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

Date: Tuesday 6th March 2012  Meeting Number 1 - 2012

Meeting opened:

Chair: Wendy Emin chaired the meeting until the election of Office Bearers.

1. Present
   Quorum Confirmed Yes

   Parent Members
   Michael Lynch
   Samantha Cross
   Wayne O’Hanlon
   Stuart Toplis
   Neil Robertson
   Paul Simpson

   DEECD Members
   Wendy Emin
   Giorgia Moss
   Tania Brown

Apologies
Crissy Samaras
Stephanie Trigrash
Bruce Campbell
Paola Flores

Visitors
Michelle Savage

School Councillors gave a brief introduction about themselves.

A copy of the “Standing Orders” for Williamstown North Primary School was distributed to all Councillors – Wendy

A copy of the “School Councillors Code of Conduct” for Williamstown North Primary School, was distributed to all School Councillors. This document further builds on aspects of the Standing Orders – Wendy

Wendy spoke briefly about;
   - Role of School Council
   - School Council Sub-committees.
   - The role of School Councillors of Williamstown North Primary School.
   - Requirements of the Williamstown North Primary School Council
Nominations for all Office Bearer Positions for 2012

Call for nominations for the position of **School Council President**
Nomination: Sam Cross
Nominated by: Wayne O’Hanlon.  Sam accepted the nomination.
Seconded by: Paul Simpson

No further nominations, Sam elected.

Call for nominations for the position of **School Council Vice President**
Nomination: Wayne O’Hanlon
Nominated by: Sam Cross.  Wayne accepted the nomination.
Seconded by: Tania Brown

No further nominations, Wayne elected.

Call for nominations for the position of **Treasurer & Convenor of Facilities & Finance Committee**
Nomination: Neil Robertson
Nominated by: Giorgia Moss.  Neil accepted the nomination.
Seconded by: Stuart Toplis

No further nominations, Neil elected.

Call for nominations for the position of **Secretary**
Nomination: Tania Brown
Nominated by: Wendy Emin.  Tania accepted the nomination.
Seconded by: Giorgia Moss

No further nominations, Tania elected.

Call for nominations for the position of **Assistant Secretary**
Nomination: Giorgia Moss
Nominated by: Tania Brown.  Giorgia accepted the nomination.
Seconded by: Wendy Emin

No further nominations, Giorgia elected.

Call for nominations for the position of **Convenor Education Committee**
Nomination: Paul Simpson
Nominated by: Stuart Toplis.  Paul accepted the nomination.
Seconded by: Tania Brown

No further nominations, Paul elected.
Call for nominations for the position of **Convenor Community Liaison Committee**
Nomination: Michael Lynch
Nominated by: Sam Cross. Michael accepted the nomination.
Seconded by: Giorgia Moss

No further nominations, Michael elected.

Neil Robertson is the Convenor of the Facilities & Finance Committee, having being elected as Treasurer of School Council.

“Draft”

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<th>Education Committee</th>
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<td>Convener</td>
<td>Paul Simpson</td>
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**School Council Meeting Schedule – Revised copy has been e-mailed (as of 16/03/2012)**
First Wednesday of the month, 6.30pm – Education Committee
First Friday of the month, 7.30am – Community Liaison Committee
Third Thursday of the month, 7.30am – Facilities and Finance
Fourth Wednesday of the month, 6.30pm – School Council Meeting

Sam Cross assumed the Chair as the newly appointed School Council President. At out next School Council meeting, we will invite the retiring School Council members, and say thank you and farewell; 6.30pm, Wednesday 28th March, followed by our School Council meeting which will start at 7.00pm.

1. **Minutes of Previous Meetings**

   **Motion:** The minutes of the previous School Council Meeting of 7th December 2011, be received as a true and accurate record.

   (O’Hanlon/Cross) Carried

**School Council President/Chairperson Endorsement**

   Nil

2. **Business Arising From Previous Meeting**

   Nil

3. **Correspondence**

   **In**

   4.1.1 Letter from the Assistant Regional Director, Operations, Mona Malouf, responding to my letter requesting an enrolment ceiling for 2013.

   **Out**

   Nil
4. **Business Arising from Correspondence**
   
   Nil
   
   **Motion:** Moved acceptance of the correspondence.
   
   (Moss/O’Hanlon) **Carried**

5. **Principals Report**
   
   Wendy presented the Principal’s report as distributed.
   
   **Additional Discussion**
   
   **Annual Report**
   
   - Documentation required by DEECD to be tabled and endorsed by School Council.
     - ‘What our School is Doing (WOSID)?’ Performance Summary, 2011.
   
   - Major focus for 2012, will continue to build our Numeracy data as well as Writing. Rob Vingerhoets, Numeracy Consultant and Alan Wright, Literacy Consultant, will work with staff to develop consistent processes and school approach. They will also build staff understanding, skills and teaching strategies.
   
   - Date for Anaphylaxis training to be put back from 21st March. Wendy to follow up. (New date confirmed Wednesday 9th May).

   **Motion:** The Principals report be received and School Council endorse:
   
   1. The WOSID Performance Summary 2011.
   3. The late start for children on the Staff Anaphylaxis training day.
   4. The 5/6 Canberra Tour.
   5. Michael Jackson to coordinate the 2013 Fete.

   (Emin/Cross) **Carried**

7. **School Council President’s Report**
   
   Sam welcomed all Councillors and thanked them for volunteering their time for School Council for 2012 and wished them an informative and enjoyable year.

8. **Committee Reports**
   
   **8.1 Facilities and Finance Reports.**
   
   Wayne O’Hanlon presented the Facilities and Finance as distributed.

   **Motion:** The Facilities & Finance report be received and that School Council endorse;
   
   4. Financial Commitment Summary.
7. Fund Raising Activities and GST treatment for School Activities.
11. The Investment Policy, Eftpos Policy and Internet Banking Policy (with a change to dot point 3 – 3.1.3).
13. Current list of School Volunteers.

(O’Hanlon/Brown) Carried

8.2 Education Report
No meeting was held in February

8.3 Community Liaison Report
No meeting was held in February.

Meeting Closed 8.45pm

Next Meeting – Wednesday 28th March
6.30pm: Thank you and farewell to retiring School Councillors, light refreshments provided.
7.00pm: School Council meeting will start