



ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 26th October 2023

Venue: Staffroom

Time: 6.30pm

Chairperson: Jeremy Hunt

Minute Taker: Simon Horner

Time Keeper:

	Time	Item	Action (who)	Date due
1	6.35	Welcome, acknowledgement of country, and apologies Attendees: Edward Cook, Matthew Forsyth, Rosanna Grosso, Simon Horner, Jeremy Hunt, Andrea Jackson, Ariana Peters, Silvia Torner Apologies: Andrew Gyopar, Nicole Richards, Jay Tucker, Mel Wilkins A Quorum was present.		
2	6.38	MINUTES of previous meeting of 28th July 2023: Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting. Moved: Matt Seconded: Andrea Carried.		
3	6.39	CORRESPONDENCE <u>Inwards as listed:</u> None to report <u>Outwards as listed:</u> None to report		
4	6.40	MAIN ISSUES / MOTIONS / GENERAL BUSINESS Team Kids – motion to move the increase to the OHSC fees to be deferred to out of meeting cycle, following clarification from Nicole/Simon as to the terms of Team Kids Agreement regarding fee increases and the process. *Following this meeting, Simon confirmed that the Team Kids agreement	Nicole / Simon	

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		<p>allows fee increases and that the process is to make the request in writing to School Council and provide the rationale/business case for the increase. Simon confirmed that Team Kids have followed this process by providing the documents to School Council.</p> <p>The fee increase was approved by all School Council members via email on the 31st October*</p> <p>Volunteering and the shortage of helpers was raised. It is felt that finding volunteers across the board; at Kitchen, Garden, Market, Fresh Fruit Friday, is a struggle at the moment. It was noted that there is enthusiasm for School Council to support volunteering through possibly attending Info Nights and Ed's suggestion/offer to put together a short video with the kids and current volunteers showcasing why people help out at EPS. It was discussed that volunteering communication could be tailored to grandparents and the wider Community. Discussion to be continued with Nicole, Community Engagement committee, SAKG team.</p>	All	
5		SUBCOMMITTEE REPORTS		
5.1	6.52	<p>FINANCE</p> <p>Jeremy presented the Finance Report.</p> <p>Parent Payment Arrangement contributions are down compared to this time last year. Nicole, Simon and Finance Committee have a number of ideas to try and raise contributions in 2024, such as Jeremy or another SC member attending Info Nights to talk to parents about the importance of their contributions and what they provide for the school.</p> <p>Difference in camp costs between year levels was discussed. There are a number of factors that determine the cost of a camp such as; different camps are attended, cohort size, types of activities that are provided, bus costs etc. The teachers work very hard to keep costs as low as possible to families.</p> <p>Jeremy, on behalf of School Council, thanked Kris Adair for organising the Fathers' Day fundraising event to raise money for Prostate Cancer Foundation AU</p> <p>Motion 5.1.1: Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Andrea Seconded: Ari Carried</p> <p>Motion 5.1.2: Move that the July 2023 Financial Reports be accepted. Moved: Matt Seconded: Silvia Carried</p>		

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		<p>Motion 5.1.3: Move that the August 2023 Financial Reports be accepted. Moved: Ed Seconded: Silvia Carried</p> <p>Motion 5.1.4: Move that the September 2023 Financial Reports be accepted. Moved: Ari Seconded: Rosie Carried</p> <p>Motion 5.1.5: Move that the School Purchase Cards (ending 22nd June 2023, 23rd July 2023, and 22nd August 2023) Financial Reports be accepted. Moved: Ed Seconded: Matt Carried</p> <p>Motion 5.1.6: Move that the profit & loss statement for Big Night Out and Fathers' Day Event be accepted. Moved: Ed Seconded: Andrea Carried</p> <p>Motion 5.1.7: Move that the Grade 4 camp charge be accepted. Moved: Rosie Seconded: Silvia Carried</p> <p>Motion 5.1.8: Move that the Parent Payment Arrangements for 2024 Prep and Grade 1 be accepted. Moved: Andrea Seconded: Matt Carried</p>		
5.2	7.21	<p>STRATEGIC PLANNING</p> <p>Rosie presented the Strategic Planning Report.</p> <p>The following Child Safety policies have been updated and were presented:</p> <ul style="list-style-type: none"> • Child Safety and Well-being Policy • Child Safe Standards Risk Register • Child Safety Responding and Reporting Obligations Policy and Procedures • Child Safety Code of Conduct – this policy requires School Council approval. <p>The Action Plan for Aboriginal Learning – Well Being and Safety was also presented.</p>		

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		<p>A number of other templates on DET's portal have been updated to ensure they align with the requirements in the new Child Safe Standards. These are:</p> <ul style="list-style-type: none"> • Student Wellbeing and Engagement Policy • Bullying Prevention Policy • Complaints Policy • Volunteers Policy • Visitors Policy • Digital Learning Policy • Yard Duty and Supervision Policy <p>Motion 5.2.1: Move that the Child Safety Code of Conduct be endorsed. Moved: Jeremy Seconded: Ari Carried</p> <p>Motion 5.2.2: Move that the Strategic Planning report be accepted. Moved: Ari Seconded: Ed Carried</p>		
5.3	7.27	<p>OSHC - Out of School Hours Care</p> <p>Team Kids fee changes discussed as part of General Business.</p>		
5.4	7.28	<p>ENVIRONMENT / GOUNDS DEVELOPMENT</p> <p>No report It was noted that School Council would like more information regarding market money and the Grounds Master Plan, and also plans for the Building Fund.</p>	Nicole / Grounds Committee	
5.5	7.30	<p>COMMUNITY ENGAGEMENT / COMMUNICATION:</p> <p>No report</p>		

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		REPORTS		
6	7.31	<p>Principal's Report.</p> <p>Rosie gave a verbal Principal Report.</p> <p><u>Fathering Project</u> There was a joint launch between EPS and Poet's Grove Kinder last week. Thanks to City of Port Phillip for donating \$500 to the launch. The event was very positive and well received, with 38 dads attending. We are planning to have an event each term next year with dads leading the events. Jeremy thanked Rosie for organising the launch.</p> <p><u>Green Day</u> Was earlier this week and highly successful - we can see the improvements around the school. Rosie acknowledged Jacq Vawdry and Sarah Lohmann for all their hard work organising the event.</p> <p><u>Grade 1 Dinner</u> Was really successful and well organised – the kids enjoyed the activities.</p> <p><u>Prep 2024</u> Ready Set Go is going well. We will have around 95 children in 2024 for Prep. We are currently in the process of meeting with their Kinders.</p> <p><u>Camps</u> The Grade 5/6 and Grade 3 camps were all really successful. Lots of happy and tired children – lots of great experiences and memories.</p> <p><u>World Teacher Day – tomorrow</u> We are holding a morning tea for staff.</p> <p>Ari reported on lots of positive projects from <u>Council Chambers</u> such as Buddy Improvements interviews. Ari commended G6 children for devising fun games each fortnight whereby inclusion and healthy relationships are promoted by having groups of children and who they normally interact with mixed up. And, congratulations to the <u>Maths Olympiads</u>, a really successful first year, which will continue in the future.</p> <p>Motion 6.1: Move that the Principal's report be accepted. Moved: Ed Seconded: Matt Carried</p>		
7		Next meeting: 23 rd November 2023		
8		Conclusion – Meeting closed at 7.52pm		