

# School Council Meeting Minutes

## Wednesday 14<sup>th</sup> September 2016

**VENUE:** Staff room, Coral Park PS

**WELCOME & MEETING OPENING** 3:45pm reading time prior to meeting with  
4:00 meeting start.

**ATTENDANCE:** Gill Gray, Liz Huggins, Katrina Holland, Kahli Richardson, Fiona Pennell, Meryem Sekar

**APOLOGIES:** Christine Ram, Rebekah Smithett

**OBSERVERS:** Sue McCarthy, Ljiljana Puskar, Matt Brand

**MINUTES OF PREVIOUS MEETING:** 3<sup>rd</sup> August

**Passed:** Meryem     **Seconded:** Fiona

General Business

### **CORRESPONDENCE:**

- **Release of the revised anaphylaxis management guidelines for Victorian Schools** The Department has revised the Anaphylaxis Guidelines, which is a resource for managing severe allergies in Victorian schools. The guidelines have been updated to assist schools in their transition to an online training strategy and with best practice advice on how to meet the requirements of Ministerial Order 706. We currently don't have any students who are anaphylactic, two people are required to complete the training. Linda is part way through this and as Gill was the other, a second person will now need to. Gill will complete this Policy in the holidays for revision at the next meeting.
- **Spring Into It: Emergency Preparedness and Response Training** Spring is nearly here and it is time to make sure schools are prepared for the 2016-17 bushfire season, time to ensure the Emergency Management Plan is up to date and the grounds cleared.
- **Register now for Walk to School 2016** Walk to School month is a free, easy and fun way for kids to get active this October and to raise awareness of the broader health and wellbeing benefits. From 3 to 28 October 2016, Victorian primary school students are encouraged to walk, ride or scoot to and from school to kick-start healthy travel habits that can lead to good health for life. Primary schools and students can sign up to track their achievements throughout October and be in the running for fantastic prizes provided by the Official Community Partner, Melbourne City Football Club. We have walk to school every Friday but will again promote this. We have all of our fabulous new signage up and also a great map to put up to show the routes. Coral Park is registered and we are one of 6 schools part of the Walk To School initiative. Matt has organised representatives to visit on Friday 21<sup>st</sup> October, the official launch day for us. Details will be in the newsletter.
- **The Child Safe Standards: Critical dates and actions** The Child Safe Standards are Victoria's approach to ensuring a zero-tolerance approach to child abuse. For schools, the Child Safe Standards will ensure that proactive systems and processes are in place to prevent and respond to child abuse. On 1 September, the Victorian Registration and Qualifications Authority (VRQA) will email each school's general email account. The email will be from VRQA Schools via DocuSign and will need to be provided to the school principal to action. The email will ask principals to complete an online process to self-assess and make a declaration about how the school is complying with the requirements of the Child Safe Standards. Once complete, the finalised declaration should be emailed to the VRQA by 28

September. If this deadline cannot be met contact the VRQA to seek an extension.  
Our Policy has been completed and ratified at our last meeting. Gill and Matt will complete the online requirements and send off in the holidays.

- **School Dental Program** This is available again, bookings are being taken for Term 4 2016 onwards. Is this something that we feel is beneficial to our students? A program is to be offered but we will look at alternative services. Last time we used Alpha Dental, some feedback was positive whilst other not so, Matt has information on another service and we ask Matt to invite them to our next meeting to share their program before deciding.
- **Parents Victoria Annual Conference** PD Opportunity for school councillors and staff. Katrina to email information to councillors to be discussed re attendance.

#### **Other:**

#### **Policies for review**

Parent Payment Policy – passed

Custody Restrictions Policy – passed

Next meeting – Internal Control Policy and Anaphylaxis Policy

#### **Business arising from Correspondence:**

Matt to look at contact and invite alternative dental services.

Katrina to send out information re Parents Victoria Annual Conference

**Passed:** Kahli **Seconded:** Gill

#### **GENERAL BUSINESS:**

#### **REPORTS:**

**PRINCIPAL** – Gill's report included an update of student numbers for 2017, staff leave requests, Area team updates including excursions planned and a big THANK YOU to all members of School Council for their enormous support of the school and to her personally during her time here at the school as Principal. "Thank you, you have been a wonderful Council to work alongside with and achieve the many successes to help ensure the best school for all the students here. Thank you personally for making my time here so enjoyable and for the support and open communication, I couldn't have been the Principal I am without you all and your support."

**Passed:** Katrina **Seconded:** Liz

#### **FINANCE**

- That the financial reports for month of August 2016 be accepted and approved by School Council and endorsed as a true and correct depiction of the school's finances.
- That the following payments be ratified by School Council:
  - Cheques from Cheque numbers –
  - DD & BPAY totalling \$97 649.00
  - Local Payroll payments totalling \$7583.91
  - Transfers between High Yield and Official Account totalling \$80 000.00
- There is a surplus balance in the Student Resource Package of \$130 331.00

Westpac Purchasing Card payments be ratified

Gill's \$330.60

Bek's \$35.50

Sue's \$791.90

Steph's \$ 112.46

**Passed:** Kahli **Seconded:** Gill

## PARENT CLUB:

Liz to look at inviting someone from AMES to talk to parents – both playgroup and community.

Liz and Meryem are thinking about having a playgroup excursion and hope to use the Biggin and Scott bus. (Katrina to send them the details)

Father's Day Stall – well done, profit is estimated to be around \$800 but this is still to be confirmed.

Money to be spent on welfare equipment. Gill thanked the parents for their terrific efforts in organising gifts, the running of the day and ensuring the success of the stall.

Liljana reported that a male kinder/playgroup parent would like to join parent club, they are looking forward to him coming along to the meetings next term.

**Passed:** Katrina

**Seconded:** Gill

**Next Meeting:** Wednesday 5<sup>th</sup> October, Wednesday 9<sup>th</sup> November and 5<sup>th</sup> December

Leonie Campbell, our Senior Education Improvement Leader (SEIL) has asked for a meeting on

**Wednesday 5<sup>th</sup> October** to discuss the Principal position process to be advertised for next year.