



## ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 18<sup>th</sup> June 2020

Venue: Staffroom

Time: 6.30pm

**Chairperson:** Andrew Gyopar

**Minute Taker:** Simon Horner

**Time Keeper:** Inouk Mackay

	Time	Item	Action (who)	Date due
1	6.30	Welcome, acknowledgement of country, and apologies  <b>Attendees:</b> Sam Casey, Charlie Cooper, Rosanna Grosso, Andrew Gyopar, Simon Horner, Haydn Janney, Andy Langridge, Inouk Mackay, Michael Newton, Nicole Richards, Jay Tucker.  <b>Apologies:</b> Edward Cook, Susan Taylor.  A Quorum was present.		
2	6.40	<b>MINUTES of previous meeting of 14<sup>th</sup> May 2020:</b>  <b>Motion 2.1:</b> Move that these minutes be confirmed as true and correct of this meeting. Moved: Rosie Seconded: Haydn Carried.		
3	6.45	<b>CORRESPONDENCE</b>  <u>Inwards as listed:</u>  None to report.  <u>Outwards as listed:</u>  Letter to parents was sent out on Konnective, thanking them for home learning and coming back on site.  <b>Motion 3.1:</b> Move that Inwards Correspondence be received and Outwards confirmed. Moved: Rosie Seconded: Jay Carried		

	Time	Item	Action (who)	Date due
4	6.55	<p><b>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</b></p> <p>It was noted that Natalie and Laurie have resigned from School Council and that Andrew or Nicole have approached them. It was discussed that there is now an opportunity for a co-opted member and that a Prep/Gr1 parent would be advantageous. There was also discussion around feedback from the Community not knowing who the School Council members are. It was suggested sending out snapshots of School Council members through the newsletter or via short looms. Nicole will send out a bio line.</p> <p>It was raised that now we are back face to face, Ralf, Prue, Sarah, Olivia could be invited to the next meeting.</p> <p>Nicole presented DET's online School Council training video. There are five modules covering the key functions of School Council, and It is highly recommended to do the training every two years. Nicole explained the module on Strategy may be useful for the review in Term 4.</p> <p>The review was discussed and Nicole explained the external members will be, our assessor, Craig Tanner, our SEIL, Coralee Pratt, and two challenge partners, Nevan Paleka Principal of South Yarra Primary School &amp; Chris Chant Executive Principal of Caulfield Grammar. The review will be made up of field days in classrooms, panels of parents, panels of children, and a review day. The results of the review help set up the next four year Strategic Plan.</p>	<p><b>Nicole</b></p> <p><b>Andrew / Nicole</b></p>	
5		<b>SUBCOMMITTEE REPORTS</b>		
5.1	7.00	<p><b>FINANCE</b></p> <p>Michael presented the Finance Report. Fees for term planner activities that did not take place due to remote learning at the end of Term 1 and through Term 2 have been credited to family statements. Simon thanked Deb Nelson for processing these so promptly. Andrew and Nicole will be writing a cover letter to go along with statements sent out to families in Term 3 to encourage payment of fees. Nicole raised that camps have reopened and Melinda has been looking at possible camp dates for Grade 6.</p> <p><b>Motion 5.1.1:</b> Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Andy Seconded: Sam Carried</p> <p><b>Motion 5.1.2:</b> Move that the May 2020 Financial Reports be accepted. Moved: Nicole Seconded: Haydn Carried</p>		

	Time	Item	Action (who)	Date due
		<p><b>Motion 5.1.3:</b> Move that the School Purchase Cards (ending 22<sup>nd</sup> April 2020) Financial Reports be accepted.  Moved: Charlie  Seconded: Rosie  Carried</p> <p><b>Motion 5.1.4:</b> Move that the amended 2020 budget be accepted.  Moved: Nicole  Seconded: Sam  Carried</p> <p><b>Motion 5.1.5:</b> Move that the amended 2020 fees be accepted.  Moved: Rosie  Seconded: Inouk  Carried</p>		
5.2	7.15	<p><b>STRATEGIC PLANNING</b></p> <p>Rosie presented the Strategic Planning report.</p> <p>The Bullying Prevention Policy needed updating and the Committee have used the DET template as a framework. Examples will be added to help make it clear what is bullying and what is the difference between bullying and an incident. It was discussed that these examples will be clearly marked as such, and not limited to those included. This will be circulated at the next meeting.</p> <p>Rosie stated that the focus of the next Committee meeting will be to start working on the policies that need</p> <p><b>Motion 5.2.1:</b> Move that the Strategic Planning Report and minutes be ratified individually and the minutes accepted.  Moved: Haydn  Seconded: Charlie  Carried</p>	Rosie	
5.3	7.25	<p><b>OSHC - Out of School Hours Care</b></p> <p>Nicole presented the TeamKids report.  We have received information from DET that subsidies have been extended from 28<sup>th</sup> June to 12<sup>th</sup> July to cover holiday care. As of 13<sup>th</sup> July, return to families paying. TeamKids will communicate this to families.</p> <p><b>Motion 5.3.1:</b> Move that the OSHC report and minutes be ratified individually and the minutes accepted.  Moved: Rosie  Seconded: Inouk</p>		

	Time	Item	Action (who)	Date due
5.4	7.35	<p><b>ENVIRONMENT / GOUNDS DEVELOPMENT</b></p> <p>Jay presented a verbal Environment &amp; Grounds report from the meeting prior to tonight's School Council meeting.</p> <p>The Committee went over to look at Area 5, the new area for Grounds Master Plan works. Builders have confirmed that safety fence boundaries for future Prep Hall building repairs would not impact work in this area. Jeavons are creating a concept plan for Area 5, with input from the Play Team and with the priority being to correct uneven surfaces and make the area look aesthetically pleasing. Jay stated that we are hoping for the work to be undertaken in the Term 3 or Summer holidays as more fences and works on site would make long travel routes around buildings for children.</p> <p>Jay has been looking at the options for laying synthetic turf in front of the DWB. Two samples of synthetic turf were presented and the preference was for the longer 'grass'. An AstroTurf grant for \$4000 has been applied for to help cover the cost of this work.</p> <p>Nicole mentioned that there is also a DET \$500K grant which we will be applying for, and that would go towards our Grounds Master Plan. Applications for this close on the 14<sup>th</sup> August 2020.</p> <p>It was noted that future grounds spending will be also go through the Finance Committee.</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: Nicole  Seconded: Rosie  Carried</p>		
5.5	7.50	<p><b>COMMUNITY ENGAGEMENT / COMMUNICATION:</b></p> <p>Nicole presented the Community report.</p> <p>Nicole is waiting to hear back from City of Port Phillip about being able to park cars on the oval. Sam raised the concern that at certain times of the year we would not want cars on that area as it will get very muddy. We are likely to have two markets this year, and can still sell Christmas Trees. The Market Committee is constantly talking and ready to go.</p> <p><b>Motion 5.5.1:</b> Move that the Community Engagement Report and minutes be ratified individually and the minutes accepted.  Moved: Inouk  Seconded: Sam  Carried</p>		

	Time	Item	Action (who)	Date due
		<b>REPORTS</b>		
6	8.00	<p><b>Principal's Report.</b></p> <p><u>Staffing</u> Welcome to Sarah Lohmann (covering Nat's family leave) and Claudia Cooke (covering Adele in 2A) Chloe Lumsden and Jess Smith will be returning from family leave in Term 3.</p> <p><u>Remote Learning</u> Thank you to all staff who did a fantastic job getting remote learning up and running with such short notice.</p> <p><u>Curriculum Days</u> We have 3 days remaining this years, with the proposal to use: 13<sup>th</sup> July – Planning Day 28<sup>th</sup> August – Maths and Literacy focus 14<sup>th</sup> October – Respectful Relationships</p> <p><u>Reports</u> DET have mandated a change to reports. There will be a cover letter from Nicole explaining why they are different. The reports will be highly personalised and carefully and supportively worded, especially around remote learning.</p> <p><b>Motion 6.1:</b> Move that the Principal's report be accepted Moved: Andy Seconded: Haydn Carried</p>		
7		Next meeting: <b>13<sup>th</sup> August 2020</b>		
8		Conclusion – Meeting closed at 8.10pm		

**Future School Council Dates:**

13<sup>th</sup> August  
10<sup>th</sup> September  
22<sup>nd</sup> October  
26<sup>th</sup> November  
DEC TBA