



Since 1899

Honour, Loyalty and Duty

**SCHOOL COUNCIL MEETING**  
**13 December 2016 (11/2016)**  
**AGENDA**

**ATTENDEES**

Kati Tonkin – Community Representative/Chairperson  
 Anna Taylor – Parent Representative/Acting Secretary  
 Brad Girando – Parent Representative  
 Andrew Streeton – Staff Representative  
 Sharon Downsborough – Staff Representative  
 Karen Lockyer - Principal

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	<p>Opening and welcome</p> <p><i>The meeting was opened by Kati Tonkin at 5.05pm</i></p>	
1.2	<p>Apologies/absentees</p> <p><i>Victoria Bingham – Community Representative/Secretary</i>  <i>Jane Forward – Parent Representative</i>  <i>Robyn Newman – Staff Representative</i></p>	
1.3	<p><i>Victoria was thanked by Kati for her time and work given over the last six years that she has served on the School Council. In particular, Kati thanked Victoria for her four years' service as Secretary, for her work on the visioning process (including a period as Acting Chair), and her willingness to contribute to Working Parties.</i></p>	
1.4	<p>Confirmation of agenda</p> <p><i>The Council confirmed the agenda</i></p>	CONFIRMED
<b>2.0</b>	<b>Disclosure of interests</b>	
2.1	<p>Nil disclosure</p>	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	<p>Review of Minutes of Meeting No. 10, 2016 (Attachment A)          The Chair presented to the Council the minutes of Meeting no.10 2016 for approval.</p> <p><i>The Council endorsed the minutes of Meeting no.10 as complete and accurate.</i></p> <p><i>Moved: Kati; Seconded: Brad</i></p>	CONFIRMED
3.2	<p><b>Actions arising/ongoing business:</b></p> <p>i) Vision and values: signage –          Brad has emailed Steven Catania regarding the agreement and provision of funds and is awaiting a reply. Prior to placing the order</p>	Ongoing

	<p>with Allmart, Kati will ask Victoria to confirm the font colour and size by email to Karen.</p> <p>ii) IPS transition: Terms of Reference and Code of Conduct – The updated Terms of Reference and Code of Conduct are displayed on the website. It was suggested that future uploads are done in a coordinated way and in PDF format. Meeting minute titles are to follow a protocol, which will be advised by Andrew. Minutes will be kept on the website for two years.</p> <p>iii) National School Opinion Surveys (item 4) -</p> <p>iv) Community Representative position (item 5) -</p> <p>v) Business Plan (item 6) -</p>	CONFIRMED
<b>4.0</b>	<b>National School Opinion Survey – parents</b>	
4.1	<p>Discussion of results (tabled in hard copy by Karen)</p> <p>60 families responded to the recent survey, which was fewer than the previous survey and considered a low response rate. The results were viewed and discussed.</p> <p>When reflecting on the results it was suggested that:</p> <ul style="list-style-type: none"> <li>• there is a need to promote the school’s successes and commitment to ongoing development more across the year;</li> <li>• parents may benefit from additional opportunities to hear about the core learning program;</li> <li>• the Open Night could be run earlier in the year in order to enable conversations between parents and teachers about their child’s learning, with the end of year event offering the assembly and movie night components;</li> <li>• the parent and student surveys should be viewed together</li> </ul> <p>It was discussed that in planning for future surveys there is a need to:</p> <ul style="list-style-type: none"> <li>• consider the timing of the survey delivery (eg. after Open Night if this is held earlier in the year);</li> <li>• look for ways to increase the response rate (e.g. incentives – Andrew suggested that if we include a question asking students to identify which years their children are in, the year group with the highest response rate could receive a reward);</li> <li>• investigate the possibility of allowing survey participants to include comments following their ratings; this would help to clarify the meaning of responses to some survey items.</li> </ul> <p>The results of the survey will be summarised by Karen and included in the annual report.</p>	CONFIRMED
<b>5.0</b>	<b>Community Representative position</b>	
5.1	<p>Discussion of nominations received; appointment of new Community Representative, 2017-2019 (Attachment C)</p> <p>One nomination was received and discussed. The process will be re-opened with nominations to close at the end of week 2, term 1 2017. Kati will contact the nominee to thank her for her nomination and advise her of the extended timeline.</p>	Ongoing
<b>6.0</b>	<b>Business Plan</b>	
6.1	Update from staff (Attachment D); mapping of document; assignment of writing tasks	Ongoing

	<p>Andrew outlined that the focus areas for the Business Plan have been agreed by staff and mirror the areas with the <i>Department of Education Focus 2017</i> document. Council agreed with staff that this is a desirable approach.</p> <p>Possible targets for Focus area 1 (Success for all Students) were discussed in some detail.</p> <p>When discussing targets and milestones, it was suggested by members that:</p> <ul style="list-style-type: none"> <li>• targets should be carefully selected, broad and achievable;</li> <li>• current level of students should be taken into consideration;</li> <li>• data from a range of sources (e.g. NAPLAN, ACER SE Survey, attendance) is valuable);</li> <li>• the language of the targets needs to be carefully selected so that it can be understood by a variety of audiences, including parents;</li> <li>• term 1 whole class parent meetings may be suitable way of disseminating information to the community about school priorities.</li> </ul> <p>Kati suggested a working party in moving forward to establish the Business Plan. Karen suggested it may be helpful to divide the plan into two sections:</p> <ol style="list-style-type: none"> <li>1. Introduction, context and vision</li> <li>2. Mapping out of the focus areas, targets and milestones</li> </ol> <p>It was agreed that community and parent representatives would draft section 1 and the school administration representatives would draft section 2. The drafts will be completed over the holidays and circulated for feedback before the next meeting.</p>	
<b>7.0</b>	<b>School Board website and brochure review and update</b>	
7.1	Jane, Andrew or Karen, Brad, Kati nominated to form a working party with the purpose of reviewing and updating the webpage content in the movement from School Council to Board. It was suggested that more information surrounding what the Board does and its relationship with the school could be included. The School Board brochure will also be updated to reflect changes to the webpage.	Ongoing
<b>8.0</b>	<b>Correspondence</b>	
	One nomination for Community Representative Position, discussed under item 5. No other correspondence was received.	
<b>9.0</b>	<b>Next meeting</b>	
	<p><b>1/2017:</b> 5-6:30pm Monday 13<sup>th</sup> February, Term 1, Week 3 (TBC)</p> <p>Agenda items:</p> <ul style="list-style-type: none"> <li>* Community Representative position: discussion of nominations and decision</li> <li>* Election of Chair and Secretary</li> <li>* Agenda mapping (regular items for each term)</li> <li>* Business Plan (discussion of draft)</li> <li>* School Board website and brochure (update from WP)</li> </ul>	
<b>10.0</b>	<b>Meeting close</b>	
	<i>The meeting was closed by the Chair at 6:50pm</i>	
Signed		Date