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

Date: Wednesday 29th August 2012 Meeting Number 8 - 2012

Meeting opened:

Chair: Sam Cross

1. Present
Quorum Confirmed Yes

Parent Members
Sam Cross - President
Michael Lynch
Stuart Toplis
Stephanie Trikash
Bruce Campbell
Paul Simpson
Neil Robertson

DEECD Members
Jim Cahill – Executive Officer
Wendy Emin
Tania Brown

Apologies
Giorgia Moss (Camp)
Crissy Samaras – Secretary (Camp)
Wayne O’Hanlon – Vice President
Paola Flores

Visitors

2. Minutes of Previous Meetings

Motion: The minutes of the previous School Council Meeting of Wednesday 1st August, be received as a true and accurate record.

(Campbell/Trikash) Carried

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

3. Business Arising From Previous Meeting

3.1 Bright Steps Child Care
   – Liaising with Jim and Wendy re use of our facilities in the September school holidays.

3.2 Vic Roads
   – Works completed.
4. Correspondence
   4.1.0 Hobson’s Bay City Council
       – Additional works have been undertaken in Station Road.

   4.1.1 Hobson’s Bay City Council
       – Inspection of the Canteen by Hobson’s Bay Health Officer.

Out – Nil

5. Business Arising from Correspondence
   Nil

   Motion: The inwards/outwards correspondence be received.

   (Brown/Robertson) Carried

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

   Additional Discussion
   6.1 School Purpose Statement
       – Draft 2 has been developed. School Council have been asked for their feedback.
       – Parents have started to provide feedback and students will also be consulted.
       – The draft Purpose Statement will be placed in the Newsletter for parent feedback or comments.

   6.2 Canteen Theft
       – Julianne was provided with full support by the school. Important for us to revisit our practices, especially around safety.
       – Control Measures have commenced
         o Lock the security door.
         o Money bag to be placed in a drawer.
         o Procedures to be added to the Canteen Policy and a copy placed in the Canteen folder.

   Motion: The Principals report be received.

   (Lynch/Toplis) Carried

7. School Council President’s Report
   No Report.

8. Committee Reports
   8.1 Facilities and Finance Reports.
       Wayne presented the Facilities and Finance as distributed.

   Additional Discussion
   8.1.1 7056 Communication Budget
- A suggested figure of $5,000.00 to be transferred to budget 7056. After further consideration of proposed expenses for the remainder of the year, this amount will need to be increased to $8,000.00.

**8.1.2 SMS Facility**
- This would operate as an additional communication facility.
- The company has a very clear privacy policy.
- Further information will be shared with community via the Newsletter. Action – Jim.

**8.1.3 The Asset Stocktake**
- The Asset Stocktake has been undertaken. The Stocktake will also support our Program Budget review process, when developing budgets for 2013.

**Motion:** The Facilities & Finance report be received and School Council endorse;
2. The transfer of $8,000.00 to budget 7056.
3. The installation of SMS as a communication devise for parents.

(Trikash/Campbell) **Carried**

**8.2 Education Report**

**Additional Discussion.**

**8.2.1 Homework Policy**
- Staff have commenced the review of this policy.
- Parents and students will also be involved and have opportunities to provide feedback.

**8.2.2 iPads**
- Staff will be briefed and supported with professional learning about the effective use of iPads and how to facilitate skills and behaviours.
- The iPads will be a learning tool and not a ‘busy activity’.

**8.2.3 National Curriculum**
- Implementation will be staged over two to three years.
- The Learning Areas of English, Mathematics, History and Science will be introduced in 2013.

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

**Additional Discussion**

**8.3.1 Engraved Pavers**
- The School Community will be offered the opportunity to purchase a paver/s to record their association with Williamstown North Primary School.
- A ‘timeline’ for offering this will be established e.g. every 5 or 7 years. This will ensure all families over the course of the time they
are part of the Williamstown North Primary School Community can be recorded in our history.

8.3.2 Skill Register
- Further discussion is required in order to clarify how best to have this as an effective and active record of parent expertise.
- Also, the engagement of one or two parents per class be established to enable parents the opportunity to investigate and establish a class record of parents, their ability to be involved in the school, and any skills, interests or expertise. This will allow parents to assist and support community involvement at a variety of levels.

Motion: The Community Liaison report be endorsed;

(Lynch/Campbell) Carried

9. General Business
9.1.1 Seat Belted Buses
- A couple of Prep parents have inquired why we don't have seat belted buses for the Junior Swimming Program.
- Background behind the decision taken by the school a number of years ago was discussed.
- It is now timely to review the use of seat belted buses as opposed to non-seat belted buses for ‘local’ activities. Cost is a huge implication. This would impact on the parent payment for the annual Incursion/Excursion amount if only seat belted buses were used.
- Staff booking buses will be asked to get a quote for buses with fitted and non seat belted buses, for all future Excursion/Sports activities for the remainder of the year. A comparison of costs will be noted.

9.1.2 Risk assessment
- A risk assessment will be undertaken on the use of buses using non-seat belted and implement control measures to reduce any ‘possible risk’.

Action Jim to contact the parents to inform them that this has been tabled at Council and that the school will be undertaking a review of the use of buses. Consideration to establish a ‘tender’ to one Bus Company may also be investigated.

9.1.3 Breakfast
- A School Council and Staff breakfast will be organised for Wednesday 19th September, commencing at 7.30am – toast, raisin bread, juice and the Coffee Van.

Meeting Closed 8.00pm
Next Meeting –