



Geraldton Primary School

School Council Agenda

Monday 26 November 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: Sherry Datta, Dianne Westlake, Jacinda Harries, Rachel Rutter, Bradley Mitchell, Cameron Todd, Craig Palmer, Chad Butler-Henderson, Kate Turtley-Chappel Apologies: Mick Gibberd, Shane Day Minute Secretary: Katie Taylor		
	1.2	Confirmation of agenda by Craig.	None	
3.35pm	2.0	Disclosure of interest	None	Chairperson
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: Seconded	Chad Butler-Henderson Bradley Mitchell
	3.1	Business arising from Previous Meeting Minutes: Terms of Reference – updated for feedback Code of Conduct – draft for feedback School Creed Committee – call for members for committee placed in newsletter.	Moved: Seconded:	Chairperson
3.55pm	4.0	New Business – Operational		
	4.1	Annual Report to School Community “The Council will formally report to its school community at least once each calendar year” as per current terms of reference. Suggestion that the council participate in developing a draft for the final school newsletter in December. JQ Explained the premise of the document to be added to the newsletter explanation of the template what kinds of items would be included and	Jacqui to send completed document to School Council members for signing	Chairperson and Principal
	4.2	School Council Code of Conduct Draft completed for review. Tabled. Craig explained the process taken to get to the end documents provided - Questions over the 2 documents and if any outcomes/actions over what happens if these are not adhered to. – JQ explained that they are a guideline and that really there should not be any issues	Moved: Cameron Todd Seconded: Sherry Datta	

	4.3	Terms of Reference Review Updated T or R for review and feedback. Tabled. CP explained the process of review and assessment by the sub committee, the document explains the terms of review if needed. General conversation around the formatting and development of the GPS version. CB-H suggested that within Section 4. Functions of the council in section 4.8 add "to adhere to code of conduct" CP – conversation over the section pertaining to religious education section - new version stated a shorter version of the "act" however CP found information that we should be sticking to the wording of the act rather than a shorter version. CP also raised conversation of quorum numbers and numbers needed to pass a unanimous vote Majority of GPS numbers are Parent numbers (5 Staff and 8 others (parents and P & C) Section 6.6 in terms of reference state the rules of the ratios. This information is needed for passing resolutions. Discussion around needing the absolute majority and parent numbers to pass resolutions. Agreement to add into terms of reference Whole agreement moved and seconded	(Amendments) Moved: Bradley Mitchell Seconded: Odette Luk Moved: Bradley Mitchell Seconded Jacinta Harries
	4.4	School Council Effectiveness Survey 2018 Has been revised and items grouped together. Deadline for completion is Monday 3 December. Time to be provided at the meeting to complete. Link has been emailed to members. Tabled. CP discussed how easy this was and encouraged all members to complete.	Principal
	4.5	Marketing your school For discussion. Link has been attached via email to members. Discussion over DOE department and the guidance they offer for re-branding. – to bring the "brand of GPS" forward to the 2000's. Future planning of the brand of the school, developing a marketing strategy focus. Not to change anything or remove anything, but to modernise the look and feel of the branding of the school. For 2019 – look at this more in-depth to re-brand. Discussion over growth of school numbers proposals for class sizes and structures - see section 5.3 for further information.	Principal
4.40pm	5.0	Reports and Operational Matters	
	5.1	Correspondence In – Correspondence Out –	Chairperson
	5.2	P&C Representative Report - JQ reported on P & C meeting. Hosting WASCA Canteen Traffic light training held at GPS Opportunity for fundraising within the "Sunday's at the Sea".	P & C Representative

		P & C invited to Morning tea at GPS Representation at School council discussed - waiting for new year 2019 Colour fun run – discussion over timings and advertising Halloween disco - huge success over \$1000.00 New canteen menu and Special day - numbers up and especially for the special occasion items. Raffle on end of year event – bike donated by Ian Blayny, MLA – funds to be used to buy a larger “catering” style BBQ for events as existing one needs updating.		
	5.3	Principal's Report - Homework Survey – now on facebook. – a few replies already. Staff reminded again Suggestion to send a push notification to help reach a wider audience. Agreed. - NSOS Survey – to go out to parents, staff and students. - Annual Report Draft in progress. Not due till end of term 1 2019. Discussion over what included (such as PBS/P&C/Financial reports etc) - 2019 Class Structures Overview – draft – discussion held over proposed ideas for 2019 structures based on enrolments that are approx 371 currently. Ideal would be 382. For best class sizes and year groups splits. Discussion over school funding vs numbers within our planning for 2019 – discussion happening within Staff at GPS. Discussion over DOE policy changes on fixed term staff and how that will be managed. Discussion over attendance percentages for this year and actual figures and breakdown. 92.3 percent average so far for the year GPS strategies discussed.		Principal
	5.4	Financial Reports – Overview of current financial status to be provided at the meeting. Including Contributions and charges Discussion over budget and planning for 2019 Conversations around disability reviews and funding. Contributions and charges Suggestion to “show what spent with the money received” article for newsletter. Motion to approve contributions and charges for 2019.	Moved: Bradley Mitchell Seconded: Chad Butler-Henderson	Manager Corporate Services
4.50pm	6.0	Other Business		
	6.1	Meeting dates and agenda items for 2019 24/02/19 24/03/19 Introduction of School Council Members to school community at assemblies and other relevant events in 2018/2019.		Principal
5.00pm	7.0	Meeting Close/Adjournment/Next meeting		
	7.1	Next meeting: Meeting closed at 5.16pm		