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

Date: Wednesday 27th June 2012
Meeting Number 6 - 2012

Meeting opened:

Chair: Sam Cross

1. Present
Quorum Confirmed Yes

Parent Members
Sam Cross - President
Wayne O’Hanlon – Vice President
Michael Lynch
Stuart Toplis
Stephanie Trikash
Bruce Campbell
Neil Robertson

DEECD Members
Wendy Emin – Executive Officer
Tania Brown
Crissy Samaras - Secretary

Apologies
Paul Simpson
Paola Flores
Giorgia Moss

Visitors

2. Minutes of Previous Meetings

Motion: The minutes of the previous School Council Meeting of Wednesday 30th May, be received as a true and accurate record.

(Campbell/Toplis) Carried

School Council President/Chairperson Endorsement ___________ __ / __ / 2012

3. Business Arising From Previous Meeting

Wendy will follow up on the Coffee Mornings and potential topics i.e. Mathletics. Melissa Brown has also offered a ‘Twilight’ session for parents on Mathletics.

4. Correspondence

In

4.1.0 Maurice Boyd sent a card thanking School Council for their message of sympathy and thoughts with the recent loss of his wife Loren.

4.1.1 A request from ‘Bright Steps’ Child Care Centre, to hire a ‘space’ for 30 pre schoolers, as they are renovating their premises during the September school holidays (2 weeks) including toilets. Food will be cooked at their
centre and brought to the school. The children will be taken back to the centre for outside play sessions.

To build the sense of community, we would certainly look at accommodating this request.

Additional information is required with regard to a Bond, Payment, Liability, Cleaning etc for the two weeks.

Consider what the cost involved has been for the services such as the After School Care Program and use this as a bench mark, including the hours, use of our facilities power etc - $1,500 to $2,000 per week.

The coordinator of Bright Steps is organising all required paperwork etc.

Out - Nil

5. Business Arising from Correspondence
   Nil

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

   Additional Discussion
   A copy of the document of the three year plan for Western Metropolitan Region – a Professional Learning Community was distributed to all Councillors.

   Staffing – (5 Full Time and one .6 position)
   Due to the outcome of the Principal Process, Brian Wheeler was contacted and gave permission for the withdrawal of that .6 advertised position.

   Details of the staffing outcomes have been communicated to the school community.

   Wendy has contacted Jim Cahill to congratulate him on his appointment and extended an invitation to visit and meet the staff and also attend our final Monday assembly for Term 2.

   Prep Enrolments - enrolments are progressing quite steadily. We currently have 111 Prep enrolments for 2013 with some expressing first preference for a position at St. Mary’s or Williamstown Primary School. Wendy and Jim to meet with Andrea from Williamstown Primary School early Term 3 to discuss enrolments, including any dual enrolments.

   Parent/Teacher/Student Conferences – bookings will be completed online. Reports to be sent out on the Friday of the first week, Friday 20th July.

   In previous years, reports have been sent home in the last week of Term 2. The amount of teaching time in Term 2 was brief, before teachers had to commence assessments. This year we have trialled sending Reports home at the start of Term 3. Feedback from staff and parents will be sought at the conclusion of the P/T/S process.
Wendy thanked Council for their support, shared her future commitment to the school to ensure the work that has been undertaken over the past three years is embedded at a deeper level. On behalf of council Sam thanked Wendy for her work and dedication to Williamstown North Primary School, thanking her on a personal level as well.

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

(Emin/Samaras) **Carried**

7. **School Council President’s Report**

Sam thanked School Council for their participation in the Principal Selection Process.

Sam also thanked Wendy for her professionalism during the process.

Sam however raised one very disappointing factor that occurred at the end of the selection process which was, a ‘Breach of Confidentiality’. A School Councillor shared confidential information which could easily have had the potential to compromise the situation. The importance for confidentiality was heavily stressed by both Sam and Sue Conquest at all meetings and those present had signed, agreeing to maintain confidentiality.

This was also disrespectful to Wendy and could have developed into a very difficult situation for everyone. Our School Council Protocols also state the professional responsibility of all School Council members at all times. The staff are extremely disappointed that this occurred, and it has compromised their perception of School Council, especially with regard to trust and respect.

School Council has much to redeem themselves for, to rebuild and gain the trust of the staff and the wider community. Sam expressed her extreme disappointment and on behalf of School Council and apologised to Wendy. School Councillors need to remember the position they hold. Sam said she was more than happy to meet with, or talk with any School Councillors about this. Wendy has also shared the information/details to Sue Conquest and has spoken at length with the Regional Director Katherine Henderson.

8. **Committee Reports**

8.1 **Facilities and Finance Reports.**

Neil presented the Facilities and Finance as distributed.

**Additional Discussion**

- **The Building Fund**
  
  In 2012, there has also been a lack of donations and this is also the trend experienced by other schools. We will to continue to pursue and investigate how we can possibly turn this around.

- **Hall Hirer Users**
  
  A number of our Hall Hirer Users are regularly leaving lights on in numerous areas of the Gym, including the foyer and toilets. All Hall Hire
users have been contacted about this and alerting them to the introduction of a $100.00 fine if this continues to occur. They have also been asked to ensure all people who may be responsible for opening and locking up, are shown where all the light switches are and to check to see if a light or lights are on prior to leaving. The school will also support them by providing a map of the interior, indicating where light switches are located, including a reminder sign on the exit door.

- **iPad**
  A number of iPads have been purchased for student use, especially for our Special Needs students. A class set will be available for other students from Prep to Year 6 to use.

- **Professional Activity**
  A number of our staff will be attending a professional learning activity on utilising APP’s suitable to use as a teaching aide for special needs students, with a focus of children on the Autism Spectrum.

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

(Cross/O’Hanlon) Carried

**8.2 Education Report**
No Meeting was held.

**8.3 Community Liaison Report**
Michael presented a verbal Community Liaison report.

- Paving Fundraiser – is still being investigated. We will agenda this at the next meeting before making a recommendation to Council.
- Olympic-a-thon – Wednesday 1st August.
- Fete Meeting – our first Fete meeting has been held and it appears that many members of the community have once again committed to take responsibility for coordinating particular areas.
- School Athletics – Well Done Sarah on the outstanding organisation. The event ran on time and in fact finished earlier than expected.

**Motion:** The Community Liaison report be endorsed;

(Brown/Campbell) Carried

**9. General Business**

- Flooding Issues on Melbourne Road where the parking bays are at the front of the school. After numerous reports and phone calls over the past 12 months we believe the flooding issue has finally been rectified.

Meeting Closed 7.32pm
Next Meeting – 1st August at 6.30pm