Westgarth Primary School
School Council Minutes

DATE: November 26th 2015

VENUE: Resource Room, Brooke St, 7.00pm

Attendees: Lynne Mackie, Annette Williams, Kate Copping, Anita Hannaford, Andrew Wear, Mark Dinning, Ian Maclean, Caroline Clow, Jessamy Miller, Graham Stevenson, Julie Carpenter, Susan Price

Apologies: Ully Merkel, Carolyn Shiels, Bettina De Chateaubourg, Emma Savage,

Guest: observers:

Chair: Mark Dinning for Ully Merkel

Secretary: Kate Copping for Carolyn Shiels

---

Previous Minutes

Motion: That the Minutes of the meeting held on the 22nd October be accepted.

Action: Can we get previous minutes included in the pack?

Carried  M. Annette  S. Anita

---

Essential Business 1 – Guest Judy McKinty
(Play Lady) to brief council prior to her report

Discussion:

Postponed until next meeting

Carried  M.  S.
### Essential Business 2 – Policies for ratification

- Confidentiality and Privacy
- Prevention of Bullying – Staff and Community Members

**Discussion:** Prevention of bullying policy: All issues raised by council have been addressed.

**Motion:** That School Council ratifies and endorses Prevention of Bullying – Staff and Community Members policy for ratification.

**Carried:** M: Ian S: Annette

**Discussion:** Confidentiality and Privacy Policy: Important for the school to have clarity in documents. Privacy and Confidentiality separated to reduce ‘murkiness’ when two combined into one policy. Privacy more about record keeping. Confidentiality Policy more about professionalism, mandatory reporting and keeping particular information confidential. Confidentiality policy to be updated to include staff, school council, students on placements, consultants and volunteers, where necessary. Some ICT parts of policy have also been updated.

**Motion:** That School Council ratifies and endorses the following policies for ratification: Confidentiality policy as amended and Privacy policy

<table>
<thead>
<tr>
<th>Carried</th>
<th>M. Caroline</th>
<th>S: Lynne</th>
</tr>
</thead>
</table>

### Essential Business 3 – School Council Elections

**Discussion:** Tabled timeline for school council election 2015

| Carried | M. | S: |
Correspondence

Late Correspondence – Letter from Douglas Conway to Richard Bolt and School council CCd.
Action: Listed but not tabled as it does not relate to a power or function of the school council.

Principal's Report

Discussion: Staffing update – congratulate Lynne and Carolyn on placement of all staff for 2015. Staff will be informed Friday as to their roles. Structural changes to school – smaller teams to allow for planning, more leadership. Spanish CLIL model, Spanish in Art and in Science. Class grade lists for classes are nearly complete. Teachers and students will meet their classes before the end of the year. Staff opinion survey back. One page overview. Mostly functioning at state average (considering events). Curriculum down and staff would like more collaboration.

Principal selection process and timeline. Will be advertised Week 4, term 1 (18\textsuperscript{th} Feb) next year. Use current documentation for process. Current school council will oversee process. Community criteria is responsibility of school council not criteria.

Strategic plan almost complete, draft version needs to be in to DEECD by Dec 31st.

Action: Review committee structure in first meeting of new school council

Action: Meeting with Don Wakely with new school council. May not be during a meeting, but outside schedule.

Action: Begin draft for community criteria. Graham will source some samples to begin. Draft final version early Feb. Andrew will formulate a description of what is required, to be emailed out on Friday to staff and parents. Particular leadership and context to the school.

Action: SC to meet Wednesday 3\textsuperscript{rd}, 7pm at Wesley Anne, High Street, Westgarth. Mark will book. Email all members separately to minutes.

Discussion: Building work to be conducted over holidays on staffroom project. Over budget.

Motion: That SC approves an increase to the staffroom project budget by $48000 for building works (due to escalation), by transferring previously budgeted capital works funds.

Discussion: Draft form of values distributed. Open for comment.

Action: Email values as draft to SC members

Carried

M. Graham  S. Julie
Finance Report

- Instrumental Music Program business model

**Discussion:** How the new teachers would be sought. Currently, flute, clarinet and guitar are taught at the school. Music options could be widened through this system.

Motion: That School Council accepts a user pays business model for the Instrumental Music Program from 2015 as discussed and presented to the Finance Committee.

Carried M: Anita S: Lynne

- Interim Budget 2015

**Discussion:** Interim budget as explained by Susan. Budget will be confirmed in Feb 2015. Increase in LOTE due to intro of new program

Motion: That School Council accept the Interim Budget 2015.

Carried M: Ian S: Anita

- Purchase Card – Card Holders and Credit Limit register

Motion: That School Council accepts the Purchase Card - Card Holders & Credit Limit Register as presented to the Finance Committee.

Carried M: Annette S: Graham

**Student Resource Package (SRP):** As at 31st October 2014 the SRP has a surplus of $124,000.

Motion: That the Finance report be accepted and recommendations endorsed and the financial statements for the month of October 2014 be accepted and all accounts approved for payment.

Carried M. Jessamy S. Annette
### Policy Subcommittee Report

**Discussion:** Still looking at Displan, OH&S slips, trips and Falls.

**Motion:** That the report as tabled be accepted.

**Carried All**

<table>
<thead>
<tr>
<th>M. Anita</th>
<th>S. Mark</th>
</tr>
</thead>
</table>

### Environment Subcommittee Report

**Discussion:** Mark tabled report on energy usage at the school and lighting refit.

**Action:** Environment committee will look into further.

Still working on master plan, note to go into newsletter. Building project still happening. Play lady still here, interviewed students today, report to come.

**Motion:** That the report as tabled be accepted.

**Carried All**

<table>
<thead>
<tr>
<th>M. Graham</th>
<th>S. Annette</th>
</tr>
</thead>
</table>

### OSHC Subcommittee Report

**Discussion:** Admin assistant (Casual) appointed. Handbook for 2015 finalised, given to 2015 prep parents. Will be given to other parents in 2015. OSHC growing.

**Motion:** SC acknowledge the work Mike and Maria have done in running a successful OSHC program.

**Carried:** M. Anita S. Caroline

**Action:** Julie write acknowledgement for newsletter in OSHC report

**Motion:** That the report as tabled be accepted and that the recommendations set out above are endorsed.

**Carried All**

<table>
<thead>
<tr>
<th>M. Lynne</th>
<th>S. Mark</th>
</tr>
</thead>
</table>
### Fundraising Subcommittee Report

**Discussion:** Will put something in newsletter for parents to thank them for contributions to fundraising throughout the year. Need to raise funds to help school in many areas. State some of the things fundraising has been used for this year, and what it will go to next year. Suggestion – put pie chart in newsletter. Graham will chase up.

Graham will come back in Feb with recommendations on where money could go.

Fundraising calendar will be presented to council in February.

**Motion:** That the report as tabled be accepted.

<table>
<thead>
<tr>
<th>Carried All</th>
<th>M. Anita</th>
<th>S. Julie</th>
</tr>
</thead>
</table>

### Safe Travel Working Party Report

No report

<table>
<thead>
<tr>
<th>Carried All</th>
<th>M.</th>
<th>S.</th>
</tr>
</thead>
</table>

### Westgarth Parents & Friends Report

**Discussion:**

Nothing to report

**Recommendations:**

**Motion:** That the report as tabled be accepted.

<table>
<thead>
<tr>
<th>Carried All</th>
<th>M.</th>
<th>S.</th>
</tr>
</thead>
</table>
Westgarth Kindergarten Report

Discussion: Thank you for loan of chairs for screening and AGM. Cake stall at election

Motion: That the report as given be accepted.

Carried All

M. Andrew

S. Jessamy

General Business 1

Business Arising from previous minutes:

Items Arising from the meeting:

Carried

M.

S.

Next meetings

School Council: Wed. 25th February 7.00pm Resource room
Finance Subcommittee: Wed. 18th February 8.30am Resource room
Policy Subcommittee: Wed. 11th February 8.30am Resource room
Environment Subcommittee: Thur. 12th February 5.00pm Resource Room
OSHC Subcommittee: Wed. 11th February 1.50pm WEB AP’s Office
Fundraising: Wed. 11th February 7.30 pm TBC
Safe Travel Working Party:

Meeting closed: 9.05