



Wales Street
Primary School

School Council Meeting Minutes – February 24
2016

Meeting No: 1 **Time: 7.00pm** **Duration: 1 hour** **Location: Staff room** **Minute taker: Adam** **Time keeper: Chair**

Meeting Objective: To provide governance to the school and advice/recommendations to the principal, as the employer's representative, about matters related to the long term planning and operation of the school

Present: Phillip Papastamatopoulos , Geoff O'Connor, Lucy Thornton, Ssan Rennie, Jason Sergi, Adam Chapman, Gabrielle Darlington, Christian Woodcock, Trevor Robinson, Frances Coppelillo & Maria Nord.

In attendance:

Apologies: Maurizio Tagliano, Chair: Phillip Papastamatopoulos

No	Item	ACTION
1.	<p>Minutes of the last meeting December 9th 2015 Moved: Lucy; 2nd: Jason; Accepted: All</p>	
2.	<p>Business arising from the Minutes Re. Action 1: SC sought further details on the welfare program including confirming positions meet PDs and currency of qualifications for roles; confirm the school governance structure around the program; confirm DEET roles/guidance for the program and positions.</p> <p>Re. Action 3: SC reiterated that fundraising \$ to be accounted and reported as a separate line item in the overall budget.</p>	<p>Action: Christian to provide further details on welfare program</p>
3.	<p>Reports:</p> <p style="padding-left: 20px;">i. Principal's report (Christian)</p> <p>School holiday program – due to commence on the 29th March; further details on the program to be provided to school by Friday; consideration to Ali advertising himself and the program at fete and/or a Friday assembly.</p> <p>Toilets – renovations completed.</p> <p>Dampness in Grade 5/6 building – assessment by DEET engineer & occupational hygienist. Currently unclear if due to rain or rising damp; recommendations to reduce soil along north side of building have been acted on.</p> <p>Library – poor lighting is creating an OH&S issue and requires urgent remediation.</p> <p>Enrolments – 619 in 2016, up from prior year.</p> <p>Parent payments – SC recommended a communication strategy be developed to remind parents around annual payments and how the school benefits from these.</p>	<p>Action: lighting to be improved as a matter of urgency in library.</p> <p>Action: Christian to ask Fiona Clarke (parent) if she is able to</p>

	<p>Cleaning contract update – WSPC has not signed up to the current contractor and will seek to offer the current cleaner (Frankie) a ‘day labour’ position. Christian to confirm DEET guidelines around employment and pursue options.</p> <p>ii. Policy & Strategic Planning (Susan)</p> <p>No update.</p> <p>iii. Facilities (Trevor)</p> <p>Working bee on Sunday March 13</p> <p>iv. Events & Fundraising (Lucy)</p> <p>The fete, the fete, the fete!</p> <p>v. School Aged Care (Christian)</p> <p>SC noted the outstanding result for the SAC team in their accreditation. Christian noted that numbers have increased since last year, with ~125 students attending after school care and ~55 attending pre-school.</p>	<p>contribute to a comms strategy for this.</p> <p>Action: SC congratulated SAC outstanding accreditation result.</p>
4.	<p>Financial - reports to date. (Maria) SC to approve financial commitment.</p> <p>Fundraising events–Moved: Lucy; 2nd: Phil; Accepted: All C approved signed financial commitment to end 2015 ; the Chair (Phillip) signed these.</p> <p>SAC profit/loss statement deferred</p>	<p>Action: credit card limits to be reduced to \$2.5K for 2 of the 3 school cards, with 1 left at a higher level.</p> <p>Defer SAC profit/loss statement to next SC meeting</p> <p>SC sought for list of approved volunteers to be presented at next SC</p>
5.	<p>FASE financial governance</p> <p>Sam from FASE to attend finance committee; SC continues to approve all final decisions.</p>	
6.	<p>School Staffing Structure - Diana Rigg PL – 2016 / Intervention, Support and Coaching Model Christian advised that WSPC would be implementing a school-wide literacy program based on the support and coaching model developed by Diana Rigg (PLD Literacy & Learning). This would be cost-neutral.</p>	

	An annual implementation plan for the program will be presented to the SC by the AGM (next mtg) for approval, with subsequent information to be provided to in the WSPC newsletter			
7.	Other business <ul style="list-style-type: none"> • None 			
8.	Correspondence <ul style="list-style-type: none"> • IB Authorization Letter – SC Chair signed letter formalising that WSPC agrees is meeting IB requirements • Singing of the national anthem - SC noted issue of some students being told they should be singing the anthem, and sought for development of a WSPS 'school song' to also be actively pursued. 			Action: Christian to formally remind staff that it is DEET policy that students may not be required to sing the national anthem.
9.	Next Meeting: 16 March 2016 - AGM			
10.	Meeting Closed:			
	<ul style="list-style-type: none"> • Building relationships • Doing what we say we are going to • Being active listeners 	<ul style="list-style-type: none"> • Being open minded to change • Being considerate of others • Nurturing a positive environment 	<ul style="list-style-type: none"> • Setting goals • Being flexible • Sharing ideas and information 	<ul style="list-style-type: none"> • Being enthusiastic • Being organised • Reflecting on what we do

