

**WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING
FIRST AND SPECIAL MEETING OF SCHOOL COUNCIL**

DATE: 15 th March 2021	TIME: 7.00pm	ROOM: Staffroom
PRESENT: Evan Hughes, Donna Draper, Carmel Guglielmino, Taya Bartlett, Sara-Kate Allen, Kelly Alysandratos, Danielle Crncevic, Lynda Bond, Smita Grover, Luci Scamarcio, Carolyn Barnes		APOLOGIES: Brigitte Riscica, Shelley Dighton ABSENT: Abi Singh VISITOR: MEETING OPENED: 7.00pm

ITEM	AGENDA ITEM	INFORMATION	WHO	FOLLOW UP
1.	WELCOME	Welcome everyone to the First and Special meeting.		
2.	MINUTES TABLED OF LAST YEARS FIRST AND SPECIAL MEETING OF 16th MARCH 2020	Moved: Taya Seconded: Donna Carried: Sara-Kate 2.1 Business Arising from Meeting on 16th March, 2020. 2.2 Presentation of Annual Report (present at May meeting), School Council President, Donner Draper 2.3 Presentation of Annual Report, Principal, Evan Hughes (See report) 2.4 Presentation of DET Annual Report Moved: Carmel Seconded: Rose		

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

<p>3.</p>	<p>NOMINATIONS, ELECTIONS AND FILLING OF VACANCIES</p>	<p>FILLING OF VACANCIES WITHOUT ELECTION:</p> <p>Parents: Donna, Lynda, Kelly and Abi Singh Staff: Sara-Kate and Luci Scamarcio All present agree and are happy to accept the vacancies</p> <p>Moved: Sara-Kate Seconded: Kelly</p> <p>If those present are in agreement, we will proceed with the election of office bearers (Executive Officer – Principal to chair this part of the meeting until a new President is elected).</p> <p>ELECTION OF OFFICE BEARERS</p> <p>President: Donna Draper Nominated: Donna N: Carolyn S: Taya Carried: Yes</p> <p>Vice President: Taya Nomination: Taya N: Danielle S: Kelly Carried: Yes</p> <p>Treasurer: Rose Nominated: Rose N: Donna S: Sara-Kate Carried: Yes</p> <p>Minute Secretary: Sara-Kate Nominated: Sara-Kate N: Carolyn S: Rose Carried: Yes</p> <p>Assistant Secretary: Luci Nominated: Luci N: Sara-Kate S: Danielle Carried: Yes</p>		
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WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

		<p>Correspondence Secretary: Nominated: Danielle N: Taya S: Carmel</p> <p style="text-align: right;">Carried: Yes</p> <p>Moved: Kelly Seconded: Carolyn</p>		
4.	<p>ELECTION OF SUB-COMMITTEE REPRESENTATIVES</p>	<p>Canteen: Principal, Business Manager, Canteen Manager, Taya, Danielle & Lynda <i>Agreed meeting time to be advised.</i></p> <p>OSHC: Principal, Business Manager, OHSC Co-ordinator, Assistant Co-ordinator, Donna & Kelly</p> <p>Finance Resources and Executive Operations: Principal, Business Manager, Donna, Rose & Carmel</p> <p>Buildings & Grounds: Principal, Donna, Sharon (assistant business manager) & Carmel</p> <p>Education & Policy: Carmel, Donna, Carolyn & Smita</p> <p>Events: Carmel, Sara-Kate, Carolyn, Danielle, Smita & Taya</p> <p>Camp Program Review: (Adhoc committee) Sara-Kate, Luci, Donna, Taya, Kelly, Danielle & Carolyn</p> <p>School Facilities for Hire: (Adhoc committee) Evan, Business Manager, Office staff (TBA) & Taya</p> <p>Moved: Lynda Seconded: Taya</p>		

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

5.	MINUTES TABLED OF SCHOOL COUNCIL MEETING ON 23RD FEBRUARY 2021	Confirmed and tabled Moved: Taya Seconded: Smita		
6.	BUSINESS ARISING FROM 23RD FEBRUARY 2021	Donna has formulated the School Council dates for 2021 and will send to members. Next meeting is on 17 th May at 7pm Moved: Danielle Seconded: Lynda		
7.	CORRESPONDENCE	Evan sent an email to Hume City Council due to the increased concerns about the driving and behaviour of parents/carers around the school grounds including; double parking, illegal turns, parking in no standing zone and parking over driveways etc. This has also been sent to the school community via the school newsletter. Moved: Kelly Seconded: Carolyn		
8.	CHILD SAFE STANDARDS	Luci presented and inducted all school council members in the Child Safe Standards. School Council members signed copies of the Child Safe Code of Conduct. Moved: Sara-Kate Seconded: Rose		

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

9.	REPORTS	<p>9.1 FINANCE & FACILITIES: – See tabled report of Finance Sub committee</p> <p>Cheques No. – Nil High Yield Transfer – Nil Direct Deposits Reports and BPay Reports for February 2021 presented. Purchasing Card report and Statement for February 2021 presented.</p> <p>The following financial reports for February 2021 are tabled for the Finance Sub Committee and are available for review by School Council:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 50%;">Bank Reconciliation for all bank accounts</td> <td style="width: 50%;">Balance Sheet Specific Period</td> </tr> <tr> <td>Operating Statement Detailed and Summary</td> <td>Cash Receipts Report</td> </tr> <tr> <td>Cash Payments Report</td> <td>Cancelled Receipts Report</td> </tr> <tr> <td>Cancelled Payments Report</td> <td>Journal Report</td> </tr> <tr> <td>Cash Flow Statement</td> <td>Bank Account Movements Report Detailed & Summary</td> </tr> <tr> <td>Annual Sub Program Budget Report</td> <td>Invoices Awaiting Payment</td> </tr> <tr> <td>Family Credit Notes Report (if applicable)</td> <td>Sundry Debtors Credit Note Report (if applicable)</td> </tr> <tr> <td>SRP Budget Management Report</td> <td></td> </tr> </table> <p>Activity forms were presented to Finance Sub Committee. Excursion/Camp forms for these activities were presented to Finance Sub Committee and School Council for approval. (see below)</p> <p>Excursions being tabled at this meeting are: Prep: Grade 1: Grade 2: Grade 3: Grade 4: Grade 5: Camp Campaspe Downs: 24th – 26th March 2021 - Financials to come. Grade 6: Incursion: Whole School (Cultural Diversity Week)-Dreamtime Experience: 28th April 2021 - Financials to come.</p> <p>FUNDRAISING FOR 2021</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">EVENTS</th> <th style="width: 25%;">JSC</th> <th style="width: 25%;">SOCIAL SERVICES</th> <th style="width: 25%;">EB</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Good Friday Appeal Out of Uniform Day</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Moved: Luci Seconded: Danielle</p>	Bank Reconciliation for all bank accounts	Balance Sheet Specific Period	Operating Statement Detailed and Summary	Cash Receipts Report	Cash Payments Report	Cancelled Receipts Report	Cancelled Payments Report	Journal Report	Cash Flow Statement	Bank Account Movements Report Detailed & Summary	Annual Sub Program Budget Report	Invoices Awaiting Payment	Family Credit Notes Report (if applicable)	Sundry Debtors Credit Note Report (if applicable)	SRP Budget Management Report		EVENTS	JSC	SOCIAL SERVICES	EB			Good Friday Appeal Out of Uniform Day											
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WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

		<p>9.2 CANTEEN: Window sales will commence next Term on Wednesday and Thursday at lunch time for counter sales. This is also due to lack of volunteers.</p> <p>Moved: Taya Seconded: Danielle</p>		
		<p>9.3 OSHC: Nil</p> <p>Moved: Rose Seconded: Carolyn</p>		
		<p>9.4 EVENTS FUNDRAISING: JSC and HSC have been elected now so they are being worked with for the dates of fundraising events.</p> <p>Moved: Luci Seconded:</p>		
		<p>9.5 BUILDINGS & GROUNDS: Janice, Evan and Jo are putting in for a Bush Tucker grant to get some planting around the school.</p> <p>Moved: Smita Seconded: Taya</p>		

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

		<p>9.6 EDUCATION & POLICY: Carmel presented the AIP to members. It has been approved by the SEIL and these are the goals for the school. We went through the goals outlined for the school and what outcomes we are working towards. We are in the year of School Review for our Strategic plan. *School Council members have been asked to read the document and come back at the next meeting with any questions.</p> <p>New assessments have been occurring this year at the school, including On Demand for Maths (Grades 3-6), PAT for Reading and Maths (Grades 2-6), which are adaptable assessments. Jolly Phonics, English Online (Preps), SPATR (P-2), Maths Online (P-2). These assessment gives data for the 'where to next' and student points of need.</p> <p>Last Friday, we had our staff conference and spent part of the day on the Inquiry Model (Kath Murdoch model). Carmel presented some information on the Inquiry Model that is about integrating curriculum, which was presented by the Learning Specialists to all staff.</p> <p>Policies: Wellbeing team working on the Bullying policy Mobile phone policy being worked on. Policies will be presented at next meeting for ratification.</p> <p>Moved: Sara-Kate Seconded: Lynda</p>		
		<p>9.7 OH&S: All visitors and staff have been inducted into the OH&S process</p> <p>Moved: Kelly Seconded: Rose</p>		
		<p>9.8 AIP: Has been discussed with School Council and endorsed by School Council President.</p> <p>Move: Rose Seconded: Luci</p>		
		<p>9.9 PRINCIPAL: See tabled report.</p> <p>Moved: Carolyn Seconded: Luci</p>		

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

		<p>9.10 ALL REPORTS: See tabled report.</p> <p>Moved: Lynda Seconded: Carolyn</p>		
<p>10.</p>	<p>GENERAL BUSINESS:</p>	<p>A question about the Naplan access. The Learning Specialists are working on this as we have to ensure we are ready to be completing Naplan online.</p> <p>Discuss the document Standing Orders for School Council – this will be tabled at the next meeting</p> <p>School Council Self-Assessment Tool – to be put in each School Council minutes to be discussed and addressed each meeting. Catherine please alter school council minutes template to include School Council Self-Assessment Tool for each meeting</p> <p>Moved: Rose Seconded: Smita</p>		
<p>Meeting Closed: 8.25 pm</p> <p>Next Meeting: Monday 17th May 2021 at 7.00pm</p>				