Westgarth Primary School
School Council Minutes

DATE: October 22nd 2014

Venue: Resource Room, Brooke St, 7.00pm

Attendees: Lynne Mackie, Carolyn Shiels, Emma Savage, Annette Williams, Kate Copping, Mark Dinning, Graham Stevenson, Julie Carpenter, Bettina De Chateaubourg.

Apologies: Grace Conway, Anita Hannaford, Ully Merkel, Ian Maclean, Caroline Clow, Jessamy Miller, Andrew Wear

Guest: Sally Moxham

Observers:

Chair: Emma Savage
Start Time: 7.10pm

Secretary: Carolyn Shiels

Previous Minutes

Motion: That the Minutes of the meeting held on the 3rd September be accepted.

Carried | M. Kate | S. Lynne
Discussion: Presented by Graham / Lynne

Credit must go to the staff for the work they have contributed to the preparation of the draft strategic plan as tabled.
2015 will see a change to the leadership structure with a focus on distributive leadership across the school and the development of the capacity of team leaders.
Staff have been working on the 5 Values and developing consensus.
Graham has contacted Donald Walkley, (refer the email as tabled) to utilize his expertise. Westgarth Primary School Governing Renewal Project: Our School, Our Future.

Action:
1. Circulate Draft 5 to all School Council members. Next week provide 2 dates and times for interested school council members to meet with the staff Working Party to canvas parent feedback. (Lynne)

2. Forward the draft document to Dr David Gurr to see if it captures the essence of his findings as a critical friend. (Graham)

Motion: School Council would like to acknowledge and thank the staff for their efforts in the preparation of the draft strategic plan to date.

Carried  
M. Emma   S. Julie
Discussion:

Graham unpacked the data giving an explanation as to how to interpret the results, number of participants and the selection process. Graham provided guidance as to how School Council members may wish to respond to any questions from the community in respect to the survey.

Parent Opinion Data will be placed on the DEECD website.

School Council acknowledges and recognizes the work undertaken by the staff under difficult circumstances and their on-going commitment to the school.

Correspondence

Late In: Tabled correspondence from Dr Desiree Yap

Action: Graham will respond to this correspondence on behalf of School Council. He will seek clarity from DEECD to publish a statement in the newsletter moving forward in regard to the current leadership structure.

Motion: That the correspondence be accepted.
Principal's Report

Discussion:

Graham outlined the following;

Straight grades for 2015 across the school with smaller teams.
Introduce a new role of a data manager. Increase role clarity, distributive leadership, role descriptions and increased accountability in line with teacher standards.
Two Languages Spanish teaching positons have been advertised on Recruitment on Line and communication has also been directed to the Spanish Network. The decision was made to advertise as teacher class not graduate class.
Graham outlined possible educational changes to school governance and principal selection panels.
Possibility of the establishment of an Education Sub-Committee for 2015

Graham apologized for missing the fete due to unforeseen circumstances. He congratulated the community and acknowledged the hard work of the parents on the success of the day.

Motion: That School Council accepts the Principals report as presented on the night.

Carried

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<th>S. Annette</th>
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**Finance Report**

Discussion: Presented by Julie

SRP is in surplus of $126K. Graham outlined the need for a surplus and with the current staff size he was comfortable with this surplus moving forward.

Action: Information to be presented via the newsletter in the next couple of weeks outlining projects and spending completed in 2014 and proposed spending for 2015. Aiming to provide more information around the spending of locally raised funds to the school community.

Julie outlined the discussion regarding the decision to increase the fee structure for 2015.

Motion: That the Consumables component of 2015 Family Payments be increased by $3 and the Excursion and In-House activities payment by $5.

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

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**Policy Subcommittee Report**

Discussion: Presented by Lynne.

Relating to the Prevention of Bullying Staff and Community Members.
- Paragraphing to be reformatted
- Other appropriate actions under each stakeholder pg. 3
- Natural Justice
- Interim Measures
- Violence suggestion if the behavior warrants it will be reported to the police.
- Finer tuning required.

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- 10 minutes extension request by the Chair. All agreed.
Environment Subcommittee Report

Discussion: Presented by Mark

- Staffroom extension and refurbishment of the administration area are progressing to tender and will be completed during the next term break.
- Rotundas are waiting for the builder to quote.
- Drop box of all maps/ survey have been completed. Discovery of the history of the school uncovered during this process. Brooke Street annex built in 1975.
- Bruce getting quotes for the survey for the Master Plan

Action: Carolyn to provide Mark with BER (WEB) information.

Thank you to Mark and the team as scanning and sorting all maps and documents it was a huge task.

Motion: That the report as tabled be accepted.

Carried All

OSHC Subcommittee Report

Discussion: Presented by Julie.
Succession planning for the administrative role in the OSHC program. This will begin Monday and will build the capacity of existing casual staff.
Installation of a new TV has been very popular, the staff are running artwork and student activities through the TV during each session and has been very popular this both students and parents.
Possible increase of $1.00 per student in the afternoon session only during 2015.
Set and forget to be highlighted on the front cover of the handbook in colour.
All cash payments to be handed to the school office rather than the OSHC office.

Action: Carolyn to investigate the condition of the existing floor covering and determine if it needs replacing. If it is to be replaced then preference is for non-slip section in front of the main door.

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

Carried All

Carried All
# Fundraising Subcommittee Report

**Discussion: Presented by Annette**

Donation register has been established. 
Handover documentation has been prepared and is in place after consultation with the administrative staff. 
Analysis of fundraising and the role of fundraising eg is it fiscal, community spirit, student engagement etc. To determine the value of each event.

**School Council acknowledges the fete team and volunteers who worked tirelessly to achieve outstanding results and community engagement during the rollout of the fete.**

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

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# Safe Travel Working Party Report

**Discussion: Presented by Sally Moxham.**

Sally has met with Heidi and Andy re travel to school survey. Deficiencies in the survey. 
The Darebin Council has been approached regarding the possibility of making a funding contribution. 
Through the council engineer some minor upgrades have been achieved. The Mayor has been approached re -funding of the broader issues. 
Bike and Blend was an opportunity for community members to complete surveys at the fete. Only about 30 surveys were completed. 
A funding request was presented to purchase the software license (Fluid Survey) that was used by the Languages Working Party. 
This collection of survey data would be fed back to School Council. The survey would encompass a radius of 5 km. Skills may be required to ask effective question via the survey. Eg. Bike education. Brooke Street congestion. 
TAC Grants are a possibility once the Safe Travel Working Party has analyzed the survey findings.

**Action: Information regarding the purchase of the software to be sought. Susan to complete an school order form once this information has been provided.**

**Motion: That School Council endorses the Safe Travel Working Party to purchase the software license as used by the (Languages Survey Committee) via the school.**

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Westgarth Parents & Friends Report

No report

Carried

M. S.

Westgarth Kindergarten Report

No report

Carried

M. S.

General Business 1

Business Arising from previous minutes:

Include mention of the school being open on the 3rd November in the Principals section of the newsletter. Action Graham/Lynne

Walk to school month; convey mindfulness to all students that not all students are in position to walk. Action Carolyn

Carried

M. S.

Next meetings

School Council: 26th November
Mark to Chair 7.00pm Resource room Kate to take minutes. Bettina snacks

Finance Subcommittee: 19th November
8.30am PResource Office

Policy Subcommittee: 12th November (TBC)
8.30am Resource room

Environment Subcommittee: 13th November
5.00pm Venue TBC

OSHC Subcommittee: 12th November TBC 1.50pm WEB Assistant Principal’s Office

Fundraising Subcommittee: 12th November
7.30pm Venue TBC

Safe Travel Working Party: 5th November
7.30pm Venue TBC

Wednesday 3rd December proposed End of year School Council Function Venue TBC (Lynne/Susan)

Meeting closed: 9.20pm