

## School Council Meeting Minutes

Date: 21<sup>st</sup> March 2022

Time: 7.00pm

Location: Willmott Park Primary School - staffroom

Visitors: Nil

Member Name	Representation	Committee/Office Bearer	Present	Apology	Non-Attendance
Donna Draper	Parent	President / Buildings & Grounds, Canteen, OSHC, Finance	✓		
Carmela Guglielmino	DET	Buildings & Grounds, Canteen, OSHC, Finance, Education Policy	✓		
Sara-Kate Allen	DET	Secretary / Events & Fundraising	✓		
Rose Evangelou	DET	Treasurer / Finance, Buildings & Grounds	✓		
Luci Scamarzio	DET	Assistant Secretary / Education & Policy	✓		
Kelly Alysandratos	Parent	Vice President / OSHC, Events & Fundraising, Canteen	✓		
Shelly Dighton	Parent	Events & Fundraising, Canteen, OSHC	✓		
Lynda Bond	Parent	Correspondence / Events & Fundraising, Canteen	✓		
Smita Grover	Parent	Events & Fundraising	✓		
Suzie Miloseski	Parent	Events & Fundraising	✓		
Nina Lipari	Parent	Events & Fundraising	✓		

Item	Minutes	Action
1.	<b>Opening/Welcome</b> Donna opened the meeting as President and confirmed that a quorum was present at 7.03pm. Everyone introduced themselves and spoke about their background and children at our school.	
2.	<b>Attendance/Apologies</b> Donna confirmed there were no apologies listed above	
3.	<b>Minutes of previous meeting on</b> Donna invited corrections to the previous minutes dated 21 <sup>st</sup> February 2022 and confirmed there were none. <b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 21 <sup>st</sup> February 2022. <b>Moved: Donna</b> <b>Second: Rose</b> <b>Motion Carried.</b>  School Council discussed the matters arising from the previous minutes of 21 <sup>st</sup> February 2022.	Sara-Kate to email a copy of minutes from 21 <sup>st</sup> February 2022 to be placed on the school website
4.	<b>Business Arising</b> Voting for new School Council President and member roles. <b>Nominations:</b> Donna <b>Mover:</b> Luci <b>Second:</b> Smita <b>Motion Carried</b>	

Vice President:  
**Nominations:** Kelly  
**Mover:** Luci  
**Second:** Shelley  
**Motion Carried**

Treasurer:  
**Nominations:** Rose  
**Mover:** Lynda  
**Second:** Smita  
**Motion Carried**

Minute Secretary:  
**Nominations:** Sara-Kate  
**Mover:** Lynda  
**Second:** Smita  
**Motion Carried**

Assistant Secretary:  
**Nominations:** Luci  
**Mover:** Shelly  
**Second:** Suzie  
**Motion Carried**

Correspondence Secretary:  
**Nominations:** Lynda  
**Mover:** Sara-Kate  
**Second:** Luci  
**Motion Carried**

**Sub-Committees:**

Recommend that sub committees meet the week prior to School Council meeting.

**Buildings and Grounds:**

Carmel, Deb, Donna, Vince, Alex, Josie & Rose

**Events & Fundraising:**

Sara-Kate, Suzie, Nina, Shelly & Lynda

**Canteen:**

Carmel, Lesley, Francie, Shelly, Sara-Kate, Donna & Lynda

**OSHC:**

Carmel, Lesley, Lisa, Justine, Donna, Kelly & Shelly

**Finance:**

Donna, Rose, Carmel and Lesley

**Education & Policy:**

Carmel, Lesley & Luci

		<p><b>Motion:</b> The School Council agrees to the above-mentioned Sub-Committees</p> <p><b>Moved:</b> Sara-Kate</p> <p><b>Second:</b> Rose</p> <p><b>Motion Carried / Not Carried.</b></p>	
5.	<b>Correspondence</b>	<p>Nil</p> <p><b>Motion: The School Council acknowledges that no correspondence has been presented.</b></p> <p><b>Moved:</b> Lynda</p> <p><b>Second:</b> Sara-Kate</p> <p><b>Motion Carried</b></p>	
6.	<b>Child Safe Standards</b>	<p>Luci spoke about inducting new staff at the school as well as the yearly Child Safe Standards Code of Conduct. New Child Safe Standards are being introduced later this year. Luci presented and inducted all SC members tonight.</p> <p><b>Motion:</b> The School Council moves the Child Safe Standards discussion</p> <p><b>Moved:</b> Susie</p> <p><b>Second:</b> Smita</p> <p><b>Motion Carried</b></p>	
7.	<b>Reports</b>	<p><b>7.1 Finance &amp; Facilities:</b></p> <p>Minutes presented and discussed from 16<sup>th</sup> March 2022. Balance Sheet and Operating Statement reviewed by SC members.</p> <p>Budget Changes:</p> <ul style="list-style-type: none"> <li>• Increase to the Maths Budget \$5000</li> <li>• Increase to the Maintenance &amp; Minor Works Budget \$7000</li> <li>• Increase to the IT budget \$13622</li> <li>• Increase to the OSHC budget \$5000</li> <li>• New Explore &amp; Learn Budget \$6000 – items to be discussed with Principal.</li> <li>• Extra funds for Garden Club &amp; Sensory Garden – Clean up</li> <li>• Work Experience for Year 10 students, new budget</li> </ul> <p><b>Motion:</b> School Council approve and move all statements, payments, reports, summaries, and Finance Committee minutes for 16<sup>th</sup> March 2022</p> <p><b>Moved:</b> Kelly</p> <p><b>Second:</b> Shelly</p> <p><b>Motion Carried</b></p> <p><b>Incursions 2022 for School Council to Approve</b></p> <ul style="list-style-type: none"> <li>• Grade 1 Push &amp; Pull Incursion - \$13.00</li> <li>• Grade 3 Science Incursion - \$22.00</li> <li>• Mini-Writing Festival – \$8.00 per student. This is an amazing workshop with an overall cost, keeping the cost to a minimum is a priority so we ask School Council to make up any shortfall.</li> </ul> <p><b>Motion:</b> School Council approve the above-mentioned incursions, including making the shortfall for the Mini-Writing Festival.</p> <p><b>Moved:</b> Smita</p>	

**Second:** Lynda  
**Motion Carried**

**Grant Applied for:**

We have applied for an Inclusive Grant to replace the Prep playground to become more inclusive worth \$200,000.

We have yet to hear back whether we were successful.

**7.2 Canteen:**

**Motion:** School Council members acknowledge that there is no Canteen Sub-Committee Report

**Moved:** Sara-Kate

**Second:** Kelly

**Motion Carried**

**7.3: OSHC:**

**Motion:** School Council members acknowledge that there is no OSHC Sub-Committee Report

**Moved:** Donna

**Second:** Luci

**Motion Carried**

**7.4 Events Fundraising:**

**Motion:** School Council members acknowledge that there is no Events Fundraising Sub-Committee Report

**Moved:** Nina

**Second:** Kelly

**Motion Carried**

**7.5 Buildings & Grounds:**

**Motion:** School Council members acknowledge that there is no Buildings and Grounds Sub-Committee Report

**Moved:** Suzie

**Second:** Shelly

**Motion Carried**

**7.6: Education & Policy:**

**Motion:** School Council members acknowledge that there is no Education and Policy Sub-Committee Report

**Moved:** Smita

**Second:** Lynda

**Motion Carried**

**7.7 OH&S:**

- Asbestos has been removed by the Victorian Building Authority.

- The Department has contacted the school to say that in the next financial year they will come to remove the remaining asbestos.
- Some trees have been removed due to safety reasons.
- Looking at getting some areas of the school concrete ground down to make it more level.
- Mulch has been placed in other areas
- Air purifiers must be cleaned every 6 weeks. Vince will be completing this regularly on a Saturday when students are not here due to high costing quotes from external companies.
- RAT tests – we have another delivery coming for the remainder of this Term. These should arrive soon.
- Hot water service for the cleaners has broken and we are trying to source a suitable replacement.
- We have replaced the flag pole and have 3 new ones for the Australian, Aboriginal and Torres Strait Islander flags.

**Motion:** School Council members acknowledge the above OH&S Report

**Moved:** Smita

**Second:** Kelly

**Motion Carried**

### **7.8 Principal:**

Carmel tabled the Principal's report and spoke about

- Appointed Brad Pywell in Grade 2D
- Unfortunately, we have not been able to replace the 6D classroom teacher. The parents have been informed that the students will be amalgamated into the other grade 6 classes this Friday.
- Annual Report for 2021 we have to write a report about the year before which is due the 30<sup>th</sup> April. This will be emailed to all SC members by the end of this term. Then we will have an extraordinary meeting on 27<sup>th</sup> April to endorse this report.
- The new School Website is updated with new features including focuses on specific year levels and JSC report. Tim (our new IT Leader) has worked to include new elements.
- Tim is running many DT programs including looking at the curriculum regarding DT and DT Leaders.
- School Tours will be done with senior school students.

**Motion:** School Council approve the March Principal's Report as tabled.

**Moved:** Shelly

**Second:** Rose

**Motion Carried**

### **7.9 All Reports:**

**Motion:** School Council approve all Reports presented.

**Moved:** Lynda

**Second:** Shelly

**Motion Carried**

8.	<b>General Business</b>	A reminder to email Donna General Business ahead of time  <b>Motion:</b> School Council members acknowledge the General Business <b>Moved:</b> Sara-Kate <b>Second:</b> Nina <b>Motion Carried</b>	
9.	<b>School Council Self-Assessment Tool</b>	This will be carried over to the next meeting.  <b>Motion:</b> School Council members agree to postpone to the next meeting <b>Moved:</b> Luci <b>Second:</b> Suzie <b>Motion Carried</b>	Next meeting
10.	<b>Close of Meeting</b>	<b>Meeting Closed: 8.30pm</b>	
11.	<b>Next Meeting</b>	School Council Self-Assessment Tool to be tabled at next meeting.  **An additional special School Council meeting to be called regarding Principal Selection – date to be advised.  27 <sup>th</sup> April – WebEx invitation to be sent out.	

Donna Draper

*Donna Draper*

School Council President

Date: 21 / 3 / 22

Carmela Guglielmino

*Carmela Guglielmino*

Executive Officer

Date: 21 / 3 / 22