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**SCHOOL COUNCIL MINUTES**

**DATE:** Monday, 30th July, 2018

**TIME:** 6.30 pm

**VENUE:** Strathmore Primary School

**CHAIR:** Heidi Fitzpatrick

**ATTENDEES: DET**

Peter Olm (Acting Principal)

Wayne McKenzie(Acting Assistant Principal) (SC Secretary)

Gabi Panozzo (Leading Teacher Specialist)

Rose Swindon (Classroom Teacher)

**PARENT**

Heidi Fitzpatrick (President)

Roger Farley (Vice-President)

Matt Finlay

Travis Jones

Elizabeth Toy

**COMMUNITY**

Liz Astruc

**MINUTE TAKER:** Wayne McKenzie

**VISITORS:**

**CONFLICT OF INTEREST:**

**QUORUM REQUIREMENTS**

A Strathmore Primary School meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees for the purpose of a quorum.

**CONFLICT OF INTEREST**

If a member of the Strathmore Primary School Council or their immediate family has a direct conflict of interest (including a pecuniary interest) with a matter under discussion at a school council meeting that member must not be present …

* During the discussion unless invited to do so by the person presiding over the meeting
* When a vote is taken on the matter

The declaration of interest should be included in the minutes of the meeting.

**MINUTES**

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| 1. **Welcome** |  |  |
| 1. **Apologies** | Meagan Taylor  Suzie Beayni |  |
| 1. **Quorum** | The chairperson noted that a quorum was present. |  |
| 1. **Conflict of Interest** |  | None declared |
| 1. **Minutes of the previous meeting** | Minutes of the meeting held on 25th June, 2018 were previously distributed.  It was noted that an adjustment was required to point 6.1 to reflect a vote with a result of one against. This amendment was made, and minutes accepted. | Motion:  “That the minutes of the meeting held on 25th June, 2018 be accepted.”  **Moved**: Heidi  **Seconded**: Liz  **Carried** |
| 1. **Business arising from the minutes** | | |
| 6.1 |  |  |
| 1. **Priority Items** | | |
| 7.1 Year 3/4 Camp | Peter Olm presented the various details about the upcoming 3/4 camp. Discussion around staffing, parent attendees and risk assessments. | Motion:  “That School Council approves the 3/4 camp.”  **Moved**: Heidi  **Seconded**: Rose  **Carried** |
| 7.2 Building Update | Currently having fortnightly site meetings in place of Buildings & Grounds sub-committee meeting until completion of build.  Residents have been informed via a letter drop that the concrete pour for the Gym foundations will begin next week.  No new issues to report.  Communications to be provided to the community. |  |
| 7.3 Anaphylaxis Policy |  |  |
| 7.4 AGM | AGM to be held from 6:30pm prior to the next SC meeting. |  |
| 1. **Reports** | | |
| 8.1  Principal’s Report | Peter Olm tabled the Principal Report.  See Principal’s Report dated July 2018 for details. |  |
| 8.2  Finance sub-committee | Heidi presented the Finance sub-committee report to council. See Finance sub-committee minutes dated 23rd July, 2018 for details.  Discussion around parent payments, the policy and the requirements of such policy. Information presented relating to Transparency Framework.  Links:  [Parent Payments](https://www.education.vic.gov.au/school/principals/spag/management/Pages/parentpayments.aspx#link10)  [Policy template](https://www.education.vic.gov.au/Documents/school/principals/spag/management/PP_Policytemplate.docx) | Motion:  “That all reports be accepted and recommendations endorsed.”  **Moved**: Heidi  **Seconded**: Matt  **Carried** |
| 8.3  Education Sub-committee | See Education sub-committee minutes dated 14 June, 2018 for details.  **NB** Education Committee dates to be provided to all School Councillors for the remainder of the year. | Motion:  “That the Education sub-committee minutes dated 18 July, 2018 be accepted and recommendations endorsed.”  **Moved:** Matt  **Seconded:** Liz  **Carried** |
| 8.4  Buildings & Grounds Sub-committee | Currently having fortnightly site meetings in place of Buildings & Grounds sub-committee meeting until completion of build. |  |
| 8.5  Parent’s Club Report | Liz presented the Parent’s Club report to council. See Parent’s Club minutes dated 16th July, 2018 for details.  Discussion of the following points:   * Permission for PC to investigate PC reps in each class for 2019. * Crowd funding online fundraiser to raise money for playgrounds. * Communication to parents about Compass. * Proposed Fun Run in term 4 (November 30). * Plaques to be sold to families to go on bricks on the new Gym as a fundraiser.   Further details to be presented at future meetings. |  |
| 1. **General Business** | | |
| 9.1  Policies | The Anaphylaxis Policy is presented for annual ratification. | Motion:  “That the Anaphylaxis Policy be ratified as presented.”  **Moved:** LIz  **Seconded:** Matt  **Carried** |
| 1. **Correspondence** | | |
| 10.1  Incoming | DET bulletins  Letter from Buddy Café advising they require access to install a waste pipe on the wall bordering our carpark. |  |
| 10.2  Outgoing | Mail drop to residents of York St. advising of concrete truck traffic during the foundation pour. |  |
| 1. Next Meeting | **Monday, August 27th**  **AGM 6:30pm**  **School Council meeting to follow** |  |
| 1. Closure of Meeting | 19:31 |  |

President or person who presided at the previous meeting to sign once minutes have been approved by school council.



30th July, 2018

**NOTE: RECORDS AND INFORMATION MANAGEMENT**

School Council minutes, agenda and correspondence are considered permanent records and are to be maintained I n the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.