

School Council Minutes



Torquay P-6 College

Date	22 May 2024	Time	6:00pm
Venue	Torquay College (onsite)		
Chair			
Attendees			
Minute Keeper			
A.O.C			
Time Keeper			
Guests			
Apologies			

Quorum requirements:

A school council 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. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - o during the discussion unless invited to do so by the person presiding at the meeting
 - o when a vote is taken on the matter
- may be included in the quorum for that meeting

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

MINUTES

1. Welcome	The Chair welcomes and introduces any visitors.	
2. Acknowledgement of Country (A.O.C.)	Torquay College acknowledges the Wadawurrung people as the Traditional Custodians of the land on which we live, learn and play and recognise the resilience, strength and pride of all Aboriginal and Torres Strait Islander communities. We acknowledge the connection to land, waters and cultures of Aboriginal and Torres Strait Islander people and pay our respects to Elders past, present and emerging throughout Australia.	

3. Apologies		
4. Quorum	Met	
5. Conflict of interest	N/A	
6. Minutes of the previous meeting	<p>Minutes of the previous meeting held on the 27th March 2024 have been tabled for reference.</p> <p>Add Secretary to Steph's title</p>	<p>Motion: <i>The Minutes of the meeting held on 27th March 2024 be accepted.</i></p> <p>Moved:</p> <p>Seconded:</p>
7. Business arising from the minutes (5mins)	<p>Additional Commentary:</p> <p>Nothing to add</p>	
8. School Council purpose (20 mins)	<p><i>See information in 'Welcome Pack' folder in shared drive</i></p> <p>Welcome Pack accessible to all SC members for review</p> <p>Action: for further questionnaires to be circulated to gather more information on current school councilor skill set, demographics and diversity data.</p> <p><i>Review of the 2024 AIP one pager</i></p> <ul style="list-style-type: none"> - Looked at the School Improvement Structure implemented for 2024 - Core practices reviewed - Key improvement strategies measure against success indicators. - School Council could have impact Engagement outcomes from AIP. Acknowledge the need to move forward from past concerns. <p><i>Setting of School Council committees and membership</i></p> <ul style="list-style-type: none"> - As a council what can we do? What does our community want? 	

	<ul style="list-style-type: none"> - Options: Culture/Community Engagement Committee, Finance Committee, OSHC Committee. Others could include REview, policies. <p>Decision:</p> <ul style="list-style-type: none"> - Finance Committee: Principal, Prue Elletson, Greg Minter, Nick Kearsey, Matt Leeds - OSHC Committee: Principal, Prue Elletson, Joel Ridgeway, Stephanie Bates, Ash Martin - Family & Community Engagement Committee: Blake Edwards, Ben Kennedy, Simon Pocervina, Steve Brew 	
<p>9. Child Safe</p> <p>(10 mins)</p>	<p>Review of three Child Safety policies and the statement of commitment Amy Snow named Child Safe Champion/Advocate in policy</p>	
<p>10. Policies</p> <p>(10 minutes)</p>	<p>Endorse the following school policies:</p> <ul style="list-style-type: none"> - Child Safe Policy - Child Safety Responding to and Reporting Obligations Policy - Child Safety Code of Conduct <p>Introduce the policy schedule to school councillors.</p> <p>Inclusion & Diversity Policy to be prioritised and reviewed at the next school council meeting.</p> <p>CCTV, Statement of Values & School Philosophy, Dogs at School also to be reviewed in 2024.</p>	<p>Motion: <i>That School Council approve and endorse the following policies:</i></p> <ul style="list-style-type: none"> - Child Safe Policy - Child Safety Responding to and Reporting Obligations Policy - Child Safety Code of Conduct <p>Moved: Seconded: Carried.</p>

<p>12. Principal's report</p> <p>10 minutes</p>	<p>Report as attached</p> <p>Top of the mind discussion: - <i>Enrolment projections 2025 and beyond.</i></p>	<p>Motion: That the Principals report is true and accurate.</p> <p>Moved:</p> <p>Seconded:</p> <p>. Carried</p>
<p>13. Finance Report</p> <p>10 minutes</p>	<p>Report as attached</p> <p>Additional Commentary: Look into high interest accounts.</p>	<p>Recommendations to School Council:</p> <p>Motion: That School Council approved all reports, purchasing cards and additional commentary are accepted as a true and correct depiction of the Torquay College finances for the month of April.</p> <p>Moved:</p> <p>Seconded:</p> <p><i>Carried</i></p>
<p>14. Community Engagement Report (Members to be determined)</p> <p>10 minutes</p>	<p>Nil</p>	<p>Motion: <i>Nil</i></p>

<p>15. OHSC Committee Report</p> <p>5 minutes</p>	<p>Report as tabled.</p> <p><u>Additional Comments:</u></p>	<p>Motion: <i>The OHSC report for the months of April/May has been presented, to be reviewed and endorsed by the School Council.</i></p> <p>Moved: AM</p> <p>Seconded: BK</p>
<p>16. Correspondence</p>	<p>Nil</p>	<p>Action:</p>
<p>17. General Business</p> <p>25 minutes</p>	<ol style="list-style-type: none"> 1. Approve student leaders attending the Barwon Young Leaders Conference on 24th June. (see documentation) 2. Increasing parent/carer school council membership - review self evaluation results; recruit communication experts. 3. School response to students identifying as 'therian'. 4. School review timeline and methodology draft 5. Annual report and preparing for the Annual Public meeting 6. Communications feedback and draft outline 7. Additional Incursion approval required: Term 3, Yr 1: Wanyara (aboriginal painting and yarn telling) COST \$26 per student approx. 	<p>Action:</p> <ol style="list-style-type: none"> 1. Approved 2. Action with Family and Community Committee 3. Responses/communication around safe play, school uniform policy, values and school wide positive behavior strategy. 4. Standing agenda going forward. 5. Decision to hold Annual Meeting adjacent to Book Week Parade. 6. This is to be tabled to Family/Community Engagement Committee 7. Approved
<p>18. Future Business</p>	<p>Canteen; Zooper Doopers</p>	

19. Next Meeting (2 mins)	12th June, 2024	
20. Closure of meeting	7:56pm	

Signed by the Chairperson: _____

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