



Geraldton Primary School

School Council Agenda

Monday 6 August 2018 3.30pm

Geraldton Primary School – School Library

Time		Agenda Item	Action:	Who:
3.30pm	1.0	Welcome and Apologies		Chairperson
	1.1	Apologies/Absentees Present: Jacqui Quartermaine, Craig Palmer, Jacinta Harries, Dianne Westlake, Rachel Rutter, Bradley Mitchell, Mick Gibberd, Sherry Datta, Katie Taylor Apologies: Chad Butler- Henderson, Shane Day Odette Luk		Chairperson
	1.2	Confirmation of agenda by Craig. Craig thanked Mick Gibberd for his service and tenure as Chairperson for the past 3 years.	None	
3.35pm	2.0	Disclosure of interest	None	Chairperson
	2.1			
3.40pm	3.0	Minutes & Business of Previous Meeting Moved and Seconded that the minutes of the last meeting be accepted as true and correct.	Moved: Dianne Westlake Seconded Jacinda Harries	
	3.1	Business arising from Previous Meeting Minutes: Secretary role - recommendation of an appointment for a Secretary for the School Council - Craig Palmer. K Taylor volunteered to be minute secretary - Photos of School Council Members - to be taken at this meeting for this week's newsletter - Jacqui Quartermaine - Please have photo taken today for newsletter or send a head shot to Jacqui by Tuesday 4pm - P and C Representative - currently Sherry Datta in her role as previous President of the P and C. To ascertain if this was voted by P & C as part of the President's role. Stan Corneille is now the president of the P & C Association. – Still to be decided by P & C and possibly needed to be an AGM item. – Jacqui has emailed President to clarify and obtain next move. - Nominations for additional parent and community representatives - can be called for via the newsletter this week. This way any new members could potentially be available for the School Council Workshop on 3 September Decision by School Council. - School Creed - combined results. Jacqui will place results of School Creed Surveys, combined and separate groups into the newsletter this week with the aim of having a staff, student and parent committee commencing by the end of Term 3, 2018 to work on future planning. Would like a representative from the School Council on this committee.	Moved: Sherry Datta Seconded: Dianne Westlake P & C to clarify at their next meeting. Jacqui to email Stan Corneille, P & C President. Jacqui to call for nominations in this week's newsletter. Results to be placed in newsletter with a call for members for a School Creed Survey. Jacqui to ask Shane Day to see if he is interested in being a School Council	Chairperson

			rep for this committee.	
3.55pm	4.0	New Business – Operational		
	4.1	WA Education Awards - Ian Davidson's nomination not successful. Nomination emailed to School Council members for their interest. Whilst not successful Ian has received a congratulatory certificate from the DOE.	School will put forward a nomination for Ian for the Midwest Education Awards later in the year as the GPS nominee.	Jacqui Quartermaine
	4.2	Homework Policy - school in process of developing a survey for staff, students and parents to update its current policy. Due for completion by the end of Term 3. School has made a draft survey – used different other policies to review GPS policy. Current policy is not enforced across the board consistently and needs to be evidence based. Using this period to review and make a consistent policy and then implemented. General discussion re value of homework Will be added to the following newsletter rather than the one this week to allow for appropriate time to review and not overloading in this one.	Jacqui to begin to engage parents via the next 2 school newsletters.	Jacqui Quartermaine.
	4.3	School Information Pack - school in process of updating this with a deadline of Week 5, Term 4, 2018 for completion. Jacqui will provide to School Council members for review. Focus is on developing a more corporate and polished product which reflects the vision of the school.	Jacqui to provide School Information Booklet for review to the School Council one week prior to the October 29 School Council Meeting.	Jacqui Quartermaine
	4.4	School Council Terms of Reference - Tenure and voting formula/processes. Discussion re greater clarity required for voting processes. Some variations in tenure based on documents from last meeting. Varying comments are between 2 or 3 year tenure – Craig has reviewed and confirmed this is 3 years. This indicates that all are within tenure currently with the exception of Mick Gibberd. Mick is happy to re-nominate for a position on the School Council. Katie to email link for Criminal screening to School Council members. Nil cost for Council members and valid for term on Council Link and FAQ below: http://det.wa.edu.au/screening/detcms/workforce/screening/criminal-history-check/school-boards--councils-application-package.en?cat-id=3766928 There is no fee for the screening of Board/Council members in Public schools. Query from Sherry re P & C Representative tenure differing from the 3 years Terms of Reference tenure. P & C have a differing system and, as such, the School Council terms of reference are not	All School Council members who do not have a current WWCC to provide one to Katie. All members who do not have a current criminal screening to commence this process. Craig to work on voting process for inclusion in the Terms of Reference for the next meeting.	Craig Palmer.

		adhered to in this case, as the P & C Representatives to the School Council are voted on at the P & C AGM on an annual basis.		
	4.5	Working with Children Checks for School Council members - See above.		Craig Palmer.
	4.6	One Open to the Public School Council Meeting required each year. Decision as to what date for this. Suggestion of Term 4 as next meeting on 3 September is a continuation of the School Council Workshop with Nicci Godsmann. One open meeting per year 2018 to be 29/10/18.	Jacqui to place information in the newsletter and school Facebook page.	
	4.7	Jacqui Archdale Retirement Lunch invitation to School Council Members - Monday 27 August 2018 – General discussion.	Jacqui to arrange for invitations to all School Council Members for this event.	Jacqui Quartermaine
4.20pm	5.0 New Business – Strategic			
	5.1	School Development Plan - Aboriginal Cultural Standards Framework Plan 2018 - 2020. For School Council to view and give feedback on if wish. Jacqui walked the SC members through the school's Aboriginal Cultural Standards Framework Development Plan and outlined the key areas identified via a staff review. Intention of also involving Aboriginal parents in a review of Aboriginal education via the Aboriginal Cultural Standards Framework. Key focus in on being culturally responsive and utilising local cultural knowledge to increase awareness of local aboriginal culturally significant places, people and connections to country. The school has engaged Marian Baumgarten with Wan.Gura Consultancy to provide a series of cultural awareness workshops planned for staff this and next year.	Jacqui to email PDF Copy for Council to review/input. Jacqui to email SC members a copy of a resource the school intends to purchase for staff regarding Aboriginal history. Bradley interested in being part of a parent body re feedback to school about the ACSF	Jacqui Quartermaine
	5.2	Role of School Council - Open discussion of of current and past practices. What's working well, what would be better if? - Feedback about info prior to meetings to allow for review and then discussion. - Discussion about how many meetings per term? Suggestion for 6 meetings a year. General decision for 2 meetings a term with option of having training workshops as part of the meetings. - Discussion on depth of info and using time in a more proactive way if less meetings across the year. - Reminders to Jacqui to assist with prompts for meeting times schedules agendas etc and timely production of the administration of council meetings. (10 days before) - Recommence meetings Chairperson and Principal one week prior to SC Meetings.		Craig Palmer
	5.3	School Planning Priorities Overview and role of School Council in this		Jacqui Quartermaine

		Discussion of school strategic plan. Jacqui provided overview of Focus 2019 and what the school was doing to address the key initiatives. Discussion about Jacqui's request for the School Council to be involved in the vision development and rebranding of the school with the suggestion Discussion re what do 'WE' (GPS) want to be known for. Discussion regarding how we are viewed by parents and carers.		
4.40pm	6.0	Reports and Operational Matters		
	6.1	Correspondence In – Correspondence from DOE regarding Jacqui Quartermaine being involved in a Central office process. Craig thanked Jacqui and also Rachel Rutter for her acting principal role whilst Jacqui was on LSL. Correspondence Out – NIL		Craig Palmer
	6.2	P&C Representative Report Financials as of the last meeting: Kindy \$1435.70 General \$8098.26 Canteen \$2613.36 P & C President has resigned due to family commitments (Sherry Datta) and new president elected (Stan Corneille). Sub Committee addressing financial situation of canteen and commencing a review of Canteen viability on Wed 8 August meeting. Bogan Bingo fundraiser for the 2019 Year 6 camp Catering done by P & C at the Open Night and will be done at the faction carnival Colour fun run date set for the 19th of October WASCCO annual Conference. 3 P & C members attending.		Sherry Datta
	6.3	Principal's Report Provided a brief overview of recent events: Open night – highly successful with a strong community feel. Spelling Bee Yvonne Goolagong Tennis Foundation excursion for Aboriginal students.	Rachel will email SC members a short survey to get feedback on the Open/Exhibition Evening from the SC Members.	Jacqui Quartermaine
	6.4	Financial Reports – Overview of current financial status provided. Currently in the black for cash and in the red for salaries but overall in the black. Katie to provide Comparative Report for all future School Council meetings. Katie to email current comparative budget report to School Council members.	Email current comparative budget report to SC Members.	Katie Taylor
4.50pm	7.0	Other Business		
	7.1	Uniforms. – still to be clarified re girls' skirts/skirts style - and then ratified via School Council – to be added to next agenda.	For next meeting	
5.00pm	8.0	Meeting Close/Adjournment/Next meeting		
	8.1	Next meeting: Monday 3 September 2018 Meeting closed at: 5.20pm		

Agenda items for next meetings:

Monday 3 September

School Council Workshop with Nicci Godsmann.

Jacqui to provide afternoon tea

To be emailed prior to the meeting:

- Aboriginal Cultural Standards Framework Plan
- School Improvement Plan 2018 - 2020

Monday 29 October – Invitation to public to attend the meeting

2018 NAPLAN results

2019 NAPLAN Online planning and preparation.

Draft School Information Pack.

Homework Policy for School Council ratification

School Creed Committee update.

Monday 26 November

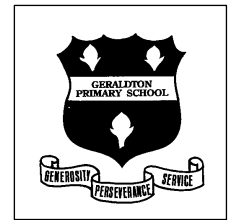
Ratification of Charges and Contributions Schedule for 2019

Draft Annual Report 2018

NSOS (National School Opinion Survey) results.

School Creed Committee update.

GERALDTON PRIMARY SCHOOL



SCHOOL COUNCIL TERMS OF REFERENCE (Updated Dec 4 2017)

These terms of reference are to be read in conjunction with the provisions of the School Education Act 1999 and the School Education Regulations 2000 as amended from time to time (including, without limitation, Part 3 Division 8 of the School Education Act 1999 and Part 6 of the School Education Regulations 2000). To the extent of any conflict or inconsistency between these terms of reference and the School Education Act 1999 or the School Education Regulations 2000, the School Education Regulations 2000 shall prevail.

NAME

1. The name of the Council is the Geraldton Primary School Council.

DEFINITION

2. In these terms of reference:
 - “Act” means the School Education Act 1999.
 - “Parent” means parent as defined in section 4 of the Act.
 - “School” means Geraldton Primary School.
 - “Student” means student enrolled at the school.

PURPOSE

3. The Council is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the School.

FUNCTIONS AND POWERS OF THE COUNCIL

4. The Council has the functions and powers set out in the Act.

MEMBERSHIP

5. a) All Council members elected or co-opted are required to obtain a Working with Children Check within three months from the date of their appointment unless they are entitled to the parent volunteer exemption under the Working with Children (Criminal Record Checking) Act 2004 (WA).

b) Should a Council member who is required to obtain a Working with Children Check under clause 5(a) fail to obtain the Working with Children Check within the time specified in clause 5(a), the Council may terminate the membership of that Council member under the Act and School Education Regulations 2000.

c) All school council members who commence their tenure from Term 2, 2017 should submit a National Police History Check (criminal history screening) through the Department of Education Screening Unit.

<http://det.wa.edu.au/screening/detcms/workforce/screening/criminal-history-check/school-boards---councils--application-package.en?cat-id=3766928>

Council members appointed before Term 2 2017 do not have to be screened, but are encouraged to be screened during their current tenure.

All existing council members whose tenure is renewed, but were not screened during their existing tenure, will need to be screened before their renewal can be confirmed.

d) The Council notes that regulations 111 of the School Education Regulations 2000 prescribes the matters relating to ineligibility for and cessation of membership.

e) The numbers of members of the Council shall be at least 5 but not more than 15, but shall otherwise be determined by the Council.

f) The Chairperson of the Council is to be elected by, and from, its members.

g) The Principal is automatically a member of the Council.

h) Membership of the Council is to be drawn from the following categories –

1. Parents
2. Members of the general community and
3. Staff of the school.

i) The Parents and Citizens Association may nominate one of its members to be a member of the Council in the parent or community membership category as is relevant to the nominee.

j) Members missing 3 meetings in a row will be asked to leave the Council unless there is a valid reason for these absentees. (A new Council member should be considered)

k) Length of tenure of membership will be two (2) years.

MEETINGS AND PROCEEDINGS OF THE COUNCIL

6. a) The Council will determine the number of meetings for each year with a minimum of one Council meeting per school term.

b) The Chair of the Council will convene Council meetings in accordance with the directions of the Council by giving 14 days' notice of the venue, date and time of the meeting unless otherwise agreed by a majority of Council members.

c) The Chair is to be elected from the Council by vote of Council members every calendar year.

d) Minutes of the preceding meeting will be circulated 7 days before a meeting and tabled at the commencement of each meeting.

e) Notice of business to be discussed and supporting documentation will be provided to members no later than 7 days before a Council meeting.

f) All decisions relating to Council business are to be taken by vote of Council members.

g) Instead of a meeting, any Council member may submit any proposed resolution to the Council for a vote by notice. Notice must be communicated in writing and may include email. The proposing Council member must notify the Chair accordingly and the Chair must give each Council member notice describing the such proposed resolution so submitted, together with adequate documentation in connection with such proposed resolution to enable the Council members to make a decision. Each Council member must communicate its vote by notice to the Chair and each other Council member within 48 hours ("Voting Period") after receipt of the Chair's notice of the proposed resolution. Any Council member may, by notifying all Council members within the Voting Period, request that the proposed resolution is to be decided at a meeting duly called for that purpose (and if such a meeting is requested, the Chair must call such a meeting). If a meeting is not requested then at the expiration of the Voting Period, the Chair must give each Council member a confirmation notice tabulating the votes on the proposed resolution and stating the results of the vote. Any Council member failing to communicate its vote in a timely manner during the Voting Period is deemed to have voted against the proposed resolution. Any resolution by notice will be ratified at the following Council meeting.

BUSINESS OF THE COUNCIL

7. a) The business of the Council includes but is not limited to –

i. all business required of it by the Department of Education or the Principal of the School;

ii an annual review of the School Strategic Plan addressing the following considerations in a manner it sees fit;

1. delivery of the strategic plan;

2. any necessary changes to the strategic plan;

iv. promotion of the school.

b) The Council will formally report to its school community at least once each calendar year.

c) With the approval of the Minister or Director General, as the Minister's delegate to take part in the selection of, but not the appointment of the school principal or any other member of the teaching staff under section 129(2) of the Act.

d) The Council cannot intervene in the:

- Control or management of the school;
- Education instruction of students;
- Exercise of authority over teaching staff or other persons employed at the school; and/or
- Management or operation of a school fund.

COMMITTEES

8. a) The Council may appoint a committee composed of parents, community members or appropriate experts to address its business, but at least one Council member is required to serve on each committee.

b) The duties of a committee appointed by the Council will be clearly defined and stated in writing.

c) Where appropriate, a specific date shall be set for completion of tasks assigned the committee.

DUTIES TO BE ALLOCATED

9. The Council allocates to the following member or members the following duties:

a) The Chair and Principal will co-ordinate the correspondence of the Council.

b) The Chair will ensure that full and correct minutes of the meetings and proceedings of the Council are kept.

c) The Principal will have custody of all books, documents, records and registers of the Council.

REVIEW

10. The Council's terms of reference and code of conduct are to be reviewed by the Council at the end of each calendar year.

