Williamstown North Primary School No: 1409
Minutes of School Council Meeting

Date: Wednesday 27th March 2013  Meeting Number 2 - 2013

Meeting opened:
Chair: Sam Cross

1. Present
Quorum Confirmed Yes

Parent Members
Samantha Cross - President
Michael Lynch – Vice President
Stuart Toplis
Bruce Campbell
Neil Robertson
Jo Hayes
Julia Kaye
Megan Taylor

DEECD Members
Jim Cahill
Wendy Emin
Giorgia Moss

Apologies
Stephanie Trikash
Crissy Samaras

Visitors

2. Minutes of Previous Meetings

Motion: The minutes of the previous School Council Meeting of Wednesday 20th February, be received as a true and accurate record.

(Campbell/Robertson) Carried

School Council President/Chairperson Endorsement _________ ___/___/2013

3. Business Arising From Previous Meeting
Nil

4. Correspondence
In
Nil

Out
Nil
5. Business Arising from Correspondence
Nil

6. Principals Report
Jim presented the Principal's report as distributed.

Additional Discussion
Grounds
- Six month cycle established with De Klepper Tree and Horticultural Services.

Class Rep Program
- 80% to 85% of families have now joined the program.
- Julie & Jo established a set of protocols, prior to the first eletter and have put in an incredible amount of work.

Additional Assistance Program
- Giorgia Moss provided additional details to School Council.
  The program will continually be reviewed throughout the year. Staffing is a school decision. No additional funding is available from DEECD.

Motion: The Principals report be received.
(Taylor/Kaye) Carried

7. School Council President’s Report
- On behalf of School Council, Sam expressed her thanks to the Fete Coordinator, Michael Jackson, and the Fete Committee for their work to ensure a successful Fete.
- Sam also thanked the staff who attended and supported the Fete. It was greatly appreciated.
- School Council thanked Jo Gumley and Julie Noonan for their effort, time and organisation to establish such a successful Class Representative Program

8. Committee Reports
8.1 Facilities and Finance Reports.
Neil presented the Facilities and Finance as distributed.
Additional Discussion
- Minutes to be adjusted – Bruce Campbell wasn’t an attendee.

School Uniform Supplier
- New supplier won the contract last November.
- Unsuccessful supplier is pushing for the school to purchase all left over stock.
- Jim sought advice from the Facilities & Finance Committee about the situation and contacted the previous supplier, Double C Jeanery. After some discussion with Craig Cahoon from Double C Jeanery then
quoted we had “an understanding of history in supply”. Jim contacted DEECD’s Legal Branch to seek advice. Legal Branch hadn’t heard of this and two of the department’s top lawyers are working on this case. They have asked that the school not to respond until contact and advise from them is received.

- We will continue to be in discussion with the supplier, with guidance from the Legal Branch. Jim will keep Council informed via email of any further discussion/updates.

**General Discussion**

- Family Credit Notes – this refers to reversed charges for students who have not participated in activities or left the school.
- Investigation of the age and capacity of our server; it is in need of replacement. Details of the recommended suppliers have been received and Jim will follow up.
- Linda to check on some codes used for financial transactions. Once rectified this will be documented at the next Facilities & Finance meeting and then to School Council advised through the Facilities and Finance minutes.

**Motion:**

The Facilities & Finance report be received and that School Council endorse;

3. Officers approved to sign school order forms.
5. Codes of Fundraising Events.

(Cross/Moss) **Carried**

**8.2 Education Report**

Stewart presented the Education report as distributed

**Additional Discussion**

- Copy of the School Summary Report distributed. This is a key page in the Annual Report. Jim highlighted the change to some wording: from “intake adjusted results”, to “comparative adjustments”.
- The ‘Financial Performance & Position’ statement also tabled.

**Motion:**

The Education report be endorsed;


(Campbell/Lynch) **Carried**

**8.3 Community Liaison Report**

Michael presented the Community Liaison report as distributed.
Additional Discussion

- Activities Calendar – this captures the main elements/framework of activities at the school.
- In 2014, the school will be turning 140 and we will celebrate this important date. Thoughts, ideas and how we can capture our 140th will be coordinated by our Community Liaison group.
- The ‘run-a-thon’ will occur later in the year. Feedback from 2012 is to advertise the ‘a-thon’ earlier and to have a substantial prize. Giorgia and Sarah are coordinating this.

Motion: The Community Liaison report be endorsed;

(Hayes/Taylor) Carried

9. General Business
   - Risk Management at offsite excursions/sporting activities
     - During Cross Country trials at Cherry Lake two tiger snakes were seen and this raised the issue of Risk Management; for example have a designated adult check the track prior to the children starting.
     - At a minimum, we need to determine a Risk Register and ensure we are following the requirements under OH&S and to heighten safety for our students – Duty of Care.

   Action – Jim and Wendy to follow up on the compliant guidelines. Jim and Wendy to speak with our OH&S Officers to find out about any possible Risk Analysis/Management proforma and/or information.

- Next meeting 29th May. Should Facilities & Finance need to meet, prior to this, an extraordinary meeting will be called for late April. Details to be advised by Jim.
- Discussion of the school’s Safety Management Plan.

Meeting Closed 8.30pm