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

Date: Wednesday 28th March 2012  Meeting Number 2 - 2012

Meeting opened:
Chair: Sam Cross

1. Present
Quorum Confirmed Yes

<table>
<thead>
<tr>
<th>Parent Members</th>
<th>DEECD Members</th>
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<tbody>
<tr>
<td>Samantha Cross - President</td>
<td>Wendy Emin</td>
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<td>Wayne O’Hanlon – Vice President</td>
<td>Giorgia Moss</td>
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<td>Michael Lynch</td>
<td>Tania Brown</td>
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<tr>
<td>Stuart Toplis</td>
<td>Crissy Samaras</td>
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<td>Stephanie Trikash</td>
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<td>Bruce Campbell</td>
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<td>Neil Robertson</td>
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<td>Paul Simpson</td>
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Apologies
Paola Flores

Visitors

2. Minutes of Previous Meetings

Motion: The minutes of the previous School Council Meeting of Wednesday 28th March, be received as a true and accurate record.

(_____/______)  Carried

School Council President/Chairperson Endorsement  ___________ 30 / 05 / 2012

3. Business Arising From Previous Meeting
Could all School Councillor members email a photo and 100-150 word statement about yourself and to introduce yourself to the school community. Please email this information to Belinda Gill (gill.belinda.a@edumail.vic.gov.au)

4. Correspondence
In
4.1.1 Ambulance Victoria – correspondence was received in relation to the letter of complaint sent in 2011.
4.1.2 Western Metropolitan Region – confirmation of our Enrolment Ceiling for 2013.
Out

4.1.1 Letter of thanks on behalf of students and School Council to a family that made a generous donation of $500.00 to our Building Fund this year.

5. Business Arising from Correspondence
Nil

Motion: Moved acceptance of the correspondence.

(Brown/Samaras) Carried

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

Additional Discussion
AIP Template
The AIP is developed from a template provided by DEECD. Schools use their data from surveys and NAPLAN assessments to individualise this. Benchmarks are set and Key Improvement Strategies identified. The RNL works with each School Leadership team to help develop the AIP at the end of the previous year.

Schools then submit their AIP to their Regional Network Leader (RNL) for endorsement. Once endorsed the AIP is endorsed by the School Council President and then tabled at School Council for endorsement.

After participating in the Instructional Rounds process in 2010, we developed a Theory of Action for the whole school to focus on in regard to their teaching and learning…. “if we improve teacher practice in relation to the quality of questioning, learning focus, success criteria and differentiated curriculum, then teaching will be strengthened and students will learn in deeper and more meaningful ways……” This is reflected in our goals and strategies in the AIP.

Annual Report
DEECD provides all schools with a template to develop their Annual Report. A WOSID statement is developed (What our school is doing according to the defined headings). School's with more than ten children identified on the PSD (Program for Students with Disabilities), must include a statement in relation to their progress. Williamstown North Primary School is one of these schools.

The second element of the Annual Report is Government School Performances Summary, generated by DEECD and based on our data, which is then compared to 'Like' Schools. The final component is the schools Financial Report.

The Annual Report is endorsed by the Regional Director and then tabled for School Council endorsement.

The Canteen Manager and First Aid Officer – are currently paid through local payroll. We will advertise these positions in Term Two and the successful applicants will be paid on Central payroll.

Autism Inclusion Project – Final building/construction work is almost completed.
Motion: The Principals report be received and School Council endorse;
2. The 2012 Annual Implementation Plan (AIP).

(Emin/Moss) 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
It was most beneficial that Linda Campbell (Business Manager) was able to attend the meeting and provide information and clarify aspects of the Financial Report. Linda will be attending all future Facilities & Finance Meetings.

Program Budgets – are currently showing a negative balance, for any expenditure to date. Linda will enter the budget this week and the balance will be adjusted accordingly.

Wendy has requested a second quote for a new air conditioning unit for the Comms Room. The cost will be around $2,000 - $2,500.

More information is required about options to replace the existing carpet in the corridors upstairs and downstairs. This will be pursued in Term 2.

ICT – Felicity has prepared an eLearning update for School Council and this was tabled at tonight’s meeting.

Michael raised the issue about the pergola in front of the Japanese classroom. It appears to be on a lean and he requested to have this assessed to determine how secure the structure is?

Motion: The Facilities & Finance report be received and that School Council endorse;
2. The purchase and installation of a new air conditioning unit for the Comms Room.

(Campbell/Cross) Carried

8.2 Education Report
Paul presented the Education report as distributed
Additional Discussion
The Education committee looked at the list of Policies and Procedures and discussed how to gather, communicate & share the expertise of members of our community.

Mathletics – it was interesting and reassuring that teachers are continuing to investigate the way they can use the Mathletics program and learn about the extra elements they can access on Mathletics.

KRG (Key Reference Groups) – identified these and reports will be tabled at School Council when the meetings are held.

How best to utilise the skills within our parent community and make this more of a collaborative communication avenue. This will be referred to Community Liaison Committee.

**General Discussion**
The question was asked ‘What the implications of the State budget cuts on our school.

The cuts will impact the number of RNL’s (Regional Network Leaders), Networks and Regions will be reduced. The size of the Regional Office (i.e. number of employees will be greatly reduced).

At a school level I have worked through clarifying roles and responsibilities in particular those of Expert teachers. By ensuring all staff are working at the appropriate level and responsible for associated responsibilities. This has been extremely supportive of me.

**Motion:** The Education report be endorsed;
(Moss/Cross) **Carried**

8.3 **Community Liaison Report**
Michael presented the Community Liaison report as distributed.

**Additional Discussion**
A draft of ‘Events’ within the 2012 calendar was tabled.

It is clear from what we know that there is a tremendous amount of ‘good will’ that we are extremely fortunate to be receiving.

Our challenges are to encourage these great ideas; however we do need to work on actioning these within the interested and need of the school. Keep the ideas coming through.

Clarification of classroom helpers was raised. The committee will investigate whether the person overseeing this last year will be continuing this year and will work on promoting this if we needs someone to come on board for 2012.

**Motion:** The Community Liaison report be endorsed;
(Brown/Simpson) **Carried**

9. **General Business**
- Michael shared his experience of attending a fundraising meeting at Williamstown High School about initial discussion and planning for a vision statement at a proposed theatre.

  The purpose of the meeting was to brainstorm ideas on fundraising and funding.

- Update on the Principal Position for Williamstown North Primary School. The position should be advertised on 13th April, with a two week applications timeline. The whole process takes about 6 – 8 weeks. This will mean that we should know the outcome and have the substantive position filled for the beginning of Term 3 of 2012. We will need to select a Parent Representative for this panel. The School Council President is on the panel and a staff representative.

- School Council feels that because of the number of new members on council this year, it would be beneficial for Sue Conquest to come back and address our Council to explain the process and answer any questions.

Meeting Closed  8.45pm
Next Meeting – 30th May at 6.30pm