

MINUTES

School Council 15 August 2013

Present: Pauline Rice, Linda Mitchell, Virginia Swanton, Jackie Van Vugt, Louise Dorrat, Rob McWaters, Tim Dolan, John Melia, Roger Smith, Erin Schroeder, Zita Pinda

Apologies: Bronwyn Lewis (late due to three-way conferences)

1. Minutes of Previous Meeting

Motion: That the minutes of the previous meeting 16 May 2013 and 20 June 2013 are accepted

Moved: Louise Dorrat

Seconded: Jackie Van Vugt

Carried

NOTE: School Council did not reach quorum at the last meeting. As a result all previous motions from the last meeting should be put at this meeting.

2. Business Arising from Minutes and Action Sheet

2.1 VCE review: See Education Sub-Committee minutes

- Scarlet Review report (has found some old MOUs between the two schools which are a good beginning from which to develop a new MOU)
- Investigate obtaining current school level reports in order to assist review (this has proved difficult due to new DEECD processes but Zita will continue to try and access more information)
- School Council to receive another interim report before next school council meeting (Zita submitted a new report and will send a final report, one for FHS, one for CC and a combined report for both schools)
- Interim report to be emailed to all School Councillors (done)
- Scarlet Program Review Steering Committee to follow up the recommendations and report back to the next School Council meeting (done)

Action: Zita to email revised FHS report, combined report and action plan before next meeting. Consider a joint School Council meeting later in the year to receive the joint report (this could become an annual get together, eg at the December meeting).

Motion: That in principle School Council endorses the delivery of the proposed VCAL stream for 2014 (subject to budget requirements, available teachers, student numbers, proposed VET Fitness subject).

Moved: John Melia

Seconded: Roger Smith

Carried



Linda handed out proposed VCAL 2014 program and Notification of Intent for VCAL 2014 (VCAA document which needs to be signed by Principal and President of School Council). (NB These documents should have been sent two days prior).

- 2.2 Use and hire of basketball courts – review hire agreement and alert users of potential change to agreement and costs.

Action: John to meet with Linda about hire agreement. Linda to keep School Council abreast of City of Yarra Sport and Recreation Strategy conversations.

- 2.3 Budget wish list: Finance Committee to make recommendations to School Council (to be removed from actions)

- 2.4 Unpaid fees: Finance Committee to provide tracking timeline. See Communications sub-committee for further action

- 2.5 Scholarship and award process – establish meeting time for Education sub-Committee. See Education Sub-Committee minutes

Motion: That School Council approves the revised Scholarship and Award Policy August 2013 with some minor alterations.

Moved: Jackie Van Vugt
Seconded: Robert McWaters
Carried

Action: Louise to revise Scholarship and Award Policy August 2013 and to add list of scholarships as an addendum

- 2.6 Music feedback: clarify budget requests, performance working party

- 2.7 Protocols for website, templates for newsletter and meetings, Community Billboard
- Develop protocols for website. Clarify who is responsible for the content of each area of the website. Jackie to email table of web content to Pauline, Sandra and Linda
 - Jackie to email Community Billboard template and advertisement to Pauline, Linda and Sandra. Protocols for management of Community Billboard have been developed
 - Templates – newsletter, meetings, staff badges, student IDs

See Communications sub-committee for further action

- 2.8 Ten year anniversary celebrations:
- Communication subcommittee to work on expanded version of plan (could include past school councillor, past DEECD person, past parent or student)
 - Put together an invitation to working party and terms of reference

See Communications sub-committee for draft plan

- 2.9 Fund Raising Committee
Consider forming a Fundraising sub-committee – Communications Committee to investigate combining the Sponsorship Policy with a Fund Raising Policy.



- 2.10 Advertise position for teacher to join canteen subcommittee after AGM (Bronwyn)
- 2.11 Circulate draft canteen policy and potential survey tools
- 2.12 Meeting dates to be organized and Canteen Committee agree on the survey and conduct it as soon as possible
- 2.13 Year 11 formal: previously approved via email

Motion: That School Council ratifies the email endorsement of Year 11 formal

Moved: Louise Dorrat

Seconded: Bronwyn Lewis

Carried

- 2.14 Landscaping of front garden to be discussed at B&NE meeting
- 2.15 Request for parent expertise in landscaping: newsletter item

3. Principal's Report

As tabled

4. Subcommittee reports

4.1 Finance Committee

Motion: That School Council ratifies all payments and reports approved by Finance Committee for May, June and July 2013 including:

- Bank Account Movements – summary
- Cash Flow Statement
- General Ledger Balance Sheet

Moved: Robert McWaters

Seconded: Tim Dolan

Carried

Motion: That the 2014 subject levies for years 7–10 increase by CPI and the VCE subject levies increase by CPI.

Moved: Jackie Van Vugt

Seconded: Louise Dorrat

Carried

Motion: That the instrumental music fees for individual lessons be increased from \$240 to \$300 per term and the shared lessons be increased from \$120 to \$150 per term.

Moved: Erin Schroeder

Seconded: Roger Smith

Carried

Motion: That the instrumental music teachers' salary be increased from \$50 to \$60 per hour and review annually in relation to stay in step with the proper VMTA award.

Moved: Erin Schroeder
Seconded: Roger Smith
Carried

Action: That the effect of these changes be reviewed annually as part of the performance working party

4.2 Communication Committee

4.3 Education Committee

4.4 Built & Natural Environment Committee

4.5 Canteen Committee

Surveys have been created for parent, teacher and student feedback. These will provide feedback from which a policy can be formulated after further discussion.

Action: One week prior to each School Council meeting, Canteen Committee meeting is scheduled and advertised in the newsletter (Linda to work with Robert). Robert to email surveys for comment

Motion: That all reports are accepted

Moved: Tim Dolan
Seconded: Jackie Van Vugt
Carried

5. Other Business

5.1 Apollo Bay camp

Motion: That School Council approves the Apollo Bay camp (Year 10 Experience) in principle and then approved via email once the paperwork has been received

Moved: Louise Dorrat
Seconded: John Melia
Carried

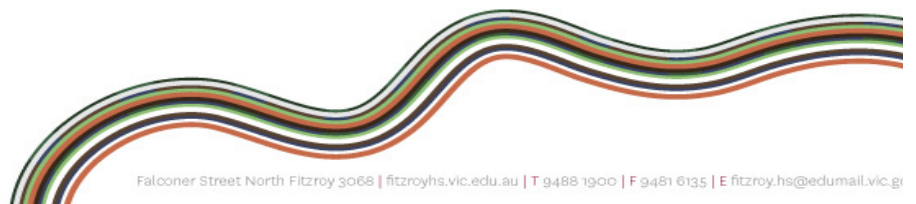
5.2 Policies

- Scholarships and awards: approved
- Staff wellbeing: noted and supported
- Sponsorship: approved with additions
- Fundraising: approved with additions

Motion: That the above policies are approved subject to additions as noted.

Moved: Louise Dorrat
Seconded: Bronwyn Lewis
Carried

Action: Partnership policy to be developed, initially by Communications Committee and then by Education Committee.



Next Meetings:

6.30pm-8.30pm Wednesday 18 September 2013

6.30pm-8.30pm School Councillors, past and present, Cocktail party Thursday 19 September 2013

