



## ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Tuesday 21<sup>st</sup> March 2023

Venue: Via Zoom

Time: 6.00pm AGM

**Chairperson:** Jeremy Hunt

**Minute Taker:** Simon Horner

**Time Keeper:**

	Time	Item	Action (who)	Date due
1	6.00	<p>Welcome, acknowledgement of country, and apologies</p> <p><b>Attendees:</b> Edward Cook, Charlies Cooper Rosanna Grosso, Simon Horner, Jeremy Hunt, Nicole Richards, Jay Tucker, Mel Wilkins Kate Burrell, Matthew Forsyth, Andrea Jackson</p> <p><b>Apologies:</b> Andrew Gyopar, Ariana Peters, Silvia Torner</p> <p>A Quorum was present.</p> <p><b>AGM</b> – Nicole presented the draft Annual Report.</p> <p>Nicole welcomed Kate, Matthew and Andrea, and talked thorough the role of School Council and the different sub-committees.</p> <p><b><u>School Council President and Vice President election.</u></b></p> <p>Nicole explained the roles and nomination process.</p> <p><b>School Council President</b> <b>Andrew</b> self nominated. Seconded by Mel No further nominations, carried.</p> <p><b>School Council Vice President</b> <b>Jeremy</b> self nominated. Seconded by Ed No further nominations, carried.</p> <p>Nicole congratulated Andrew and Jeremy and then handed the meeting over to Jeremy to chair. Jeremy welcomed all new/potential members to School Council.</p>		

	Time	Item	Action (who)	Date due
2	6.58	<b>MINUTES of previous meeting of 24<sup>th</sup> February 2023:</b>  <b>Motion 2.1:</b> Move that these minutes be confirmed as true and correct of this meeting. Moved: Ed Seconded: Charlie Carried.		
3	7.01	<b>CORRESPONDENCE</b>  <u>Inwards as listed:</u>  Letter from James Newbury to Nicole regarding the question he has raised with the Education Minister regarding equity/inclusion at Elwood PS.  Ed requested contact details for Vic Roads to follow up with the Glen Huntly Road crossing.  <u>Outwards as listed:</u>  None to report.	NICOLE	
4	7.09	<b>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</b>  Mel gave an update regarding an OT visit and accessibility at EPS. There was discussion around school should be inclusive and accessible to all. However, there are a number of issues, in particular in the Senior School relating to access – doors/toilets/stair lift – and the need for a passenger lift. This report will form part of the evidence in the application to DET's Accessible Building Program for a passenger lift in the Senior School. The possibility of doing a directed article / approaching the media was also discussed.		
5		<b>SUBCOMMITTEE REPORTS</b>		
5.1	7.21	<b>FINANCE</b>  Jeremy presented the Finance Committee report.  In terms of parent contributions we are travelling well compared to this time last year.  Following the Census of student numbers at the end of February, there was little change and therefore only minor financial impact and change from the Indicative Budget to the confirmed 2023 Budget.		

	Time	Item	Action (who)	Date due
		<p><b>Motion 5.1.1:</b> Move that the Finance Committee Report be ratified individually and the minutes accepted.  Moved: Jay  Seconded: Ed  Carried</p> <p><b>Motion 5.1.2:</b> Move that the February 2023 Financial Reports be accepted.  Moved: Nicole  Seconded: Rosie  Carried</p> <p><b>Motion 5.1.3:</b> Move that the updated 2023 Budget &amp; Cash Flow Statement be accepted.  Moved: Mel  Seconded: Charlie  Carried</p>		
5.2	7.30	<p><b>STRATEGIC PLANNING</b></p> <p>Rosie gave a verbal Strategic Planning report.</p> <p>Rosie presented the Asthma Policy. Asthma was previously part of the First Aid policy and is not a mandated DET policy, however, due to the number of asthmatic children, Nurse Sue and Katie felt we should have a separate policy covering this condition.</p> <p><b>Motion 5.2.1:</b> Move that the Asthma Policy be endorsed.  Moved: Mel  Seconded: Ed  Carried</p> <p><b>Motion 5.2.2:</b> Move that the Strategic Planning verbal update be accepted.  Moved: Ed  Seconded: Jay  Carried</p>		
5.3	7.36	<p><b>OSHC - Out of School Hours Care</b></p> <p>Nicole presented the OSHC report.</p> <p>Nicole met with Mark and Jackie from TeamKids. TeamKids would like to donate to a fundraiser – they will speak to Brooke who is organising the</p>		

	Time	Item	Action (who)	Date due
		<p>Big Night Out.</p> <p><b>Motion 5.3.1:</b> Move that the OSHC verbal update be accepted.  Moved: Rosie  Seconded: Mel  Carried</p>		
5.4	7.40	<p><b>ENVIRONMENT / GOUNDS DEVELOPMENT</b></p> <p>Jay gave a verbal Environment and Grounds report.</p> <p>The assembly area turf that was damaged by the burst water mains will be replaced over the Term 1 holidays.</p> <p>The shade sail poles have been extended by RocketBox free of charge. The cost for the new sail will be around the \$2/3K mark.  Frank is organising for companies to come out and quote on works to secure/restrict access to the JLC roof.</p> <p><b>Motion 5.4.1:</b> Move that the Environment &amp; Grounds Development verbal update be accepted.  Moved: Charlie  Seconded: Nicole  Carried</p>		
5.5	7.49	<p><b>COMMUNITY ENGAGEMENT / COMMUNICATION:</b></p> <p>Nicole stated that there was no report to present.</p> <p>Next market is 1<sup>st</sup> April.</p>		
		<b>REPORTS</b>		
6	7.50	<p><b>Principal's Report.</b></p> <p>Nicole presented the draft <u>Annual Report</u> again.</p> <p>There was discussion around Teacher judgements. Nicole explained that Teacher Judgement is more holistic, NAPLAN is 40 minutes on one day. Jeremy asked if it was possible to see data change over years. Nicole replied that her and Jay can provide that, but it is not shown as part of the Annual Report.</p> <p><u>Time in Lieu (TIL)</u>  Nicole reported that we are managing TIL so that activities and events such as Production, Sleepover, Camps are all happening this year.</p>		

	Time	Item	Action (who)	Date due
		<p>Charlie thanked Nicole on behalf of the teachers for organising TIL so that all activities can happen.</p> <p><b>Motion 6.1:</b> Move that the Annual Report be accepted.  Moved: Charlie  Seconded: Nicole  Carried</p> <p><b>Motion 6.1:</b> Move that the Principal's report be accepted  Moved:  Seconded:  Carried</p>		
7		Next meeting: 25 <sup>th</sup> May 2023		
8		Conclusion – Meeting closed at 8.15pm		