

**Penbrooke Meadows School Council**

**Minutes for Wednesday November 19, 2025**

**5:30 pm online**

1. Welcome and introductions  
Zohra,
2. Minutes from previous meetings are posted on the school website (Get Involved section)
3. Grade ½ presentation from teachers
4. Overview of the role of school council
5. Election for Executive Positions- Are there any people willing to take on formal roles? Roles can be shared.
  - a. Chairperson- hosts/runs the meetings, completes yearly paperwork for the board of trustees, sets the agenda in cooperation with the school principal.
  - b. Vice Chairperson- assists the chairperson as needed, takes on hosting/running the meeting in the event the chairperson is unable to attend a meeting.
  - c. Secretary- takes minutes at the meeting, assists the chairperson with preparing the agenda for the meeting.
  - d. Key Communicator- attends school council connection meetings with other representatives of school councils and communicates the information at the following council meeting.
6. Principal's report- Enrollment is currently 221. Everyone is settling back into routines, and we are looking ahead to our regular parent and family events. Parent teacher conferences are coming up November 27 and 28. Grades 1-6 have conferences Thursday evening and Friday morning while kindergarten also has conferences Thursday during the day. This provides for a longer interview time for kindergarten families as they may have more questions in these first interviews.  
Mark your calendars! Our winter concerts will be on **December 16** and **18** in the afternoon. All students will perform on both afternoons, but we will encourage families to attend based on last name to ensure we have enough room for everyone. We will send out more information in the coming weeks.  
We have applied for several grants this year and we are happy to share that we have been successful in receiving almost \$15000 in funding! This will help provide things like swimming lessons, help with field trip costs, learning materials for students, emergency food and clothing. We are very grateful to the funders including Education Matters for their generous support.
7. Healthy Hunger lunches: Interest in having a fun lunch before winter break? Is it easier when they are all scheduled at once so people have lots of time to sign up?
8. Next meetings: Wednesdays still?  
Some possible dates would be: January 22, February 18, March 18, April 22, May 20, June 17