



## ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 22<sup>nd</sup> October 2020

Venue: Via Zoom

Time: 7pm

**Chairperson:** Andrew Gyopar

**Minute Taker:** Simon Horner

**Time Keeper:**

	Time	Item	Action (who)	Date due
1	7.00	Welcome, acknowledgement of country, and apologies  <b>Attendees:</b> Sam Casey, Edward Cook, Andrew Gyopar, Simon Horner, Haydn Janney, Andy Langridge, Inouk Mackay, Michael Newton, Nicole Richards, Susan Taylor, Jay Tucker.  <b>Apologies:</b> Charlie Cooper, Rosanna Grosso  A Quorum was present.		
2	7.05	<b>MINUTES of previous meeting of 10<sup>th</sup> September 2020:</b>  <b>Motion 2.1:</b> Move that these minutes be confirmed as true and correct of this meeting. Moved: Sam Seconded: Sue Carried.		
3	7.10	<b>CORRESPONDENCE</b>  <u>Inwards as listed:</u>  Nicole has received notification from our neighbour (corner of Mitford Street / Poet's Grove - that back on to the boundary next to the JLC) that they will be doing a renovation and have asked to put up a safety fence on our side of the fence. This has been agreed. School Council asked Nicole to please remind them about asking their builders not to use bad language on site and not to have anything overhang on to our grounds.  <u>Outwards as listed:</u>  None to report		

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		<p><b>Motion 3.1:</b> Move that Inwards Correspondence be received and Outwards confirmed.  Moved: Jay  Seconded: Inouk  Carried</p>		
4	7.20	<p><b>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</b></p> <p>Covered in Prin Report</p>		
5		<b>SUBCOMMITTEE REPORTS</b>		
5.1	7.20	<p><b>FINANCE</b></p> <p>Andrew presented the Finance Committee report.</p> <p>Solar panels investigation into whether they are working / offsetting our electricity bills is ongoing.</p> <p>The new DET parent payment template was discussed. Schools no longer need to have their own Parent Payment Policy, but are expected to adopt DET's guide and include the contents of the template in their communication to parents. Due to us following the previous policies well there is little we need to adapt for 2021. Simon and Deb will continue to work on this and term planners and present to Finance and Policy subcommittees.</p> <p><b>Motion 5.1.1:</b> Move that the Finance Committee Report be ratified individually and the minutes accepted.  Moved: Haydn  Seconded: Ed  Carried</p> <p><b>Motion 5.1.2:</b> Move that the September 2020 Financial Reports be accepted.  Moved: Haydn  Seconded: Andy  Carried</p> <p><b>Motion 5.1.3:</b> Move that the School Purchase Cards (ending 23<sup>rd</sup> August 2020) Financial Reports be accepted.  Moved: Ed  Seconded: Inouk  Carried</p>		

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		<p><b>Motion 5.1.4:</b> Move that the credits and amended 2020 Student fees be accepted.  Moved: Sam  Seconded: Michael  Carried</p>		
5.2	7.25	<p><b>STRATEGIC PLANNING</b></p> <p>Nicole presented the Strategic Planning report.</p> <p>Thanks to the Committee for working through the Child Safety Policies, and thank you to Sue for formatting and helping with wording.  The Bullying Prevention policy was finalised.</p> <p><b>Motion 5.2.1:</b> Move that the Child Safety Policies:</p> <ul style="list-style-type: none"> <li>• Statement of Commitment to Child Safety</li> <li>• Child Safe Environment Policy</li> <li>• Child Safety Code of Conduct</li> </ul> <p>be endorsed.  Moved: Sue  Seconded: Haydn  Carried</p> <p><b>Motion 5.2.2:</b> Move that the Strategic Planning Report and minutes be ratified individually and the minutes accepted.  Moved: Sam  Seconded: Sue  Carried</p>		
5.3	7.30	<p><b>OSHC - Out of School Hours Care</b></p> <p>Nicole presented the Teamkids report.</p> <p>Attendance is starting to go back up.</p> <p>Nicole thanked Liz and the team for moving from the Hall to the JLC, which was a lot of work, done seamlessly.</p> <p>Nicole to confirm with Sam &amp; Aaron regarding invoicing for hire from Term 4 Week 2.</p> <p><b>Motion 5.3.1:</b> Move that the Strategic Planning Report and minutes be ratified individually and the minutes accepted.  Moved: Sam  Seconded: Sue  Carried</p>	<b>NICOLE</b>	

	Time	Item	Action (who)	Date due
5.4	7.35	<p><b>ENVIRONMENT / GOUNDS DEVELOPMENT</b></p> <p>Jay presented the Environment &amp; Grounds report.</p> <p>Jay had Programmed from DET out to discuss the concept plan and quote on the back of the Senior School / basketball court area. Rocketbox landscapers are coming out next week to also quote on this area.</p> <p>The lack of market profit this year was raised and Jay answered that this was being taken into account, in that the plans may need to be adapted or another area selected.</p> <p>Nicole raised the Grounds Capital Works Grant outcome is still pending and that we should hear within the next two weeks. DET received over a thousand applications, the majority were probably for the smaller grants, but it was still considerably more than they expected.</p> <p><b>Motion 5.4.1:</b> Move that the Environment &amp; Grounds Development verbal Report be ratified individually and the minutes accepted.  Moved: Ed  Seconded: Sam  Carried</p>		
5.5	7.45	<p><b>COMMUNITY ENGAGEMENT / COMMUNICATION:</b></p> <p>No report presented.</p>		
		<b>REPORTS</b>		
6	7.45	<p><b>Principal's Report.</b></p> <p><u>Building works.</u>  The Senior School is almost complete, just a couple of touch ups from the defect walk around.  Staffroom internal works will be next. We are looking at partitioning the annex space for Sam's office and a concertina door for the meeting space.  The hall new roof is almost completed. The seats and pavers outside the hall have been restored. Internal floor works, painting and floor sanding and staining to be scheduled.</p> <p><u>DWB</u>  Nicole has pushed back on the VSBA and builders to run new pipes from the DWB as when it was built it was hooked up to old damaged pipes that have caused a number of leaks and toilet back-ups.</p>		

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		<p><u>Back to school.</u> Overall has been very successful with the kids happy to be back.</p> <p><u>Review</u> We are currently working our way through the review preparation. We are not sure how it will look in Term 1 2021 in terms of people visiting from other schools.</p> <p><u>Staffing</u> Marianne and Andrea will be retiring at the end of the year. Thank you to both for their years of dedication and work and best wishes for the future.</p> <p><u>Prep 2021</u> There will be six Prep grades next year. Schools are now allowed to host a kinder to prep transition programme with ten visitors at a time. Nicole and Christine will be working on how this will work.</p> <p><u>Tutors 2021</u> We have not yet received information from DET about what we will receive. It is likely to be linked to data and enrolment numbers.</p> <p><u>School Camps</u> New information received today is that regional schools can now attend regional camps. No camps this year for metro schools. Our teams have been amazing and proactive and are in the process of organising 'at school' camp experiences. Options for a different looking graduation are also being worked on.</p> <p><u>Newsletter</u> We are currently looking at using SponsorEd, our website provider's facility to have live link newsletters instead of sending out a pdf. This would be more compatible for devices and allow us to push out news on time and now not have the current two week lag between newsletters.</p> <p><b>Motion 6.1:</b> Move that the Principal's report be accepted Moved: Inouk Seconded: Ed Carried</p> <p>Andrew congratulated and thanked Nicole and all staff for going above and beyond during remote learning, and especially for taking on feedback from the first round of remote learning.</p>		
7		Next meeting: <b>TBC</b>		
8		Conclusion – Meeting closed at 8pm		