

MINUTES

School Council 18 September 2013

Present: Virginia Swanton, Bronwyn Lewis, Linda Mitchell, Robert McWaters, John Melia, Jackie Van Vugt, Pauline Rice, Tim Dolan

Apologies: Louise Dorrat, Erin Schroeder, Roger Smith

1. Minutes of Previous Meeting

Motion: That the minutes of the previous meeting 15 August 2013 are accepted

Moved: Jackie Van Vugt

Seconded: John Melia

Carried

2. Business Arising from Minutes and Action Sheet

2.1 School Council: VCE Review

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 School Council recommend a joint meeting with the School Council of Collingwood College on 21 November 2013 to accept report, celebrate the work done and discuss ways to move forward.

Moved: Bronwyn Lewis

Seconded: Jackie Van Vugt

Carried

Motion: That prior to 21 November, a working party of School Council draws up for the draft MOU regarding delivery of VCE, a vision, values and a set of guiding principles.

Moved: Bronwyn Lewis

Seconded: Jackie Van Vugt

Carried

Action: Working party (Jackie, Virginia, Pauline, Linda) to draw up a vision, values and a set of guiding principles for MOU

Action: Linda to liaise with Zita regarding the agenda and timing of meeting

Action: Linda to prepare a newsletter item including thanking people for their contribution

2.2 Finance committee: Process and protocols for reminding parents of overdue fees
Provide timeline tracking of when fees have been paid and consider what actions we could take to have fees paid in a more timely fashion.
Item completed and closed, to be removed from action sheet

2.3 Education sub-committee:

2.3.1 Music feedback

- Clarify budget requests, timelines etc. including planning for music program and associated lesson cost.
- Create a small working party about “performance” in general: develop a vision, guidelines, budget, etc. More formal processes may be required in general (Leadership)
- That the effect of these changes to the instrumental music program (price of lessons, increased salary) be reviewed annually as part of the performance working part

Action: Linda to check what communication to exiting families of students in music program has occurred in regard to fee increase.

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

2.3.3 Action Teams - findings and recommendations to be presented to school council. Linda and Pauline will report to School Council at October/November School Council meeting. Possible invitation to School Councillors for 4 November curriculum day where Action Teams are presenting interim progress reports

2.4 Communication sub-committee:

2.4.1 Community Billboard. Arrange to get design into a functional format for put into the newsletter (Mark) and ultimately onto the website (Raft). Susan will be uploading the information from the form into the template on the newsletter.

2.4.2 Partnership policy to be developed, initially by Communications Committee and then by Education Committee

2.4.3 Ten-year Anniversary celebrations. Ann Kimber is organising initial functions beginning with School Council cocktail party 19 September 2013. See Communications sub-committee minutes 26/07/13 for details

2.4.4 Consider forming a Fundraising sub-committee. Investigate combining the Sponsorship Policy with a Fund Raising Policy.
Completed

2.5 Canteen sub-committee: Circulate draft policy and potential survey tools

2.5.1 Meeting dates to be organized and Canteen Committee agree on the survey and conduct it as soon as possible
Survey tabled and discussed.



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Action: Bronwyn - Survey to be completed by students in Advisory, by staff and a link be placed in the newsletter for parent responses.

Action: Meeting with canteen operators to be organized early term 4. Robert to arrange with Sue F

2.5.2 One week prior to each School Council meeting, Canteen Committee meeting is scheduled and advertised in the newsletter Email surveys for comment
Completed

2.6 Built and Natural Environment

2.6.1 Through newsletter, request parent expertise in landscaping front of school

2.6.2 Landscaping of front garden to be discussed at B&N meeting Meeting was held last week where the front landscaping was discussed and planned. It is a preference to involve students in the design and building of the garden or building of garden furniture – VCAL students with Linda.

Action: Tim plan to be tabled at the next meeting

2.7 Hire of gym

See tabled minutes

Actions:

- John to contact safety engineer and get a quote
- John to update hire agreement to cover issues of insurance, indemnity etc
- Linda to talk to Ian and Sue about the current hire costs/charges, insurance, special conditions
- Linda and John to work on putting special conditions into licence agreement (part 5)
- School council to write to hirers
- Linda to contact Council to see where the Joint Use Agreement is at
- School Council to follow Principal's checklist as we proceed

3. Principal's Report

4. Subcommittee reports

4.1 Finance Committee

Motion: That School Council ratifies all payments and reports approved by Finance Committee for August 2013 including:

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

Moved: Jackie Van Vugt

Seconded: Linda Mitchell

Carried



4.2 Communication Committee

4.3 Education Committee

Minutes as tabled

4.4 Built & Natural Environment Committee

See Business arising

4.5 Canteen Committee

See Business arising

Motion: That all sub-committee reports are accepted

Moved: Jackie

Seconded: John

Carried

5. Other Business

5.1 Budget request proforma

See Business arising

5.2 Apollo Bay camp

Motion: That school council ratifies the email endorsement of the Apollo Bay camp (Year 10 experience)

Moved: Jackie Van Vugt

Seconded: John Melia

Carried

Next Meeting: 6.30pm-8.30pm Thursday 24 October 2013

Note: Joint School Council meeting with Collingwood College 6.30pm Thursday 21 November 2013



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