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

Date: Wednesday 29th May 2013  Meeting Number 3 - 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
   Kara Kreis

   DEECD Members
   Jim Cahill
   Giorgia Moss
   Crissy Samaras

   Apologies
   Wendy Emin

   Welcome to Kara Kreis – replacement for Stephanie Trikash

Visitors

2. Minutes of Previous Meetings

   Motion: The minutes of the previous School Council Meeting of
            Wednesday 27th March, be received as a true and accurate
            record.

            (Taylor/Moss) Carried

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

3. Business Arising From Previous Meeting
   Nil

4. Correspondence
   In

   4.1.0 Mobil

   ▪ Correspondence regarding maintenance checks at the plant and the
     local community.
4.1.1 Deloitte Auditor’s Report
   ▪ Most recommendations have been actioned.

4.1.2 Condition Assessment Report
   ▪ Used to determine the state of facilities in all schools.
   ▪ Undertaken by independent auditors
   ▪ Williamstown North PS has ranked in the highest category in almost all areas.

4.1.3 Inspection Report
   ▪ The basketball, netball and shade structures have all been assessed.

4.1.4 2014 Enrolment Ceiling
   ▪ Requested that we want 640 enrolments for 2014.
   ▪ DEECD deemed we could accept 700.
   ▪ Jim was able to put our point forward with the department.
   ▪ As a result we were able to come to an agreement of 655.

Out

4.1.0 Annual Report
   ▪ DEECD Annual Report component to Regional Office.

4.1.1 Infrastructure
   ▪ Infrastructure and Sustainability Division – Permission to project manage installation of the new playgrounds.

4.1.2 Double C Jeanery Letters
   ▪ 1<sup>st</sup> April Williamstown North PS will not be purchasing any further stock. Williamstown North bought out the current stock in the uniform shop to the value of $10,000.00.
   ▪ 25<sup>th</sup> April – to reiterate the school would only purchase uniform stock held on site.
   ▪ 6<sup>th</sup> May the action taken was that Double C Jeanery was not to have any further contact with the school and all communication and correspondence was to go through the department.

5. Business Arising from Correspondence
   Nil

6. Principals Report
   Jim presented the Principal’s report as distributed.
   Additional Discussion
   Staffing
   ▪ A number of positions are currently advertised. 4.5 teaching positions and 3 Education Support Staff positions.
- Merit based selection process.
  - A referred applicant takes priority over others from the department, they will be considered under the Merit process in the new agreement.
- State selected criteria

**Power Upgrades**
- The power within the school has been upgrades from feedback from the Fete.

**Education Week**
- The Open Day on Thursday in classes for Numeracy was most successful, and the family picnic with a great turn out of visitors on the day.

**Athletics Day and Tabloid Sports**
- Athletics was such a successful day. As was Tabloid Sports
- Congratulations to Sarah and Tania Brown.

**NAPLAN**
- The process was undertaken in Week 5 of this Term, all went smoothly with the classes involved.

**Prep Family Survey**
- Most responses were in the high area – 90%.
- 78 surveys were returned.
- Lovely comments came through the survey.

**Information Night on Literacy and Numeracy**
- Well attended on both nights.
- Giorgia and Crissy presented, we thank them for their contributions to these sessions.

**Spelling**
- Spelling at WNPS level of work with staff.

**Motion:** The Principals report be received.

(Campbell/Robertson) Carried

7. **School Council President’s Report**
No Report

8. **Committee Reports**
   8.1 **Facilities and Finance Reports.**
   Neil presented the Facilities and Finance as distributed.
   **Additional Discussion**
   - Reports tabled and reviewed. Aspects discussed.
- **Upgrade NETBOOKS** - Proposed increase $75.00 per term currently to go to $90.00 in 2014. We will be reviewing the units introduced.

- **Asphalt** – invoice came in at cost.

- **Canteen** – any money coming in needs to be double handed. We are considering how we will manage this.

- **Basketball Safety Audit** – revised quote provided a deeper level of detail. This was tabled at the meeting. Do we have the capacity to set up a maintenance program. On a 12 month basis, we can add this to our OH&S safety audit. Taking some digital images once the repairs have taken place.

**Playground**

- **Kompaw** – the bottom line was that they didn’t meet our brief.

- **Adventure Play** – The Facilities & Finance committee are recommending that we adopt the brief from this company.

- **Junior Playground**

- **Decking area will empasses the other 3 major play spaces.**

- **This brief provided more options for play areas and was far superior to what we currently have.**

- **Prep** - $125,000.00

- **Senior** - $216,000.00

- **Demolition costs** - $4,000.00 and alternations to the sand pit.

- **Risk Assessment elements are all stated in the documentation which the brief is a part of – Fall zones, Australian Standards and Victoria Standards.**

- **All areas will be fenced off taking into consideration OH&S requirements.**

- **Jim has written to DEECD seeking permission for the school to determine and manage this project as typically this isn’t something the department would allow school’s to manage. The head of this department verbally approved this request with written consent to be mailed out. This was granted as the majority of the costing is involved in the equipment rather than the labour. Council suggested the conditions of sales document be forwarded and DEECD Legal Branch to be looked over.**

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

2. Quote on safety Audit (Basketball/Netball).
3. The contract for our new playground equipment in the Prep and Senior areas to be awarded to Adventure Play.

(Cross/Campbell) Carried Unanimously
8.2 Education Report
Stuart presented the Education report as distributed.

Additional Discussion
Student Engagement Policy & Procedures
- Discussed the second draft at the last meeting.
- Consensus felt that content captured the information previously discussed.
- Title was adjusted and clarification with some terminology.
- The purpose of this document will be communicated through our Newsletter to our community.
- Rights & Responsibility – additional dot point – Teacher have a right to contribute to a safe work environment.
- Key Reference Groups updates tabled.
- School Camps approval.
- Minutes to reflect that Sam Cross was an apology.

Motion: The Education report be endorsed;
1. 2013 Camps endorsed.
2. Endorse the Student Engagement Policy and Procedures.

(Campbell/Lynch) Carried

8.3 Community Liaison Report
Michael presented the Community Liaison report as tabled.

Additional Discussion
- Megan met Jo Hayes. Considering funding application that looks at setting up such a relationship. The goal is to have this relationship set establishing a formal partnership with a community institution next year.
- Jim will investigate an official plaque for the new playground equipment. The committee will generate the communication to the community outlining the purpose behind the project.
- Discussed how we go about adding value within our existing community as opposed to promoting the school through an enrolment perspective. How we reference this is our challenge.
- WNPS 140th Birthday – the committee would like some guidance from the Leadership team.

Motion: The Community Liaison report be endorsed;

(Hayes/Cahill) Carried

9. General Business
Celebrating Buddy Day.

Meeting Closed 8.20pm