



ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 13th August 2020

Venue: Via Zoom

Time: 5pm

Chairperson: Andrew Gyopar

Minute Taker: Simon Horner

Time Keeper:

	Time	Item	Action (who)	Date due
1	5.00	<p>Welcome, acknowledgement of country, and apologies</p> <p>Attendees: Sam Casey, Edward Cook, Charlie Cooper, Rosanna Grosso, Andrew Gyopar, Simon Horner, Haydn Janney, Andy Langridge, Inouk Mackay, Michael Newton, Nicole Richards, Jay Tucker.</p> <p>Apologies: Susan Taylor</p> <p>A Quorum was present.</p>		
2	5.10	<p>MINUTES of previous meeting of 18th June 2020:</p> <p>Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting. Moved: Sam Seconded: Michael Carried.</p>		
3	5.15	<p>CORRESPONDENCE</p> <p><u>Inwards as listed:</u></p> <p><i>OSHC Correspondence, it was decided to move to the OHSC agenda item at this point.</i></p> <p><u>Outwards as listed:</u></p> <p>None reported.</p> <p>Motion 3.1: Move that Inwards Correspondence be received and Outwards confirmed. Moved: Nicole Seconded: Rosie Carried</p>		

	Time	Item	Action (who)	Date due
4	5.25	<p>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</p> <p>None reported.</p>		
5		<p>SUBCOMMITTEE REPORTS</p>		
5.1	5.25	<p>FINANCE</p> <p>Andrew presented the Finance Committee report. Finance Committee have reviewed the June and July financial reports and fee receipts are around 25% down on this time last year. Budgets and spending are closed.</p> <p>The \$4000 turf grant was unfortunately unsuccessful. Nicole and team are working on a Minor Capital Grant for up to \$500K for school grounds works which aligns with our Grounds Master Plan. This closes tomorrow – 14/8. Nicole thanked Simon and Frank for their work compiling documents and photos for this.</p> <p>Motion 5.1.1: Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Sam Seconded: Jay Carried</p> <p>Motion 5.1.2: Move that the June 2020 Financial Reports be accepted. Moved: Ed Seconded: Rosie Carried</p> <p>Motion 5.1.3: Move that the July 2020 Financial Reports be accepted. Moved: Andy Seconded: Nicole Carried</p> <p>Motion 5.1.4: Move that the School Purchase Cards (ending 24th May 2020 & 22nd June 2020) Financial Reports be accepted. Moved: Haydn Seconded: Ed Carried</p>		
5.2	5.35	<p>STRATEGIC PLANNING</p> <p>No meeting to report.</p>		

	Time	Item	Action (who)	Date due
5.3	5.15	<p>OSHC - Out of School Hours Care</p> <p>Nicole gave a verbal OSHC report. TeamKids have moved to a one staff member working model as daily numbers of children attending is between 5 and 10. Nicole has raised concern with lone working and Liz has put a strategy in place, with the hall doors being closed and parents having to knock or phone for access. Questions were raised regarding whether the TeamKids worker needs a break and if there was a need for more adult eyes. Nicole answered that the lone worker model fits in with DET regulations and the National Quality Framework.</p> <p>TeamKids will be moving out of the hall next week and into the JLC middle space as building works will be starting soon in their space.</p> <p>TeamKids fees were raised, and Nicole explained that it is unlikely they will be paying fees under these circumstances and that she will qualify this for the next meeting.</p> <p>Motion 5.3.1: Move that the OSHC report and minutes be ratified individually and the minutes accepted. Moved: Jay Seconded: Rosie</p> <p><i>At this point, the meeting returned to agenda item 3</i></p>	NICOLE	
5.4	5.35	<p>ENVIRONMENT / GOUNDS DEVELOPMENT</p> <p>No Committee meeting to report.</p> <p>Nicole talked through the building works; The Senior School courtyard tree has survived thus far. The asphalt around the tree is porous and water tanks have been installed.</p> <p>Builders are painting all external window frames around the Senior School and this has already made an amazing difference to the look of the building.</p> <p>Walls in the library have been replastered and painted.</p> <p>Cracks in the office and classrooms have been repaired and painted.</p> <p>New carpets have been laid in classrooms.</p> <p>Junior Hall building has now been fenced off, ready for the underpinning and roof works to commence. The original plan was to focus on the staffroom next and leave the Hall until the summer holidays, but having very few children on site now has allowed the builders to change their plans.</p> <p>Jay stated that the Grounds Master Plan work for Area 5 is now on hold due to the change in builder's schedule, and that once the portables have gone the Senior School playground option will be revisited.</p> <p>All building works should be completed by end of Term 1 2021.</p>		

	Time	Item	Action (who)	Date due
		<p>Motion 5.4.1: Move that the Environment & Grounds Development verbal Report be ratified individually and the minutes accepted. Moved: Rosie Seconded: Haydn Carried</p>		
5.5	5.45	<p>COMMUNITY ENGAGEMENT / COMMUNICATION:</p> <p>No Committee meeting to report.</p> <p>Nicole explained that the new DET Operation Manual states that there should not be any community groups onsite, and therefore there will be no Elwood Farmers' Markets for the time being. The basketball rings have also been temporarily taken down in the hope of deterring people from coming on to the grounds.</p>		
		REPORTS		
6	5.50	<p>Principal's Report.</p> <p><u>Worker's Permits</u> Thank you to Simon for helping process the permits quickly for our onsite staff.</p> <p><u>Wellbeing</u> Leadership are trying to ensure the wellbeing of staff working at home, through helping to manage their workload and take breaks.</p> <p>There is a free webinar tonight by Heidi Rogers around mental health.</p> <p>Thank you to Michael for offering to make meals for families. Teachers will reach out to families.</p> <p>Julie Allen and Kathy Beckwith are taking garden produce to the Father Bob Foundation and eggs to PCYC.</p> <p><u>Enrolments</u> Prep enrolments for next year are looking good so far (102). We are working closely with the Kinder network around how we can help children transition to EPS.</p> <p><u>Grade 6 Leadership Projects</u> Projects are underway. One project is to fundraise for speakers out towards to Oval through doing sponsored reading.</p> <p><u>Review</u> Schools due their review in Term 3 have been postponed. No response as yet to our Review in Term 4.</p>		

	Time	Item	Action (who)	Date due
		<p>Motion 6.1: Move that the Principal's report be accepted Moved: Inouk Seconded: Jay Carried</p> <p>Andrew motioned a formal vote of thanks, seconded by Inouk, to all staff for their work and commitment during this difficult period.</p> <p>Charlie and Sam, on behalf of the staff thanked School Council for their comments and stated that it is greatly appreciated by the staff.</p>		
7		Next meeting: 10th September 2020		
8		Conclusion – Meeting closed at 6pm		

Future School Council Dates:

10th September
22nd October
26th November
DEC TBA