

School Council - Northwest Elementary Campus, FFCA, Calgary, Alberta

Date: Wednesday, May 17, 2023

Time: 6:30 PM

Location: Video call link: https://meet.google.com/sww-xemj-idw

Or dial: (CA) +1 289-434-8421 PIN: 362 910 808#

More phone numbers: <a href="https://tel.meet/sww-xemj-idw?pin=9966222682195">https://tel.meet/sww-xemj-idw?pin=9966222682195</a>

**Mission:** Through parental partnerships, support school administration and staff in their delivery of quality education and to instill a sense of community within all FFCA campuses.

#### **AGENDA**

All School Council meetings are open to the school community to attend. Speaking to an item at School Council meetings is permitted, unless in the Chair's judgment, the communication is disruptive to the meeting;

Meetings may be held as deemed necessary by the School Council Executive or at the written request of 10 members of the school community;

1. Call To Order Andrew Chu (Vice-Chair)

- 1. Welcome and Introductions
  - 1. Voting School Council Members
  - 2. Non-Voting Ex-Officio School Council Members
  - 3. Attendees
- 2. Establish Quorum
  - 1. The attendance of a majority of voting members constitutes a quorum (5/9)
- 2. Approval of Agenda

Andrew Chu (Vice-Chair)

- Anyone in the school community may request an item to be added to a School Council agenda by contacting the Chair at least ten (10) days prior to the meeting.
- At the discretion of the Chair, new items may be introduced by anyone in the school community who is present at the meeting.

**Approve by Unanimous Consent** 

3. Special Items

Shawna Drummond (Principal Educator)

- 1. 2023/2024 Field Trip Fees
- 2. Uniforms
- 4. Secretary Report

Heather Hadden (Secretary)

1. Approval of Minutes of the April 19th, 2023 Meeting (see attached) by Unanimous Consent

5. Treasurer Report Rita Shen (Treasurer) 3. Financial Report 6. Teacher Representative Report TBD (Teacher Representative) 1. 7. Principal Educator Report Shawna Drummond (Principal Educator) 8. Heritage Celebration Committee Report Nabila Siddiqui (Heritage Celebration Committee Chair) 1. Events to acknowledge before school year end- National Indigenous History Month, Indigenous People's Day, Eid-ul-Adha 2. Heritage Fest Review 3. Motion to request extra funding for heritage fest 9. Trixter Theater Committee Report Janine Rudolph (Trixter Theater Committee Chair) 10. Advocacy Committee Report TBD (Advocacy Committee Chair) or Andrew Chu (Vice-Chair) 1. Committee Mandate Work on and submit any Proposed Advocacy Resolutions for the Alberta School Councils' Association (ASCA) to consider Choose a Voting Delegate to send to any ASCA meeting Consider and undertake other activities as necessary for the advocacy of the FFCA NWE community • examples: advocate for a new campus, out of school care solutions, etc. 11. Community Services Coordinator Report Mahira Muradova (Community Services Coordinator) Motion to create Community Events Committee with the attached Terms of Reference 12. Fun Lunch Coordinator Report Mirabel Berrade (Fun Lunch Coordinator) 13. Kindergarten Representative and ECS Special Snack **Coordinator Report** Salina Bhimji (Kindergarten Representative) 1. Special Snack 14. Health and Wellness Report Deanna Zhao (Health and Wellness Coordinator) 1. Fresh Food Friday -15. Fundraising Coordinator Report Mahira Muradova (Fundraising Coordinator) 16. Parental Partnership Report Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator) 1. Parental Partnership Hours Report

- 2. No Homework certificates for 20 + volunteer hours electronic
- 3. Raffle draw gift items update
- 4. Swim Day Volunteers

#### 17. Communication Coordinator Report

Marina Lakhani (Communication Coordinator)

- 1. Newsletter
- 2. Social Media Recruitment Campaign

18. Chair Report Andrew Chu (Vice-Chair)

- 1. Alberta School Councils' Association Annual General Meeting Report
- 2. The Association of FFCA School Councils Report
- 3. Alberta School Council Engagement Grant
  - 1. May 15<sup>th</sup> Parent Literacy Night Report
  - 2. Motion to approve \$567 to continue using ffca-parent.com for another year, with \$500 of it funded from the Alberta School Council Engagement Grant for 2023/2024
- 4. Annual General Meeting
  - 1. AGM Notice sent out May 9<sup>th</sup>
  - 2. Movie Ticket Update
  - 3. Report to Community and Board: <a href="https://www.ffca-parent.com/f/31485">https://www.ffca-parent.com/f/31485</a>
- 5. Board Meeting
  - 1. May 24<sup>th</sup> at our Campus

19. Other Items Andrew Chu (Vice-Chair)

- 1. 2022/2023 Goals and Work Plan
  - 1. Goals
    - 1. Collectively contribute 20 hours x 237 families (4740 hours) by April 30<sup>th</sup>, 2023
    - 2. Explanatory Videos and Tutorials
      - 1. What Is School Council?:
        - 1. https://www.ffca-parent.com/s/Kz7kdJ9SNMBWNDP
      - 2. Recruitment Video
        - 1. Chair/Vice-Chair: https://www.ffca-parent.com/s/BWgsFQJrCsBBPGL
        - 2. <u>Communications Coordinator: https://www.ffca-parent.com/s/7XLGisTMnpoPsyH</u>
        - 3. <u>Kindergarten Representative and Special Snack: https://www.ffca-parent.com/s/r2wmNSAntKTYiKF</u>
        - 4. Heritage Celebration Committee: https://www.ffca-parent.com/s/6c53yEbNpMrmBc5
        - 5. <u>Secretary: https://www.ffca-parent.com/s/iYDzdYyPZpDD5JD</u>
        - 6. Community Services Coordinator:
      - 3. Policy 18 Parental Partnership and Logging Volunteer Hours
    - 3. Bring a Friend to Council
  - 2. Close out Action Items for the Year
    - See 2022/2023 School Council NWE Action Items Deck FFCA Parent Community (ffca-parent.com)
- 3. Closing Comments



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**Mission:** Through parental partnerships, support school administration and staff in their delivery of quality education and to instill a sense of community within all FFCA campuses.

**Minutes** 

1. Call To Order: 6:31 Andrew Chu (Vice-Chair)

- 1. Welcome and Introductions
  - Attendees: Andrew Chu (Vice-Chair), Heather Hadden (Secretary), Maira Muradova (Community Service Coordinator), Nabila Siddiqui (Heritage Celebration Committee Chair), Shawna Drummond (Principal), Michelle Newell (Principal) Deanna Zhao (Health and Wellness Coordinator), Pat Mealey (Teacher Rep), Marina Lakhani (Communication Coordinator), Adey Onasany (Parental Partnership Coordinator), Rita Shen (Treasurer), Salina Bhimji (Kindergarten Representative), Feifei Xing
- 2. Establish Quorum
  - 1. The attendance of a majority of voting members constitutes a quorum (5/9)

Andrew moves to approve the Agenda as amended. Approved by Unanimous Consent.

3. Special Items

No report at this time.

2. Approval of Agenda

4. Secretary Report

5. Treasurer Report

Heather Hadden (Secretary)

Andrew Chu (Vice-Chair)

Andrew motions to approve of Minutes of the March 8th, 2023 Meeting Approved by Unanimous Consent.

Rita Shen (Treasurer)

1. Financial Report

Account balance – around \$1500

General account balance - \$17,904 Expenses are \$10,949.11, Donations are \$1275. We have around \$8000 in the bank.

Around \$3000 unsubmitted so we should still have around \$7000 in the account.

#### 6. Teacher Representative Report

TBD (Teacher Representative)

- 1. Everyone appreciates the dinner for tomorrow THANK YOU!
- 2. Appreciate the birthday wishes and kind note/aift card
- 3. Thank Salina for being the kindergarten rep and all her hard work.
- 4. The decorations at the front door from the Heritage Committee are just outstanding. Thank you for helping us learn about these celebrations. 550 families signed up so far!
- 5. Thank you for council's hard work.

#### 7. Principal Educator Report

Shawna Drummond (Principal Educator)

- 1. Excited to bring back Peace Patrol Grade 4 students to be leaders at recess times, helping peers solve small problems and lead games at recess.
- 2. Society paid for Clay for Kids which happened today and it was an amazing experience.
- 3. Admin retreat last week at Central Office. Talked about 3 main things: Global Trends, our Charter and our Non-Negotiables, Inclusive Ed Funding.
- 4. Monday Alberta Association of Public Charter Schools Leadership meeting for Charter Schools in Calgary Area. Talked about reengaging Post Covid. Commonalities of being Charter Schools and parents have chosen us but we are all different based on their charters
- 5. Teachers meeting for another ½ day for curriculum planning
- 6. Cool opportunity Liam Gill joined us yesterday for an assembly Olympic Snowboarder who attended NWE k-4. Talked to us about his journey tailored to Self Discipline.
- 7. Friday we are doing PD last session with Jodi Devries Reading Comprehension. Art Teachers are focusing on Art Assessment. Phys Ed are doing Ever Active Schools new ideas to build physical literacy.
- 8. Swimming quote June 26<sup>th</sup> \$2.50/student \$750 would cover it.

#### Andrew moves to allocate \$750 for the Highwood Swimming Pool on June 26th. Salina seconds. Motion Carried

9. Question about Inclusive Ed – how did we do in extending that amount. Michelle was funded as Inclusiong Facilitator. Was able to work with all specialists and teachers to design supports for classrooms. New Inclusion Coordinator at Central Office. Most of the money went to specialists. Behaviour Specialist. New resources – things teachers can use to support our kids. Professional Development.

#### 8. Heritage Celebration Committee Report

Nabila Siddiqui (Heritage Celebration Committee Chair)

- 1. Events celebrated since last meeting: Navroz, St. Patrick's Day, Easter, Vaisakhi, Ramadan and Eid
- 2. Heritage Festival on April 29<sup>th</sup> preparations are in full swing, 550 sign ups on Event Brite, Adey helped to create volunteer sheet for Sign Up Genius 50% of volunteers are covered but we need more teachers will send out reminder to parent community on Friday, Cultural booths/performances and fashion show, foods from 5 countries, 10 cultural performances, 22 kids in fashion show, potentially going to have a land acknowledgement by an indigenous speaker to open the event, scavenger hunt with passports, henna tattoo station, glitter tattoo, craft station, food trucks: drinks and treat truck.

# Nabila motions to request \$1000 funding to cover the funding for the Heritage Fest Expenses: Salina seconds. Motion Carried.

3. Expenses will include: Party City decorations, Balloon Arch, supplies for Henna, glitter tattoos, speakers, microphones and will give the exact breakdown to Andrew and Rita.

#### 9. Trixter Theater Committee Report

Janine Rudolph (Trixter Theater Committee Chair)

- 1. Access to the online system has been granted
- 2. Deadline is May 1
- 3. Is in final review now
- 4. Email today from Trixter giving us the following dates: June 10-14<sup>th</sup>, 2023
- 5. Trixter applied for another grant themselves to help with the grant which would bring down the cost.
- 6. Will talk about this with Society.

#### 10. Advocacy Committee Report

TBD (Advocacy Committee Chair) or Andrew Chu (Vice-Chair)

#### No report at this time.

#### 11. Community Services Coordinator Report

Mahira Muradova (Community Services Coordinator)

1. Emailed coding companies and have not heard back. Will leave information for next council in the shared files.

- 2. Spell-A-Thon is going to raise some money for school.
- 3. Cheque for the fundraiser \$200 going to pass to Andrew
- 4. Waiting on Purdy's
- 5. Time to commit to Apple Fundraiser.

#### Maira motions to go ahead with the Apple Fundraiser for next year. Adey seconds. Motion carried

12. Fun Lunch Coordinator Report

Mirabel Berrade (Fun Lunch Coordinator)

#### No report at this time.

13. Kindergarten Representative and ECS Special Snack Coordinator Report

Salina Bhimji (Kindergarten Representative)

1. Special Snack: going well, mandarin cups, apple juice and granola bars.

14. Health and Wellness Report

Deanna Zhao (Health and Wellness Coordinator)

1. Fresh Food Friday – we did celery this month.

#### 15. Fundraising Coordinator Report

Mahira Muradova (Fundraising Coordinator)

1. Spirit Wear fundraiser – NEE is asking for a third \$1330. We would be willing to put \$200 from the profits for that. We could buy socks for the Grade 4's, the NEE has the socks and the socks fit adults too. Updated amount that is still owing from NEE is \$3132 owing which would bring our portion to \$1044.

- 2. Purdy's \$147 \$160.
- 3. Spell-A-Thon is on the way
- 4. Setting up some on-going fundraisers including restaurants and bottle depots.

#### 16. Parental Partnership Report

Ade Onasanya and Janine Rudolph (Parental Partnership Coordinator)

- 1. Parental Partnership Hours Report: 2364hours in total up by 555 from last meeting. Want to do a raffle to thank people for their volunteering. Use the opportunity of the Heritage Fest to attract families to log their hours or that have not volunteered yet. Suggestion adding back up slots. If teachers had the list of families who have not volunteered or logged their hours they could communicate with these families Shawna will get the list and distribute to teachers.
- 2. No Homework certificates for 20 + volunteer hours electronic
- 3. Spell-a-thon marking volunteers we have enough

#### 17. Communication Coordinator Report

Marina Lakhani (Communication Coordinator)

- 1. Newsletter email from Lee when the next newsletter is going out next week on Wednesday.
- 2. Andrew will send AGM info to Marina

18. Chair Report Andrew Chu (Vice-Chair)

- 1. Alberta School Council Engagement Grant
  - 1. Parent Literacy Session: Michelle Bence and Miriam Ramzy
    - o May 15, 7PM: Grade 2-6
    - o June 7, 7PM: Kindergarten-Grade 2

#### Could we extend that to NMS grades 5&6 parents? Shawna will check into that.

- 2. Annual General Meeting
  - 1. Succession Planning: Adey O will continue her role, Nabila will stay on Heritage, Salina
  - 2. See attached from Landmark Cinema. New releases are per person. Old releases (not Disney or Fox) are flat rate.

Andrew motions to approve  $2 \times $700 + GST$  to rent out 2 auditoriums at Landmark Theaters (Country Hills) for a Family Movie Event. Adey seconds.

Andrew motions to amend his motion to  $2 \times $775$ . Mahira seconds. Motion carried.

Motion carried.

Heather motions to have The Little Mermaid as one of the movies. Nabila seconded. Motion carried.

Nabila motions to have Elemental as one of the movies. Salina seconded. Motion carried.

Heather motions to have Little Mermaid on Saturday, June 10th. Nabila seconds. Motion Carried.

Maira motions to have Elemental June 18th at 10am. Salina seconds. Motion Carried.

Andrew motions that for the AGM we will give away 1 Adult and 1 child ticket to the movies for any voting member who attends the AGM. Mahira seconds. Motion Carried.

Andrew motions to hold the AGM on Wednesday, May 31<sup>st</sup> at 7PM and the Vice-Chair will prepare and ensure the agenda is distributed with sufficient notice. Nabila seconds. Motion carried.

3. Socks and Keychains from Spiritwear fundraiser.

Andrew motions to give the \$200 cheque we got back from the Spirit Wear to NEE. Heather seconds. Motion carried.

Maira motions to buy 50 keychains at \$486 if there are any left for the volunteers. Adey seconds. Motion carried.

Heather moves to have the AGM in person on May 31st. Marina seconds. Motion carried.

Heather motions to change the time of the AGM to 6:30pm to Marina seconds. Motion carried.

19. Other Items Andrew Chu (Vice-Chair)

- 1. 2022/2023 Goals and Work Plan
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    - 2. Explanatory Videos and Tutorials
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      - 2. Recruitment Video
        - 1. Chair/Vice-Chair: <a href="https://www.ffca-parent.com/s/BWgsFQJrCsBBPGL">https://www.ffca-parent.com/s/BWgsFQJrCsBBPGL</a>
        - 2. Communications Coordinator: https://www.ffca-parent.com/s/7XLGisTMnpoPsyH
        - Kindergarten Representative and Special Snack: https://www.ffca-parent.com/s/r2wmNSAntKTYiKF
        - 4. Heritage Celebration Committee: https://www.ffca-parent.com/s/6c53yEbNpMrmBc5
        - 5. Secretary: https://www.ffca-parent.com/s/iYDzdYyPZpDD5JD
      - 3. Policy 18 Parental Partnership and Logging Volunteer Hours
    - 3. Bring a Friend to Council
- 2. Action Items for Next Meeting
  - See <u>2022/2023 School Council NWE Action Items Deck FFCA Parent Community (ffca-parent.com)</u>
  - Grade 4 celebration balloons, Morning of June 28<sup>th</sup>, could parents have photography as a hobby to take 'professional' pics of kids, photo booth, is there anything we can reuse from Heritage Fest, Will revisit in May.

- Shawna May 24<sup>th</sup> is the Board Meeting and hoping that Parent Council will be able to attend.
   Supper is at 5:30 and 6:30 is the meeting.
- 3. Closing Comments
- 4. 8:45 pm Andrew Motion to enter closed session without staff members present. Salina seconds. Motion carried
- 5. Andrew motions to exit closed session. Mahira seconds. Motion Carried
- 6. Mahira motions to spend \$400 for staff dinner during the learning conference on April 20th. Marina seconds. Motion Carried
- 7. Mahira motions to spend \$1500 to celebrate teachers, bus drivers, and support staff sometime between May 1st and June 29th, 2023. Marina Seconds. Motion Carried
- 8. Meeting adjourned at 9:15PM



## **Community Events Committee Terms of Reference**

#### **Mandate**

- 1. Plan and Organize Community Events
- 2. Help with the Heritage Celebration Event if requested by the Heritage Celebration Committee
- 3. Create pre-event and/or post-event surveys as needed

#### Term

This Committee will exist until dissolved by School Council

#### Composition

Chair: Community Services Coordinator

Members: Anyone else in the school community who wants to volunteer



## 2023 ASCA AGM RESOLUTIONS RESULTS

#	Title		Sponsor	Carried	Carried with Amendments
SR23-01	To Amend ASCA Bylaws to read:		ASCA Board of	YES	
	ARTICLE 3 DEFINITIONS		Directors		
	3.19	Individual Parent Member – a Parent, as defined in Sections 1 & 2 of the Alberta Education Act, or any legislation intended to replace or supersede the Education Act, holding Individual Parent Membership in ASCA as described in Article 4.2.			
	3.24	Parent – as defined in Sections 1 & 2 of the Alberta Education Act, or any legislation intended to replace or supersede the Education Act, including individuals recognized as guardians in the Family Law Act.		YES	
	3.42	<b>Student</b> – a person who is enrolled in a school or is required under the Education Act, or any legislation intended to replace or supersede the Education Act, to attend school.		YES	
	ARTIC	LE 5 MEMBERSHIP			
	Non-V	oting Members			
	4.2	Any Parent who has children in the K-12 Public Education system in Alberta and whose School Council is not an ASCA Member may be an Individual Parent Member upon payment of the membership fee and may attend ASCA events.		YES	
	ARTIC	LE 6 GOVERNANCE OF THE ASSOCIATION			
	Election				
	6.2	At a General Meeting for which notice has been provided, Voting Delegates will elect a President and Vice President in even numbered years by secret ballot vote. Voting Delegates will elect Directors to available positions by secret ballot vote every year.		YES	
		Elections will be conducted by secret ballot unless there is only one candidate for any available position(s), in which case candidate(s) may be elected by acclamation.			
A23-01	Monitori	ain ASCA Advocacy Policy 13-3: Installation of Speed ng Devices for Schools stallation of Speed Monitoring Devices for Schools	ASCA Board of Directors	YES	
	develop a	rta Education and Alberta Transportation collaborate to process that provides for the installation of signs on a primary ndary highway where there is a school, to ensure the safety of			



### **2023 ASCA AGM RESOLUTIONS RESULTS**

#	Title	Sponsor	Carried	Carried with Amendments
A23-02	To amend ASCA Advocacy Policy 21-02: Acknowledgement of CoSC/DSC in the Alberta Education Act to read: 21-02 Creation, Support, and Acknowledgement of CoSC, DSC, and/or Ward Councils in the Alberta Education Act (Amended 2023)	ASCA Board of Directors	YES	
	That the <b>Minister of Education</b> acknowledges the importance of Councils of School Councils (COSC), District School Councils (DSC), and/or Ward Councils in supporting the Assurance Framework.			
	That the <b>Minister of Education</b> collaboratively develop relevant legislation with ASCA and Education Partners to ensure school boards are mandated to create and support Councils of School Councils (COSC), District School Councils (DSC), and/or Ward Councils in each school division operated by a Board.			
P23-01	Mandating Criminal Record & Child Intervention Record Checks for School Board Trustee Candidates	Gateway Christian		YES
	That the Alberta School Council's Association (ASCA) advocates to the <b>Minister of Education</b> for amendments to the Local Authorities Election Act to require candidates for the position of School Board Trustee to disclose the results of a Criminal Record and a Child Intervention Record Check to the Returning Officer before qualifying for candidacy.	School Council		
P23-02	Supporting Integrated Education Funding	École Barrie Wilson School Council	YES	
	That the Alberta School Councils' Association advocate to the <b>Minister of Education</b> for a collaborative funding model with other Ministries, including but not limited to Health, Children's Services, Community and Social Services, and Indigenous Relations, to share the burden of funding integrated services in Alberta's schools including but not limited to community liaison workers (CLW), counseling services, mental health services, and First Nations, Métis, and Inuit education.			
P23-03	Integrate Climate & Biodiversity Education Throughout the K-12 Curriculum	Colonel Irvine School Council	NO	
	That the ASCA Board of Directors advocate to the <b>Minister of Education</b> to implement a framework for embedding environment, energy, sustainability, climate & biodiversity education in all K-12 classes in Alberta schools which will incorporate hands-on learning experiences with a focus on critical thinking, equity, and Indigenous rights.			
	Add Rights of Victims of Bullying and Violence to Education Act That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education to amend the Education Act to align with best practices in addressing the rights of victims of bullying and violence.	ASCA Board of Directors	YES	
	That the Alberta School Councils' Association (ASCA) advocates to the <b>Minister of Education</b> to consult with a broad range of stakeholders to ensure all voices are heard and reflected in any changes to the <i>Education Act</i> related to addressing the rights of victims of bullying and violence.		YES	



## 2023 ASCA AGM RESOLUTIONS RESULTS

#	Title	Sponsor	Carried	Carried with Amendments
P23-05	Required Consultation Opportunities for Proposed Changes to Legislation, Regulations, or Established Programs or Practices	ASCA Board of Directors	YES	
	That the Alberta School Councils' Association (ASCA) advocates to the <b>Government of Alberta</b> and the <b>Minister of Education</b> that ASCA always be offered opportunities for meaningful consultation and presentation of the parent perspective expressed through its Member School Councils when changes are being proposed to legislation, regulations, or established programs or practices that will impact school councils, students and/or parents.			
P23-06	Setting and Meeting a Student to School Counsellor Ratio to Improve Mental Health	ASCA Board of Directors		YES
	That the Alberta School Councils' Association (ASCA) advocates to the <b>Minister of Education</b> to increase the amount of qualified mental health support personnel (registered counsellors, psychologists, Child and Youth Care Counsellors, social workers, and Family Support Liaison Workers) in all Alberta public schools (public, separate, francophone and charter) to meet a recommended 250:1 ratio with a minimum of 1 per school, whichever is larger, by 2024; and that the Alberta School Councils' Association (ASCA) advocates to the <b>Minister of Education</b> to provide funding for these positions from provincial budgets so the existing site (school) budgets are not expected to make cuts elsewhere to cover the required additional salaries.			

Res#	Resolution Title	Amended	Carried
SR23-01	Amend ASCA Bylaws	×	<b>S</b>
A23-01	Maintain ASCA Advocacy Policy 13-3	×	<b>⊘</b>
A23-02	Amend ASCA Advocacy Policy 21-02	×	<b>S</b>
P23-01	Mandating Criminal Record & Child Intervention Record Checks for School Board Trustee Candidates	<b>✓</b>	<b>S</b>
P23-02	Supporting Integrated Education Funding	×	<b>⊘</b>
P23-03	Integrate Climate & Biodiversity Education Throughout the K-12 Curriculum	<b>Ø</b>	8
P23-04	Add Rights of Victims of Bullying and Violence to Education Act	×	<b>⊘</b>
P23-05	Required Consultation Opportunities for Proposed Changes to Legislation, Regulations, or Established Programs or Practices	×	<b>⊘</b>
P23-06	Setting and Meeting a Student to School Counsellor Ratio to Improve Mental Health	8	<b>✓</b>