



Fitzroy High School Council  
**Meeting Minutes**  
Thursday 19 June 2009

Meeting start: 6.30 p.m.

**Present:** AnTony McPhee, Pauline Rice, John Ross, Virginia Swanton, Jackie Van Vugt, Helen McKernan, Mike Jorgensen, Madeleine Oakes.

**Apologies:** Chris Millard, Fran Mullins, Barry Pullen, David Brant, Dean Lombard, Tim Dolan, Sue Billsborrow.

**1. Quorum reached**

**2. Minutes of Previous Meeting**

The minutes of the 21 May, 2009 meeting were not considered.

The minutes of the meeting held on 30 April, 2009 were not available for consideration (Refer to minutes from meeting of 21 May, 3009).

**3. Business Arising from Minutes and action sheet**

Not discussed. Refer to item 2.

**4. Landscaping Master Plan**

Shah Turner of Shah Turner Landscape Architecture and Design presented the Landscaping Master Plan. The plan creates a variety of spaces for activity and focus, while providing shade and seating.

**MOTION:** That the School Council approves the Master Plan

**MOVED:** Mike Jorgensen

**SECONDED:** Jackie Van Vugt

The Council noted that careful consideration would need to be given to the order in which the work could be completed to minimise disruption to school activities, as well as achieving economies with respect to the contracts required. Council requested that Shah complete the documentation required for the implementation of the Master Plan in preparation for a tender process to engage the required contractors.

Shah agreed to provide soft-copies of the plans for publication on the school website.

**5. Sub Committee Reports**

**4.1 Education sub-committee report**

Nil report.

**4.2 Communications Committee**

Virginia advised that an article had been prepared for inclusion in the newsletter regarding the development of the Sponsorship Policy and that the publication of the policy on the school website was in process. The committee would now focus on:

- The review of the *One Child at a Time* booklet
- The development of a calendar of events for Year 5 and 6 students and their families to learn more about the school
- The Community Classifieds page for the newsletter.

#### 4.3 Finance Committee

The Finance reports were submitted and discussed.

The Council noted that only two more payments for fess and services had been received in the past month. The Council agreed that in preparation for the 2010 budget, the assumptions underlying the fee payments would need to be reviewed as well as the strategies applied to collect them.

It was also noted that the VET program was \$15,000 over budget.

**MOTION:** School Council ratifies all payments and reports approved by Finance Committee for May, 2009 including:  
Bank Account Movements – summary  
Cash Flow Statement  
General Ledger Balance Sheet  
Canteen Profit and Loss Report  
Cancelled receipts report

**MOVED:** Virginia Swanton

**SECONDED:** Jackie Van Vugt

#### 4.4 Participation Committee

Madeleine reported that the date for the community event to celebrate the opening of the new building had been set for Sunday 13 September 2009 between 12.00 p.m. and 2.00 p.m. The event would comprise tours, student performances, refreshments, and an auction. Council agreed that it would incorporate presentations from the architect, landscape designer and teaching staff on the design vision and its application within the school. Doris Pearse had agreed to assume the role of project manager for the event.

**ACTIONS:**

- **Pauline** to confirm that the school production dates did not clash with this event.
- **Antony** to confirm architect's availability to participate.
- **Helen** to confirm the landscape designer's availability to participate.
- **Sue** to ensure the event is published on the school calendar.

#### 4.5 Built & Natural Environment Committee

Helen reported that the issue with skateboarders had been resolved. There were some outstanding issues with respect to the curtains in the new building.

The Council noted that the architect would be presenting to the teaching staff on the use of the building.

#### 4.6 Canteen Committee

As discussed in finance report.

**MOTION:** All reports accepted

**MOVED:** Mike Jorgensen

**SECONDED:** Jackie Van Vugt

### 5. Principal's Report

The Council noted the Principal's Report as distributed prior to the meeting.

Pauline also advised that the draft Annual Implementation Plan had been submitted to the region.

**ACTION: Pauline** to email the Annual Implementation Plan to Council members for approval out of session.

## **6. Other business**

### **6.1 Excursions**

Pauline tabled the documentation for the August 2009 Year 8 camp to Ballarat for approval. While the Council was satisfied with the risk mitigation documentation, the Council requested clarification regarding the fee per student.

**ACTION: Pauline** to provide clarification regarding the fees via email for out-of-session approval.

Pauline tabled documentation for another camp taking place in November. As the Council had not been provided with an opportunity to review the documentation prior to the meeting, the Council agreed to defer consideration of this item until the August meeting.

### **6.2 Council papers and process**

The Council discussed the need for papers to be provide to members in advance of the meeting with sufficient time to give the materials due consideration.

Council requested that all papers be issued via a single email ensuring that the attachments were in a format that could be accessed by all council members such as MSWord, PDF or JPEG.

Sub-Committee conveners agreed to provide their contributions to the office for this purpose no later than the morning of the Tuesday immediately preceding the meeting.

**ACTION: Sue Billsborrow** to issue future Council papers in a single email no later than the Tuesday preceding the meeting.

Next Meeting: Thursday 20 August 2009