



ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 6th November 2025

Venue: Staffroom

Time: 6pm

Chairperson: Jeremy Hunt

Minute Taker: Simon Horner

Time Keeper:

	Time	Item	Action (who)	Date due
1	6.05	<p>Welcome, acknowledgement of country, and apologies</p> <p>Attendees: Charlie Cooper, Matthew Forsyth, Simon Horner, Jeremy Hunt, Andrew Julian, Ariana Peters, Nicole Richards, Vanessa Stevens, Mandy van Zanen</p> <p>Apologies: Zoe Aitken, Elena Delmercato, Rosanna Grosso, Andrea Jackson, Sarah Lohmann, Mel Wilkins</p> <p>A Quorum was present.</p>		
2	6.09	<p>MINUTES of previous meeting of 16th September 2025:</p> <p>Jeremy confirmed that he has emailed Chris Sargood and noted that School Council is happy with the dog's off leash process and we believe it was a fair outcome.</p> <p>Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting. Moved: Charlie Seconded: Vanessa Carried.</p>		
3	6.12	<p>CORRESPONDENCE</p> <p><u>Inwards as listed:</u></p> <p>Following Jeremy and Andrew approaching the media regarding the state of our buildings and the lack of communication on how works will be undertaken, Nicole received communication from our Senior Education Improvement Leader and Regional Director to state that media are not allowed on school premises. Shortly after these conversations the Victorian School Building Authority</p>		

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		<p>(VSBA) phoned Nicole to request a meeting to discuss building works at EPS. Jeremy reported that he got back in touch with the journalist to hold the story as we are now getting some traction from the VSBA.</p> <p><u>Outwards as listed:</u></p> <p>None reported</p> <p>Motion 3.1: Move that the Correspondence Report be ratified. Moved: Nicole Seconded: Ari Carried</p>		
4	6.22	<p>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</p> <p>Jeremy, on behalf of School Council, congratulated Nicole for being a runner up / finalist at the Victorian Principal of the Year Awards held on 24th October. Jeremy also thanked Andrew for getting the nomination going and making it possible. Nicole responded that it has been really lovely and that she has received so many congratulations and good wishes from staff, parents, kids, and members of the community.</p> <p>Jeremy and Andrew discussed getting back in touch with James Newbury to assist moving along / getting information regarding the Glen Huntley Road Crossing which has again gone very quiet.</p> <p>Motion 4.1: Move that the General Business Report be ratified. Moved: Charlie Seconded: Andrew Carried</p>	JEREMY / ANDREW	
5		SUBCOMMITTEE REPORTS		
5.1	6.29	<p>FINANCE</p> <p>Andrew presented the Finance Committee report.</p> <p>Production raised just over \$10K. Initially it was looking like there would a financial loss on Production, but due to selling 200 more tickets than expected, and raising over \$4K from the AC Crew T-shirts and the Video link sales the final outcome is extremely positive. The money raised will go toward the music program. Nicole mentioned that AC Crew are now helping school by doing Grade 4 Kitchen Garden Tea towels.</p>		

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		<p>Simon thanked Charlie for his great bus scheduling and bookings which saved a couple of thousand dollars on costs compared to two years ago.</p> <p>Parent Payment Arrangements for 2026 was discussed. Teachers, Level Leaders, Nicole and Simon have spent a lot of time costing 2026 activities and supplies to ensure our parent contributions are as accurate and transparent as they can be. It was decided to keep Co-curricular and Nurse at the same cost as 2025. Curriculum Contributions are very similar to 2025, with a couple costs going down slightly due to changes in excursions and incursions for 2026.</p> <p>Motion 5.1.1: Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Jeremy Seconded: Matt Carried</p> <p>Motion 5.1.2: Move that the September 2025 Financial Reports be accepted. Moved: Mandy Seconded: Andrew Carried</p> <p>Motion 5.1.3: Move that the School Purchase Cards (ending 24th August 2025) Financial Reports be accepted. Moved: Jeremy Seconded: Charlie Carried</p> <p>Motion 5.1.4: Move that the Profit & Loss for fundraising (Production and Mental Health Australia gold coin) be accepted. Moved: Ari Seconded: Jeremy Carried</p> <p>Motion 5.1.5: Move that the 2026 Parent Payment Arrangements: Curriculum Contributions for Prep to G6 be accepted. Moved: Nicole Seconded: Charlie Carried</p> <p>Motion 5.1.6: Move that the 2026 Parent Payment Arrangements: Other contribution (Co-curricular & Nurse) for Prep to G6 be accepted. Moved: Vanessa Seconded: Jeremy Carried</p> <p>Motion 5.1.7: Move that the 2026 Parent Payment Arrangements: Building & Library suggested Contributions for Prep to G6 be accepted. Moved: Matt Seconded: Ari</p>		

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		<p>Carried</p> <p>Motion 5.1.8: Move that the Finance Committee report be accepted. Moved: Mandy Seconded: Matt Carried</p>		
5.2	6.44	<p>STRATEGIC PLANNING</p> <p>No meeting / report.</p>		
5.3	6.45	<p>OSHC - Out of School Hours Care</p> <p>Nicole gave a verbal OSHC report.</p> <p>Nicole gave a huge thank you to Team Kids for their continued flexibility with the reduced Hall space and the recent Grade 2 Sleepover.</p> <p>Nicole has spoken with TK Tuckshop, following feedback from the community, we will not be continuing with them as the lunch provider in 2026. Team Kids will honour the 2025 donation already made to us, but it was agreed not to donate in 2026. TK Tuckshop will credit any balances back to families at the end of the year.</p> <p>EPS will return to Renatta Catering in 2026. Renatta Catering have agreed to make a \$4K donation to EPS and they have offered to supply the school with top-up food for kids who have forgotten lunches / welfare needs.</p> <p>Motion 5.3.1: Move that the OSHC report be accepted. Moved: Andrew Seconded: Mandy Carried</p>		
5.4	6.52	<p>ENVIRONMENT / GOUNDS DEVELOPMENT</p> <p>Andrew gave a verbal Environment and Grounds report.</p> <p>Liam McArdle, Senior Project Officer from the VSBA visited the school on the 23rd October and met with Nicole, Jeremy, Andrew, Simon and Frank to discuss our damaged buildings. A number of commitments were made, which we have put in writing and sent to the VSBA following the meeting, no reply as of yet.</p> <p>The timeline we have been told is that the engineer's report is due in October to the VSBA and there will be a meeting in November with EPS, the VSBA and the Architects.</p>		

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		<p>Andrew spoke with James Newbury, and he has stated that he would like to make an election commitment for EPS.</p> <p>Andrew will be meeting with Mary Jeavons next week to look at a scope of work and a visual/plan of what 1 to 2 million dollar project would look like.</p> <p>Nicole reported that we have engaged local First Nations Artist Bayley Mifsud (Merindah-Gunya Art) to work on a mural for the Senior School wall facing the basketball courts. The works will be on hold until all VSBA repairs/underpinning works have been completed,</p> <p>Motion 5.4.1: Move that the Environment & Grounds Development verbal update be accepted. Moved: Jeremy Seconded: Ari Carried</p>		
5.5	7.09	<p>COMMUNITY ENGAGEMENT / COMMUNICATION:</p> <p>Nicole gave a verbal Community Engagement report.</p> <p>Thank you to Rose, Emma and the Market Committee for organising a scaled back November market due to the upcoming long weekend. Rose will be leaving EPS at the end of this year. We thank her for all her time and effort coordinating our markets. Rose has offered to attend the first couple of 2026 markets to help support Emma.</p> <p>Next year there will be eight markets instead of seven as the February market date falls at the end of week 2 Two of the markets will fall on long weekends.</p> <p>Motion 5.4.1: Move that the Community Engagement report be accepted. Moved: Charlie Seconded: Andrew Carried</p>		
		REPORTS		
6	7.14	<p>Principal's Report.</p> <p>Nicole presented her Prin Report.</p> <p>Staffing & Grades We are in a good position of having a very stable staffing profile. 2 teachers are currently on contract and we will be in the position of</p>		

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		<p>offering them ongoing at EPS next year. Although not locked in as yet, there will be movement of teachers and year levels according to staff priorities and placement requests.</p> <p><u>Grade numbers for 2026</u> Prep = 85 (4 classes) Grade 1 = 84 (4 classes) Grade 2 = 85 (4 classes) An average of 21 per class – fitting to the Agreement in the Junior School</p> <p>Grade 3 = 73 (3 classes) Grade 4 = 91 (4 classes) Grade 5 = 112 (5 classes) Grade 6 = 68 (3 classes) An average of 22 per class – fitting to the Agreement in the Senior School</p> <p><u>Specialist profile</u> remains the same.</p> <p><u>Sam from Kitchen and Garden</u> will be retiring at the end of the year. We will celebrate her and her 10 years as a volunteer to start with and then as a key staff member in the heart of our school. Sam, along with the SAKG staff, has been instrumental in creating a fun, safe and nurturing space for the children of Elwood where they learn so much about seasonal foods and trying out these out with the wonderful menu they create alongside the volunteers. With class numbers in Grade 3 and 4 changing, we will be able to accommodate all classes with Joelene.</p> <p>We welcome Sam Casey back as a classroom teacher in 2026 after his leave this year.</p> <p><u>Grade 1 Dinner and Grade 2 sleepover</u> were wonderful. A huge thanks to the team of teachers, Aides and additional teachers in various grades who gave up their time to make this happen.</p> <p><u>Literacy Focus:</u> As a school last year and this year we committed to implementing a Synthetic Systematic Approach to teach Phonics for decoding (reading) and encoding (spelling) explicitly in our Prep, One and Two classes. Using PLD's (Promoting Literacy Development) scope and sequence we have seen significant improvement in student outcomes in reading and spelling and even more targeted teaching occurring which addresses identified gaps in students knowledge.</p> <p>The significant results of this successful implementation is to be celebrated, along with the dedication and professional learning that our Junior School teachers have participated in and taken on board this year.</p> <p>Regular assessments and tracking has enabled our teachers to have an even clearer understanding of where each child is with their learning and</p>		

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		<p>where cohort gaps may be evident, which than guides the lesson planning. We are also seeing evidence that the reading and spelling data is more aligned and transferring to independent writing within the Writers Workshop.</p> <p>The Decoding data from Term 1 to Term 4 shows that our Grade 1 students have increased significantly the amount of words that they can read independently. A majority of our Grade 1 students are currently able to decode words that are at the end of Year 2 level. Our Grade 2 students have also seen a large shift in all students' data for decoding. The vast majority of Grade 2 students data is sitting at the middle of Year 3.</p> <p>Sara, along with Rosie, have been instrumental in this shift, offering support through coaching, regular and consistent PD, modelling and assisting in planning and implementation. Sara is also dedicating some of her time to work with Phonic extension groups in Grade 1 and 2 each week as well as offering one on one and small group support for students who are tracking below standard.</p> <p><u>Dates of note:</u> 19th Nov – Prep 2026 Information Night 4th Dec – EPS End of Year Picnic 5th Dec – Colour Fun Run 6th Dec – Market 9th Dec – Transition/Step Up day 10th – 12th Dec – Grade 4 Camp 15th Dec – Grade 6 Graduation Dinner and Ceremony 18th Dec – Grade 6 Big Day Out 19th Dec – End of term</p> <p>27th & 28th Jan 2026 – Curriculum and Planning Days (Staff return) 29th Jan 2026 – Kids return</p> <p>Motion 6.1: Move that the Principal's report be accepted Moved: Jeremy Seconded: Andrew Carried</p>		
7		Next meeting: Wednesday 10 th December 2025		
8		Conclusion – Meeting closed at 7.36pm		