

School Council Minutes – 12th June 2024



Torquay P-6 College

Date	12 June 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		
6. Minutes of the previous meeting	Minutes of the previous meeting held on the 22 nd May 2024 have been tabled for reference.	<p>Motion: <i>The Minutes of the meeting held on 22nd May 2024 be accepted.</i></p> <p>Moved: Seconded:</p> <p style="text-align: center;">Carried</p>
7. Business arising from the minutes (5 mins)	Additional Commentary:	
8. School Review Process (10 mins)	<p>1. Update on School Review progress: Pre-review Self Evaluation - update and discuss SC support through the process.</p> <p>Discussion Points:</p> <ul style="list-style-type: none"> - Thursday Staff day (PRSE) - Feedback loops - Teachers, Students, Parents through surveys and historical data sets. - Collated further feedback to share successes. - 	<p>Action: <i>Process/progress report in Term 3.</i></p>

<p>9. Child Safe</p> <p>(5 mins)</p>	<p>Update on community engagement with policies and processes and promotion of standards across the school.</p> <ul style="list-style-type: none"> - High visibility across the school. (PROTECT Posters, ect) 	
<p>10. Policies</p> <p>(10 minutes)</p>	<p>Review the following school and/or DET policies:</p> <ul style="list-style-type: none"> - DE CCTV Policy and School based local policy - Torquay P-6 College Inclusion and Diversity Policy <p>- Is the language of the policy clear and easy to understand?</p> <p>- Do you have any general comments or feedback about the policy?</p> <p>- Are there any additional areas or issues that should be addressed?</p> <p>Additional Commentary:</p> <p>CCTV</p> <p>Who can view/access the footage - Principal Class & BM</p> <p>Proper printed signs are being sought. - Signage that isn't negative is ideal.</p> <p>What are the obligations on advising that CCTV is in place?TC has signage at entrances announcing CCTV in operation.</p> <p>Inclusion & Diversity</p> <p>Change heading</p> <p>Remove unnecessary wording from the Communications section</p> <p>Discussion points:</p> <ul style="list-style-type: none"> - Dogs at School - information on PAL found. <p>Additional Commentary:</p> <p>A local policy will be created and presented at the next school council.</p> <p>Can the Surf Coast Shire provide a dog poo bag dispenser and signage on the area that is their land.</p> <p>New policy that states no dogs on site during school hours.</p>	<p>Action: A local policy will be created and presented at the next school council.</p>

	<p>Present the following school policy and lead preliminary discussion and agree on process for reviewing with school stakeholders:</p> <ul style="list-style-type: none"> - Statement of Values and School Philosophy <p>Additional Commentary:</p> <p>Next action post school council feedback will be for the Prin team to work with the student rep body and if time permits parent advisory group.</p> <p>ie. surveys, discussion groups.</p> <p>No timeline at present, hoping to begin work in the next eight weeks. .</p>	<p>Action: Post school council feedback will be for the Prin team to work with the student rep body and if time permits parent advisory group.</p>
<p>12. Principal's Update</p> <p>(Simon O'Brien)</p> <p>20 minutes</p>	<p>Report as attached</p> <p>Top of the mind discussion:</p> <ul style="list-style-type: none"> - Enrolment projections 2025 and implications on Student Resource Package (Credit and Cash budgets) - School AIP mid cycle review (on SPOT) - Principal handover information - transition activities <ul style="list-style-type: none"> - Financial Handover <p>Additional Commentary:</p> <p>Acknowledging the impact that this is having on the staff.</p> <p>TC has been reaching out to the Community through activities that involve student interaction (Art Academy, Grade 6's, Transition Coordinator visiting Kinders).</p>	<p>Motion: That the Principals report is true and accurate.</p> <p>Moved:</p> <p>Seconded:</p> <p style="text-align: center;">Carried</p>

<p>13. Finance Committee Update</p> <p>10 minutes</p>	<p>Report as attached</p> <p>Additional Commentary:</p>	<p>Recommendations to School Council:</p> <p><i>That School Council move \$\$\$\$ in payments be endorsed,\$\$\$\$ in transfers be ratified and all presented reports including balance sheet, operating statement, , purchasing cards (NA) and additional commentary are accepted as a true and correct depiction of the Torquay College finances for the month of May 2024.</i></p> <p>Moved: Seconded:</p> <p style="text-align: center;">Carried</p>
<p>14. Family and Community Engagement Committee Update</p> <p>10 minutes</p>	<p>Verbal report</p>	<p>Motion: N/A</p>
<p>15. OSHC Committee Update</p> <p>5 minutes</p>	<p>Report as tabled</p> <p>Additional Comments:</p> <p>Add to report:</p> <p>Enrolment trend Top of Mind Noted the enrolments up.</p> <p>A trend analysis requested, along with the suggestion of offering some more after school activities. Can teachers and OSHC carers communicate re: student behaviors. Could a breakfast club work (dependant on enrolment trend)?</p>	<p>Motion: <i>The OSHC report for the months of May/June 2024 has been presented, reviewed and endorsed by the School Council.</i></p> <p>Moved: Seconded:</p> <p style="text-align: center;">Carried</p>

<p>16. Correspondence</p> <p>10 minutes</p>	<p>Parent correspondence for school council: Zooper Doopers – Simon P Canteens, Healthy Eating and Other Food Services: Policy education.vic.gov.au</p> <p>Additional Commentary: DE Policy, canteens healthy eating.</p> <p>See Action</p>	<p>Action: to follow up with the Canteen and table the results at next School Council.</p>
<p>17. General Business</p> <p>15 minutes</p>	<ol style="list-style-type: none"> 1. Current class sizes, VGSA, staffing, strategies and management plan. <ul style="list-style-type: none"> - Grade One - As long as F-2 is 1:21 we are meeting VGSA guidelines - Ed support worker is providing additional support, taking small groups of students out of class for group work - If Parents have concerns regarding students' learning/behaviour, it is recommended that they speak to the Teacher. If they still require support then reach out to the Principal team. 2. Parent Volunteers - Bonnie Rahilly & Lucy Range have asked if there is a subcommittee they can join (Fundraising in a primary interest). 3. On the weekend, children were caught jumping on the sails - the youth gave information that there is a social media trend telling them to go to TC to jump on the sails, record it and upload it to social media. <ul style="list-style-type: none"> - Can we lock the grounds on a weekend? - SP has contacted legal re: what to do if TC are able to identify people who have damaged property. What action can be taken. - School Council feedback on what to do? - Police reports have been submitted for the damage (also for insurance claims) <p>Capital Works Fund schoolbuildings.vic.gov.au</p> 4. Farewell to Simon O'Brien - thank you for all your hard work and you will be missed. 	<p>Action:</p>

18. Future Business		
19. Next Meeting 2 minutes	7 th August, 2024	
20. Closure of meeting	7:43pm	

Signed by the Chairperson: _____

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