



ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 15th June 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: Kate Burrell, Edward Cook, Matthew Forsyth, Simon Horner, Jeremy Hunt, Ariana Peters, Nicole Richards, Mel Wilkins Apologies: Charlie Cooper, Rosanna Grosso, Andrew Gyopar, Silvia Torner, Jay Tucker A Quorum was present. Nicole talked through the Improving School Governance Factsheet. | | |
| 2 | 6.41 | MINUTES of previous meeting of 21st March 2023: Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting. Moved: Mel Seconded: Ed Carried. | | |
| 3 | 6.44 | CORRESPONDENCE <u>Inwards as listed:</u> None to report. <u>Outwards as listed:</u> None to report | | |
| 4 | 6.46 | MAIN ISSUES / MOTIONS / GENERAL BUSINESS Nicole discussed the Annual Implementation Plan (AIP). The AIP comes from the 4 year Strategic Implementation Plan, of which we are currently 2.5 years through. The focus for this year is writing, numeracy and student voice. There is a 6 month review in the AIP document that has been circulated. This review is formed through self evaluation, using | | |

| | Time | Item | Action (who) | Date due |
|-----|------|---|-----------------|----------|
| | | <p>NAPLAN data and teacher assessments and judgements. At the end of the year there will be an AIP reflection with the results formed in consultation with our SEIL.</p> <p>There was discussion around investigations and how it progresses through the years at EPS. Nicole talked through how investigations links to numeracy and literacy and how teachers mediate and question learning.</p> | | |
| 5 | | SUBCOMMITTEE REPORTS | | |
| 5.1 | 7.13 | <p>FINANCE</p> <p>Jeremy presented the Finance Committee report.</p> <p>We have been successful in obtaining a \$25K Federal grant to create a shade structure in the Kitchen Garden area. This should be completed by the end of the year.</p> <p>Parent contributions are tracking similar to this time last year.</p> <p>Following positive reaction to releasing Parent Payment Arrangements the end of 2022 for 2023 Preps, we plan to repeat it this year for the new 2024 Preps and the current Preps going in to Grade 1 in 2024.</p> <p>Motion 5.1.1: Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Nicole Seconded: Mel Carried</p> <p>Motion 5.1.2: Move that the March 2023 Financial Reports be accepted. Moved: Jeremy Seconded: Mel Carried</p> <p>Motion 5.1.3: Move that the April 2023 Financial Reports be accepted. Moved: Ed Seconded: Kate Carried</p> <p>Motion 5.1.4: Move that the May 2022 Financial Reports be accepted. Moved: Mel Seconded: Nicole Carried</p> | | |

| | Time | Item | Action (who) | Date due |
|-----|------|---|-----------------|----------|
| | | <p>Motion 5.1.5: Move that the School Purchase Cards (ending 22nd February 2023 and 22nd March 2023) Financial Reports be accepted. Moved: Ari Seconded: Ed Carried</p> <p>Motion 5.1.6: Move that the School Purchase Cards (ending 23rd April 2023) Financial Reports be accepted. Moved: Ed Seconded: Mel Carried</p> <p>Motion 5.1.7: Move that the profit & loss statement for Wear it Yellow Day be accepted. Moved: Ari Seconded: Matt Carried</p> | | |
| 5.2 | 7.30 | <p>STRATEGIC PLANNING</p> <p>Nicole gave a Strategic Planning verbal report.</p> <p>Nicole talked through the new Uniform Policy from DET for endorsement. The question of helping families in need with uniform was raised, to which Nicole discussed that we have a few ways of supporting families. Firstly, we can apply to State School Relief on the families behalf which will provide items of clothing, secondly, the 2nd hand uniform shop has a number of good quality items – we do waive the \$5 charge per item for families in need, and thirdly, the uniform does not have to have a logo, items can be purchased cheaper at other retail stores compared to PSW.</p> <p>Nicole talked through the new DET enrolment procedures, timelines and forms. For Year 6 – 7 transition, government schools can not ask to sit a test/show NAPLAN results until the child is enrolled.</p> <p>Motion 5.2.1: Move that the Uniform Policy be endorsed. Moved: Mel Seconded: Ari Carried</p> <p>Motion 5.2.2: Move that the Strategic Planning verbal update be accepted. Moved: Mel Seconded: Ari Carried</p> | | |

| | Time | Item | Action (who) | Date due |
|-----|------|---|-----------------|----------|
| 5.3 | 7.43 | OSHC - Out of School Hours Care No report. | | |
| 5.4 | 7.44 | ENVIRONMENT / GOUNDS DEVELOPMENT No report | | |
| 5.5 | 7.45 | COMMUNITY ENGAGEMENT / COMMUNICATION: Nicole has spoken with Brooke regarding the Big Night Out on 18 th August. Planning is going well, tickets will be on sale soon. The theme is Aspen. Motion 5.4.1: Move that the Community Engagement verbal report be accepted. Moved: Ari Seconded: Jeremy Carried | | |
| | | REPORTS | | |
| 6 | 7.49 | Principal's Report. Nicole presented the Principal's report: <u>Staffing:</u> Farewell to Chloe (SCS) on Maternity Leave. Thanks to Sarah Galbraith picking up Wednesdays and Jay for covering Mondays and Tuesdays. Welcome back to Adele – on her Return to Work program. Adele will be providing additional support for our EAL students. <u>Tutoring.</u> Tutoring: Thess and Maths Olympiad with excellent results: <ul style="list-style-type: none"> • our school getting into the top 10% (90th Percentile) • Oslo achieving the highest score • 1 of our students in the top 10 percent (90th percentile) and 8 students out of 20 achieving a "PATCH" in the top 25% (80thpercentile) The Tutoring Program with Dina, Steph E and Thess continues to support | | |

| | Time | Item | Action (who) | Date due |
|--|------|---|-----------------|----------|
| | | <p>around 50 students through the tutoring program. We have managed to target every student below benchmark. It looks like DET will continue to fund Tutoring in 2024.</p> <p><u>Events.</u></p> <ul style="list-style-type: none"> • Maths Night – A huge turn out for our Maths Night on Tuesday with our Teachers and kids leading parents and families through maths games and numeracy at home. Congratulations and thanks to Ari, Louisa and many staff who planned for this successful night. • Reconciliation Assemblies • Swimming Program • House Cross Country • Coaching with Literacy Consultant – Mardi Gorman with other schools being directed to visit us and see this in action. • Prep Tours have begun. • Indonesian Week • Ready Set Go already started with over 80 Kinder kids enrolled and enjoying their time in the prep rooms. • Successful launch of SeeSaw with Feedback protocols from teachers. Making learning visible and timely with written reports going out in last week of Term supporting this. • ELwood PS and Albert Park Sec won award from Melb Uni - Melb Graduate School of Education <p><u>Term 3.</u></p> <ul style="list-style-type: none"> • George Otero in Australia in August. We have organised some dates for staff professional development with him including Leadership Team, whole staff and a parent night (TBC) along with opening dialogue with other schools and the Wellbeing Community of Practice Team (Beachside Prins and APs) • Parent Teacher Meets and Greet Wed 23rd Aug • Production rehearsals as part of the Performing Arts Program culminating in the Whole School performance at The Palais 6th September • Big Night Out 18th August. <p><u>School Council Approvals:</u></p> <ul style="list-style-type: none"> • Curriculum Day – Tuesday 15th August – A day with George on Relational Teaching and Learning • Grade 6 Camp – Mon 11th – Wed 13th Sept • Grade 5 Camp – Wed 13th – Fri 15th Sept • Common PPD Pupil Free Day – Monday 6th Nov... day before Melb Cup | | |

| | Time | Item | Action (who) | Date due |
|---|------|--|-----------------|----------|
| | | <p>Motion 6.1.1: Move that the Principal's report be accepted Moved: Ed Seconded: Mel Carried</p> <p>Motion 6.1.2: Move that School Council Approval dates (Curriculum Day. Common PPD Pupil Free Day, Grade 5/6 Camp) be endorsed Moved: Mel Seconded: Ed Carried</p> | | |
| 7 | | Next meeting: 20th July 2023 | | |
| 8 | | Conclusion – Meeting closed at 8.15PM | | |