



# Holy Heart of Mary High School

*International Baccalaureate*

<http://www.holyheart.ca>

**Jamie Parsons**  
Assistant Principal

**Carla Roberts**  
Principal

**Mark Goulding**  
Assistant Principal

**Erin Cavanagh Jon Lodge Lynnette Samuelson**  
Guidance

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## School Council Meeting Minutes October 25, 2023

**Attendance:** Jane Pearson (Teacher Rep), Darrell Gover (Parent Rep), Haley Alloway (Chair & Parent Rep), Lori Greene (community rep), Carla Roberts (Principal), Kyle Massey (Parent Rep), Krista Brown (community rep), Mark Goulding (AP, HHM), Jamie Parsons (AP, HHM), Fiona Ellis, Gerry Heffernan (community rep)

**Regrets:** Matthew Horan, Susan Taylor

### 1. Welcome/Call to Order

- a. Welcome to new members / introductions - members introduced themselves and shared a brief bio about themselves.
- b. Minutes of Last Meeting: Review and acceptance - there was no record of minutes from the last council meeting. Going forward, we will approve the minutes of the previous meeting and the accepted minutes will be posted on the school website.

### 2. Business Arising:

- a. Information on School Councils & Training - Carla discussed these resources with the council and shared the videos with the group and we all watched the videos.. This is standard for the first meeting of the year. An information sheet with members of the council for contact purposes.
  - i. [School Council Information Site](#)
  - ii. [School Council Training](#)
  - iii. Protocol Agreement (*Review & Sign*) -the protocol agreement was circulated to members of the council and they were asked to sign. There is an online version of the agreement for people to read in detail.

### 3. Reports:

- a. Principal - the principal will give a monthly report to keep the membership informed of various activities of the school. Carla indicated that we have 1270 students, 91 staff this year. We are in the process of reviewing our procedures and protocols to improve

our operations. A finance review of the accounts as well has us in a good position for the year. We have a diverse program, IB, FI , advanced and applied. Look to improve our core french program. We have high class sizes, a request was made to the district for extra units to help with the class sizes. Many classes are full (32-36 students, one with 38 term 2 but that will change). We are also reviewing students who have moved away, non-attenders to help reduce class size. September has been a very busy time, but we are into a regular routine now. Upcoming, will be the mid-term report in mid-November and we are monitoring student progress. Protocols around attendance, fire drills and lateness to make things more efficient. The teaching and learning process is going well and administrators are making a presence around the school, interacting with students and teachers. Many activities are up and running, sports, arts and clubs are active. This includes groups big and small, all done with the help of many teacher volunteers. Student council is now about to get off the ground with a meeting planned for this Friday. An interim council will be in place and missioned to build a new constitution for future generations of highlanders. Reps of the student council may be invited to join the school council once they are established. Gerry asked about the difference between academic and applied diploma, Carla explained some of the key differences around access to postsecondary studies and opportunities. Carla also discussed HHM enrollment in our applied program which has one stream of the applied courses at each grade and subject level. School development is starting up for the year. The PL day had a variety of opportunities for teachers to learn about a number of subjects including IA, Canva, Deep learning, thinking classrooms. There was much for teachers to digest during that day. November 24 PL will focus on school development, our data from last year and will be shared with this council. Council briefly discussed changes at the district/department level and new legislation about the schools act.

#### **4. New Business:**

- a. School Fundraising - fundraising requests (over \$500) go to the school council. Digital approval may come via online for time considerations.
  - i. Music Program - from Robert Colbourne for the choir - they have been invited to Podium conference, and they were accepted as a high school choir which is very rare. They are going to Montreal in the spring. An individual fundraising event (recycling) to offset the cost (around \$1900 per student) and excessive funds go back into the music account to fund the program. Huge honor for the school chamber choir, but also a big expense for many families.
- b. Lunch Program - Request for Food Services Protocol (RFP) - Carla is preparing and sending out an RPF for a food service provided for HHM. We have been without a provider since spring 2022. There had been some discussion last year, but a new RPF will be going out in the near future and can be shared publicly and to interested individuals. Can this be subsidized? Arrangements can be made to assist somewhat. We are also looking at our food security challenges with our daily breakfast and some food available for students at lunch from donations we receive. Our team will continue to meet the needs of our students.

**5. Meeting Schedule:**

**Wednesday 5:00 – 6:00 pm**

Meeting #1	October 25, 2023
Meeting #2	November 22, 2023
Meeting #3	December 20, 2023
Meeting #4	January 17, 2024
Meeting #5	February 21, 2024
Meeting #6	March 20, 2024
Meeting #7	April 17, 2024
Meeting #8	May 22, 2024

Would prefer all meetings face to face but with a google meet link for those who can attend by distance.

Lori - Provincial Drama Fest - lack of HHM participation in local drama fest a concern. Jamie explained to the best of his knowledge that it is part of the performing arts program. We can look into the possibility of the drama fest.

**Questions:**

List of extracurricular activities? We can share the list with our parents and students. Students are highly encouraged to be part of something to enhance their high school experience.

Alumni - Learn Freely free tutoring program for STEM and language for all programs including IB and AP and all high school courses. Should be off the ground in the near future.

Motion of Adjournment: Jane Pearson