(s)

#### **Secretary**

- Takes detailed and accurate minutes at all committee meetings and distributes them promptly.
- Creates draft agendas a week before each meeting and shares with Chair and Vice Chair.
- Maintains and organizes all official records and documents in a centralized location.
- Handles official, non-public-facing correspondence as directed by the Chair
- Tracks and records attendance for all executive and general meetings.

#### **Communications Manager**

- Develops and implements the comprehensive plan for outreach strategy, external communication to the parents, and school community.
- Drafts, edits, and distributes public-facing content (e.g., two newsletters, social media posts).
- Ensures all events, volunteer needs, and programs are clearly and effectively publicized.
- Maintains a consistent, professional, and positive voice and visual identity across all channels.

#### **Home & School Representative**

- Shares update from Home & School committee events and meetings
- Highlights opportunity for cross - committee collaboration or support

#### **Committee Member**

- Participate in all meetings.
- Maintain high ethical standards and respect for other members; support open communication.
- Work collectively towards improving student learning and achievement.
- Limit discussions to matters of the school as a whole; do not discuss personal issues.
- Resolve issues in the best interest of all students and the whole school.
- Build a positive school environment.
- Create and encourage successful relationships and support between parents, teachers, students, staff and the community.
- Actively contribute to the agendas, events and overall goals of the committee.



## Appendix C

### 2025-2026 Proposed Event Calendar

**November:** Sensory Friendly Playgroup, November 27, 2025

**December:** Awareness Calendar, STEAM Program

**January:** Social Media Safety / Online safety night, Pastries with Parents

**February:** Sensory Friendly Playgroup

**March:** Welcome Packages for Newcomers / New Students, Craft Night

**April:** Tech/AI Education Night, Board Game Night

**May:** Kindergarten Orientation