

School Council Meeting Minutes

Wednesday 3rd August 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, Meryem Sekar

APOLOGIES: Fiona Pennell

OBSERVERS: Rebekah Smithett, Sue McCarthy, Ljiliana Puskar, Christine Ram

MINUTES OF PREVIOUS MEETING: Meeting Minutes from 1st June 2016 accepted as presented

Passed: Liz **Seconded:** Kahli

General Business

CORRESPONDENCE:

- **Information brochure**– the **School Governance Network**.
- **Child Safe Standards** - Getting Ready for 1 August All Victorian schools are required to meet the Child Safe Standards from 1 August 2016. The standards are compulsory minimum standards for all Victorian schools, to ensure they are well prepared to protect children from abuse and neglect. **Child Safe Standards Policy was ratified as presented with a few minor edits.**

- **Mid-Year School Census Data Collections**

Schools need to submit census data in five categories online next month. **Principal's Projections for 2017, is Friday 5 August**, the rest by 12th August.

- **Nationally Consistent Collection of Data on School Students with Disability**

The Nationally Consistent Collection of Data on School Students with Disability (NCCD) is an annual assessment of the number of students with disability receiving educational adjustments to allow them to participate in schooling on the same basis as students without disability. This year, no Collection Notice or Consent Form is required to be completed for the collection of data, and schools are to submit data by Friday 5 August. The NCCD is not just about counting students, it is designed to provide schools and governments with a better understanding of students with disability, drawing on work of teachers and education staff and the information collected by schools. **This is almost completed and ready for uploading.**

- **Celebrating NAIDOC Week in your school community**

The National Aboriginal and Islander Day Observance Committee (NAIDOC) Week is held in July each year to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander people. This year, NAIDOC week falls in the last week of the school holidays from Sunday 3 – Sunday 10 July. **NAIDOC Week activities were promoted prior to the holidays.** We had some students perform at assembly, offered the opportunity for students to purchase merchandise and also promoted this through the newsletter.

- **Building communities** –The Department has released the new Parent Payment Policy. The policy has a stronger focus on transparency and family hardship, as well as outlining the expectations of implementation and communication with parents. The policy also emphasises that all children should have access to the standard curriculum regardless of their parents' ability to pay. During Term 3, principals, business managers, school councils and key regional staff will be supported to transition to

the new policy, for implementation for the 2017 school year. **This Policy is in draft format and will be sent out prior to our next meeting.**

- **2016 Parent Opinion Survey**

The 2016 Parent Opinion Survey will be conducted during Term 3 from 25 July to 5 August 2016. It is mandatory for schools to participate in the survey, which is an important part of parent engagement and assists with future planning and improvement. As in previous years, 15 per cent or 40 parents per school, whichever is the greater number, are randomly selected to participate. The survey is confidential and designed to protect the identity of individual respondents. The 2016 Parent Opinion Survey remains the same as the 2015 survey, allowing for the continuation of trend data. **Surveys have gone out to a randomly selected group of parents and are coming in.**

- **School Staff Survey**

On 15 August, all staff in Victorian government schools will receive a link to the School Staff Survey. Results from the survey will be used for school improvement and as evidence for policy reform.

- **Professional Learning Communities**

This term will see the Department pilot *Professional Learning Communities* across 60 Victorian government schools. *Professional Learning Communities* are the next step in refining and building the capacity of practitioners. Where *Communities of Practice* join schools together, *Professional Learning Communities* bring teachers within schools together to learn from their peers, drawing on evidence and evaluating the impact of their practice on student learning.

- **Schools End-of-Financial-Year Attestation**

For the first time, schools need to complete attestations for the end of the financial year to confirm that they have complied with existing requirements as per the Finance Manual for Victorian Government Schools and the Internal Control for Schools guidelines. Attestations must be completed by 22 July. **Sue and Gill have completed this.**

- **Victorian Curriculum F-10: Funding for school planning**

Schools will be supported in the implementation of the Victorian Curriculum F-10, as they work to transition to its use from the start of 2017. Initial funding support has already been provided with more support to follow.

- **New grant application round for shade in Victorian government schools**

The Victorian Government's School Shade Grants Program is a skin cancer prevention initiative that provides grants for shade development in Victorian Government schools. Schools may apply for one grant of up to \$25,000 for built shade, repair or replacement of existing shade, and/or planting of natural shade. Childhood and adolescence are critical periods during which exposure to UV radiation is more likely to contribute to skin cancer later in life, and schools play an important role in instilling effective sun protection behaviours from an early age.

- **Planning and responding to emergencies**

Every school in Victoria is required to have an Emergency Management Plan (EMP). In order to help principals achieve this requirement, the Emergency Management Division is offering three-hour workshops to provide advice and information for Government and Non-Government schools on planning for and responding to emergencies. In response to recent feedback from principals, this year's sessions aim to build principals' capability in identifying school-specific risks and develop appropriate emergency preparedness and response arrangements to events occurring in Victorian schools.

- **School council training reminder**

Training in governance, strategic planning and finance is available for all school councillors across Victoria. School council presidents can also participate in president training. Two training providers, Synergistiq and National Curriculum Services, co-ordinate and deliver face-to-face training to school councillors and individual school councils using the Department's Improving School Governance materials. All training sessions are provided at no cost to participants or schools. You are encouraged to pass this information onto all school councillors.

Other:**Curriculum - Annual Implementation Plan**

Gill presented out Mid year review update. This is not fully completed yet as NAPLAN results are not yet out.

Policies for review

Child Safety Standards Policy 2016.

Business arising from Correspondence:

Information re school council training to be passed on to Ljiliana and Christine if they are interested.
Feedback on the Child Safety Standards Policy to be given to Gill asap

Passed: Merjem **Seconded:** Kahli

REPORTS:

PRINCIPAL – Gill report included projections for 2017, (50 preps, 132 Juniors, 115 middles and 125 seniors giving a total projection of 422), staffing to date including staff requests for leave, Area team, Priority Team, Sports and Facilities updates. We have our first ever Dad's Night coming up on 31st August along with our Arts Expo on 7th September.

- Gill spoke with council members after the meeting requesting that they endorse her attendance at the 6th Annual C4 Principal Network conference. The conference is in San Remo on the 8th and 9th of September, the topic is Student Welfare based, which is very pertinent given all of the new Child Safe Standards that have come into effect. Dan Haesler is a key note speaker at the conference, he is a passionate educator about equity in education and engaging our hardest to reach kids. Also presenting is Maria Ruberto speaking on the mental health framework and Hugh Van Cuylemburg who began the resilience Project. The cost of the conference is \$530. Gill will update councillors on the conference and impact on our school at the meeting following attendance.

Gill thanked Councillors for endorsing her attendance at the conference.

Passed: Katrina **Seconded:** Kahli

FINANCE

- That the financial reports for month of June & July 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 – 44687 - \$200 refund for hall hire bond
 - DD & BPAY totalling \$ 147 727.12
 - Local Payroll payments totalling \$7874.59
 - Transfers between High Yield and Official Account totalling \$200 000
- There is a surplus balance in the Student Resource Package of \$127 431
- Transfer from Official Account to Term Deposit - \$75 000

Westpac Purchasing Card payments be ratified

Gill: June \$1480.11 July \$622.83

Stephanie: June \$1439.79 July \$375.54

Bek and Sue's cards have now arrived and Stephanie's has been placed in the safe.

Passed: Merjem **Seconded:** Katrina

PARENT CLUB:

Discussion was had over having a second Zumba class as it is quite busy. The students are loving it. Thanks to all who come and get involved.
Fundraising money from the chocolate drive is coming in and 5c jars are in all rooms.

Passed: Gill **Seconded:** Katrina

GENERAL BUSINESS: Nil

Next meeting: Tuesday 6th September 2016 (changed to Tuesday due to the Arts Expo)