

Minutes

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SCHOOL COUNCIL MEETING SAMFORD STATE SCHOOL

Date: Monday 17 June 2019
Location: Bendigo Bank Board Room, Samford State School
Start time: 6:30pm

1.1 Welcome and Opening

Council members in attendance: Brad Clark, Linda Craven, Jannice Shackleton, Amanda Holding, Mark Gjerek, Chrissy Molloy, Justine Bowtell-Harris and Simon Shea. Quorum reached.

1.2 Order of Business (item 22.7 of Constitution)

To adopt the order of agenda as provided.
Moved – Amanda *Seconded* – Brad

1.3 Apologies

Apologies received from Adrian Ryan and Claire Limbrick.

1.4 Disclosure of Conflicts of Interest

Nil.

1.5 Previous Minutes

1.5.1 Confirmation of previous minutes

May 2019 minutes were approved –
Moved – Justine *Seconded* – Mark

Action: Brad to upload May 2019 minutes to SC website.

Action: Chrissy to update the SC roster (reviewer, snacks, IBP) and disseminate.

1.5.2 Matters Arising from Last Meeting

Action item	Responsibility	Status
April 2019 minutes to be uploaded to the website	Brad	Completed
Add Council member photos/bio on website – Amy, Mark, Justine & Simon	Brad	Simon photo/bio to do
Consider communications and engagement Re: school council (carried over)	Claire/Justine	In progress
Consider themes for research in relation to upcoming school review (carried over)	All	In progress
IBP column for upcoming newsletter	Brad	Completed
Update council calendar to reflect additional council meeting on 22 July 19	Chrissy	Completed
Invite Tony Ryan to council meeting on 22 July 19	Brad	Completed
Creation of another AIP Student Check In video for next meeting on the topic 'I celebrate when I achieve my learning goal'. Year 6 students to assist.	Brad	Completed
Creation of Councillor key roles and responsibilities list for circulation and discussion at next meeting	Amanda	Draft completed
Look at pre-reading for next meeting	Brad/Amanda	Completed

Action item	Responsibility	Status
Attend parent rep meeting to share development of 4-year Strategic Plan process	Justine	Completed
Update 4-year Strategic Plan process	Amanda	Draft completed
Forward electronic induction pack to new Councillors	Brad	In progress

2. Matters for Decision

2.1 Resignation and appointment of Elected Staff Members (Item 12.2 of Constitution)

Amy and Dani were farewelled as outgoing Councillors with Jannice and Adrian welcomed as incoming Councillors.

Action: Brad to issue Code of Conduct to new Councillors.

3. Matters for Discussion

3.1 School Data Profile – check in

The School Data Profile was unpacked at the previous SC meeting. Councillors discussed what they believed were the most important data sets with Amanda identifying three data sets she found interesting and helpful:

1. Demographic data set – highlighting the demographics of the school.
2. Behavioural data set – attendance rates and disciplinary absences. In what direction is this heading?
3. Student relative gains data set – an independent, reliable key data set regarding a year’s worth of growth (using NAPLAN results).

Brad gave an update on the behaviour management plan, with a new ‘Student Code of Conduct’ being rolled out at the start of 2020. The educational adjustment program (EAP) profile data summary was also highlighted as an important data set in regards to how it will be managed as time progresses.

3.2 Roles and Responsibilities of Councillors

Amanda presented a ‘roles and responsibilities of Councillors’ list for discussion with Councillors, stating it was not to replace the Code of Conduct, more just an informal way to further clarify the roles and responsibilities of Councillors. This list was created from the Constitution and from the previous SC brainstorming workshop day. Councillors gave feedback and changes made. It was suggested it should be given as an informal document to new Councillors.

Amanda discussed the present actions which may benefit from a focussed leadership:

- Communications and stakeholder engagement;
- Education trends and emerging opportunities; and
- Monitoring of achievement of strategic plan.

Action: Mark to create a RACI matrix of specific tasks, to be circulated to Councillors for their consideration and nomination.

Action: Amanda to review the ‘roles and responsibilities of Councillors’ list, then forward to Brad for uploading to the website.

Action: Chrissy to update SC calendar to reflect School Review dates (2-4 September) and NSIT training day (24 July).

3.3 Plan for developing next Strategic Plan

Amanda presented a summary of the before/during/after review exercise from the previous meeting. The next meeting will concentrate on preparing for ‘during the review’ (2-4 September). Amanda also presented ‘the development of Samford State School Strategic Plan for 2020-2023. It was decided a National School Improvement Tool (NSIT) training day will be held on 24 July 2019.

Action: Brad to book and invite other School Councils in the region to attend NSIT training on 24 July 2019.

Action: Councillors to conduct their own mini-review after the training to help prepare for the school review in September.

3.4 Unpacking previous School Review Findings

A self-determined school review was conducted in October 2015, with 5 domains focussed on. These domains were:

- 3rd domain – A culture that promotes learning. There was a culture of high learning, good behaviour and high attendance. Growth mindset was emerging. Staff development targeted towards school priorities, student learning goals and a year’s worth of growth. Brad explained C2C in relation to the findings.
- 5th domain – An expert teaching team. The Year Level Co-ordinator role was developed – a positive role which has built trust, collaboration and learning. The Data Coach role was also created (each Deputy holds this role). Discussed suggested improvement strategies (consistent language).
- 6th domain – Systematic curriculum delivery – cultural diversity.
- 7th domain – Differentiated teaching and learning – the concept of ‘targeted teaching’ was created.
- 8th domain – Effective pedagogical practices.
- Special domain – Samford State School asked for feedback in relation to ‘leadership’.

At the next school review, the focus will be on the 7th domain - ‘differentiated teaching and learning’ domain.

3.5 Tony Ryan (guest speaker) agenda

Confirmed Tony Ryan to attend 5 August meeting. It was suggested parents and teachers also be invited to hear Tony Ryan speak. It was agreed a discussion panel (rather than a presentation) would be more beneficial, with Tony given topics to discuss around the space of technology and the future of education – ‘Blue Sky Thinking’ mindset and the future skills of students. Councillors were encouraged to think of topics of interest for Tony to focus on.

Action: Councillors to consider topics for Tony Ryan to focus on at discussion panel on 5 August.

3.6 AIP Student check in video – celebrating success

Brad showed the video ‘Celebrating Success’ where students answered the question ‘how do you celebrate when you’re successful at learning?’ Students gave positive feedback, including feeling supported and feeling positive, and being rewarded with a game, clap, or comment. The general theme was that success was fun. However the comments related heavily on success of assessments. A discussion of the video highlighted that success doesn’t have to be a ‘reward’ of ‘academic’ success. Success needs to be celebrated at the little junctures as well.

Action: Brad to ask Justin Marchesi to create the next AIP Student Check-in video on the topic ‘I enhance my learning using digital technologies.’

Action: Chrissy to invite Justin Marchesi to the next SC meeting to give a BYOD update.

3.7 IPS update from Central Office

Brad stated that the department is starting to make a clear cut away from IPS. No further updates.

4. Matters for Noting (discussed only on exception basis)

4.1 Major correspondence

Received an email on 12 June 2019 from a parent in relation to a question raised by Brad in the newsletter – “Apart from being literate and numerate, what do you think is the most important skill for students in the 21st century?” Creativity in problem solving for future sustainability was the key theme response in the email.

4.2 Update from recent P&C and Parent Rep meetings

No update.

4.3 Other Matters for Noting – Council Calendar (upcoming events)

Nil.

Action: Everyone to focus on the Vision Statement for discussion at next SC meeting.

Action: Chrissy to email Councillors seeking their contact details in order to create a list of contacts to aid in discussion/research between Councillors outside of SC meetings.

5. Meeting Finalisation

5.1 Review Actions to be Taken

Action item	Responsibility
May 2019 minutes to be uploaded to the website	Brad
Update the SC roster (reviewer, snacks, IBP) and disseminate	Chrissy
Add Simon's photo/bio to website	Brad
Consider communications and engagement Re: school council (carried over)	Claire/Justine
Consider themes for research in relation to upcoming school review (carried over)	All
Electronic induction pack to be given to new Councillors	Brad
Issue Code of Conduct to new Councillors	Brad
Create a RACI matrix of specific tasks, to be circulated to Councillors for their consideration and nomination	Mark
Review the 'roles and responsibilities of Councillors' list, then forward to Brad for uploading to the website	Amanda/Brad
Update the SC calendar to reflect School Review dates (2-4 September) and NSIT training day (24 July)	Chrissy
Book and invite other School Councils in the region to attend NSIT training on 24 July 2019	Brad
Councillors to conduct their own mini-review after NSIT training to help prepare for the School Review in September	All
Consider topics for Tony Ryan to focus on at discussion panel on 5 August	All
Next AIP Student Check-in video topic 'I enhance my learning using digital technologies	Brad to engage Justin Marchesi
Invite Justin Marchesi to the next SC meeting to give a BYOD update	Chrissy
Focus on the Vision Statement for discussion at next SC meeting	All
Send email to Councillors seeking Councillors' contact details to create a list of contacts to aid in discussion/research between Councillors outside of SC meetings	Chrissy

5.2 Key Agenda Items for next meeting

* Discuss the topics of interest for Tony Ryan to focus on at upcoming meeting.

* Discuss the Vision Statement.

5.3 Meeting Evaluation - (What did we do well? What could we do better?)

Chrissy commented that the meeting was very productive and the discussion surrounding the roles and responsibilities of Councillors was valuable.

5.4 Next meeting

Monday, 22 July 2019 – (Bendigo Bank Boardroom)

Reviewer – Claire

Snacks – Mark

IBP column – Justine

5.4 Meeting Close

Meeting closed at 9:10 pm.