**SCHOOL COUNCIL MEETING AGENDA – ANNUAL OPEN MEETING**

**Monday 25th November at 7pm**

|  | **ITEM** | **DETAILS /COMMENT** | **ACTION** | **WHO / WHEN** |
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|  | **Documents Issued** | Draft School Council Report November 2019 |  |  |
|  | **Meeting Opened** | Chair: Mark Wallace |  |  |
| **1** | **Welcome / Apologies** | **Welcome to guests attending the public meeting (MW)**  Open meeting --- 7.32pm  Present:  Mark Wallace, Catherine O’Dea, Tamara Milford, Nick Vukovic, Jenny Beer, Bennett Andrews, Breanna Young  Apologies: Sheryl Daniels, Carly Davis |  |  |
| **2** | **Conflicts of Interest** | Mark advised his wife was involved with the Uniform shop in relation to Agenda Item 7 |  |  |
| **3** | **Minutes of Last Meeting/Business Arising** | 1.CO arranged training for Council Members 27 February 2020  2. Conversation Café was a valuable process. Cathy to circulate report from Creating Communities to Council via Connect.  3. School Council Shared Inbox and email addresses. Decision made for Tamara to place the School Council Drive on the School Shared Drive so the school will be able to access the inbox.   * Public member question: Can other forms such as mobile or suggestion box be available. Advised that parents can write a letter addressed to the school council if internet access/email unavailable.   4. It was noted that the long sleeve short order had gone out and that we had nearly received the minimum order with some time left for parents to return the form.  5. Cathy asked Council Members to review the Contributions and Charges document on Connect as soon as possible so parents can be notified by the end of term.  Amendments: None  Moved: Dianne Rose  Seconded: Bennett Andrews  Passed: All in favour | School Council Training available 27/02/20 **[Council]**  **[CO]**  **[JB to liaise with TM]**  **[Council]** |  |
| **4** | **Annual School Council Report** | **Present draft of the Annual School Council Report 2019.**  Mark advised that the School Council Annual Report has been issued in Term 2. The School Council had elected to prepare an updated interim report to coincide with the timing of the annual public meeting. Council proposes that open public meetings will take place in Term 4 with the release of future Annual Report to coincide.  Mark highlighted that the Council had met its obligations holding 6 meetings in 2019, above the minimum of two meetings. Six members are parents, three staff members and the Principal make up the 10 members.  Council’s role included:   * Monitoring school performance and achievements against the school improvement plan. * Completing a comparative analysis of other schools’ contributions and charges prior to approving the 2020 contributions and charges. * Focusing on improving the work of Council in reviewing data * Preparing grants applications for playground upgrades. * Involvement in the Independent Public-School nomination process |  |  |
| **5** | **Finance** | **1.Grants Update**  Chaplaincy application, Nature Pod applications had been submitted.  Breanna asked whether the school was applying for the Department’s recently announced grant processfor outdoor equipment. Cathy advised she was considering an application for shade over the senior playground.  Jenny raised the possibility of adding equipment to the senior playground. Cathy advised this was not possible due to fall zone requirements.  Mark asked whether the Department conducted safety audits of playgrounds regularly. Cathy advised that there are annual Occupational Health and Safety checks and that Lathlain’s playground has been deemed safe by the Department in these audits.  2. Budget Statement  Cathy to provide a copy on Connect for Council discussion and review. As at 25 November, the school had spent more than 90% of its 2020 allocated budget in accordance with Department policy. Breanna asked for further clarification if the target was based on the school’s total budget or the funds allocated through the Student Centred Funding Model.  Cathy advised that staffing for 2020 was nearly finalised.   * A public question: what is the impact of enrolments arriving after the school census date. Cathy explained that enrolments fluctuate but if the school has been allocated more funding than required for the number of students enrolled at census, the Department seeks reimbursement of the additional funding. | [CO] |  |
| **6** | **Council Elections 2020** | **Overview of Council Elections process for 2020**  Bennett Andrews and Breanna Young will end their terms at the end of Term 1 2020 and their contributions were acknowledged.  The nomination process will be undertaken in Term 1 2020. These will be three-year terms. The school follows a standard process.  It was noted the School Council can target community members to take on short term appointments and the school can consider increasing the number of parent council members in future as the school grows. |  |  |
| **7** | **Uniform Request -** | P&C have submitted a request to change the fabric used for the skirts with elasticated waists. The material is softer and the cost remains similar. Stock would be ordered once existing stock had been cleared.  Motion: School Council to approve the change in fabric for the school skirt.  Moved: Tamara  Seconded: Breanna  Passed: All in favour. |  |  |
| **8** | **General Business** | **8.1 Independent Public School applications for Semester 2, 2020.**  The school submitted an expression of interest to attend a preliminary workshop regarding the application process to become and Independent Public School in Semester 2, 2020. Cathy and Mark attended the workshop. The process had been revised and participants would get access to a coach to stay with the school after the application process concluded.  The following matters were raised:   * Jenny asked how the school planned to do things differently given past attempts were unsuccessful and wanted to ensure staff felt comfortable and supported to go through another application process. * Cathy advised that the school could attend the development phase next and decide from there whether to take the application further. Some schools have elected to undertake this phase as a professional development/strategic planning exercise and not proceed further with the application. * Cathy advised that Ken Perris was the new Regional Executive Director and she would be requesting a meeting to ascertain his support for the school’s application. * Cathy noted that while she had many of the flexibilities as IPS, increased autonomy over staffing and school policy was advantageous. * Nick advised that staff understood the IPS initiative more and there was much more support for it than in the past. * Breanna indicated that the school was in a much stronger position than it was in the previous applications.   Motion: that the School Council move ahead to participate in the Development Phase of the Independent Public School process for Semester 2, 2020.  Moved: Cathy  Seconded: Dianne  Passed: All in favour. |  |  |
| **9** | **Questions** | **It was noted that the legislation gives School Councils power to consider religious instruction activities in schools and a question was asked that this involves.**  It was explained this was historical clause and there been no need for these matters to be raised at a School Council meeting in recent years. The only matter regarding religion discussed had been about the term ‘Chaplain’ and the association with religious instruction. The school is unable to change the job title but explains to all parents the person in the role does not include any religious offerings or instruction.  **When do meetings take place?**  Mondays one or twice a term at 5.30-7.30pm.  **How do parents go approach the school regarding programs they think would benefit students? Does this come to Council?**  Cathy advised that parents can always discuss any matter with her directly or they could be raised at Class rep meetings. Council was not the most appropriate forum to bring these ideas to, but may be discussed from time to time. The focus of Council was more on the school improvement plan and review of data and school financial information.  Breanna suggested that new parents in particular wanted to know what steps to follow if they wanted to raise an issue or introduce an initiative that supported students broadly. This was something to consider for 2020. |  |  |
|  |  | Close: 8.25pm  NEXT MEETING: 10 February 2020 |  |  |