

**SCHOOL COUNCIL MEETING**

**SAMFORD STATE SCHOOL**

Date: Wednesday 23 March 2022

Location: Seminar Room, Samford State School

Start time: 6:30pm

**1.1 Welcome and Opening**

Council members in attendance: Nicole Collins, Felicity Magee, Kristy Gooding, Tanya Hall, Hayley Grant, Joey Harris, Beth Lack, Trish Bennell-Kling. Quorum reached.

Welcome and Introduction conducted to the new P&C President – Joey Harris

**1.2 Order of Business (item 22.7 of Constitution)**

To adopt the order of agenda as provided.

*Moved* – Trish *Seconded* – Tanya

**1.3 Apologies**

Kyle Walker

**1.4 Disclosure of Conflicts of Interest**

Nil.

**1.5 Previous Minutes**

**1.5.1 Confirmation of previous minutes**

2 December 2021 minutes were approved –

*Moved* – Trish *Seconded* – Beth

 ***Action: Trish to arrange for upload of 2 December 2021 minutes to SC website.***

**1.5.2 Matters Arising from Last Meeting / Action List**

| **Action item** | **Responsibility** | **Status** |
| --- | --- | --- |
| 1 November 2021 minutes to be uploaded to the website | Trish | Completed |
| Develop new SC Induction pack for Trish, Kyle, Hayley and Tanya | Nicole | Carry Over |
| Website bio’s – Nicole, Kyle, Trish, Tanya and Hayley (send to Trish) | Trish | Carry Over |
| Collate and re-send SC Contact list | Felicity | Carry Over |
| Confirm if Blue Cards still required for SC members | Nicole/Trish | Completed |
| Mandatory training required, valid for 1yr – Trish to send out to all SC members once changes have been made in the new year | Trish | Carry Over |
| All Councillors to complete the mandatory training | All Councillors | Carry Over |
| Comments about the SC being a rewarding opportunity | Mark & Amanda | Completed |
| Investigate EIB training for School Councillors | Nicole | Completed |
| Raise proposed date changes for 2022 school council meetings to Wednesdays | Kristy | Completed |

**2. Matters for Decision**

 **2.1 I4S 2022**

The I4S budgeting was briefed to the School Council by Nicole. Key points were that previous years there had been an overallocation of funds to Administration which has now been revised to a more standard level. The teacher aid allocation drop was able to be stabilised with I4S funding, and some new staff (year 4, 2 and 1). The targets now correlate to the AIP.

**2.2 AIP**

Some changes have been made to the structure of the AIP, for instance adding an Actions column IOT give the document some additional focus. The three main areas the document revolves around is Curriculum, Culture and Community.

The targets that were developed were derived from A-C report card data, Onion Surveys and Early Years Network and Opinion Surveys. The Annual Targets have been aligned with Regional Performance.

***Action: Nicole to send out AIP copy to SC members once signed by Kristy Thursday 24 March 22 and sent for approval.***

**2.3 Goals for School Council**

Discussed changing the way we are working to a Collaborative Support and Design model. Develop a Charter and Philosophy for School Council and P&C together.

***Action: Nicole will send out some examples of philosophies and charters to the SC members to use to develop ideas for input and discussion at the next SC meeting to create our own.***

**2.4 Art Soiree**

Ad hoc discussion held regarding decisions on admission costs and artwork purchases at the planned Art Soiree later in the year. The discussion was prompted because of variances this year with the major collaborative artwork pieces due to also holding the 150th Celebrations.

**3. Matters for Discussion**

 **3.1 School Council Elections**

 Staff School Councillor Beth Lack and Parent School Councillor Felicity Magee have finished their terms on the School Council. Elections will be held soon with the next IBP newsletter issue containing details for this.

Felicity Magee was also the School Council Secretary – Tanya Hall nominated to take on the position of Secretary.

Council members thanks outgoing members for their contribution to the School Council.

***Action: Felicity to conduct handover with Tanya to support transition into Secretary role on the SC***

 **3.2 School Council training & effectiveness review**

 EIB – Education Improvement Branch will be approached to conduct the effectiveness review mid-year 2022. The outcomes will be used in the Strategic Plan review at the end of 2023.

 **3.3 Update from School Festival Committee**

 Joey Harris informed the SC of the structure of the School Festival Committee with the Sub-committees for different areas eg. Events, Marketing, and History. The plan for lead up activities to the event to be run (some examples of those were described) and the Gala/Dinner event that will also be held. We want to invite the community to be a part of this celebration, not just the School.

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

**4.1 Major correspondence**

Nil received.

**4.2 Update from recent P&C and Parent Rep meetings**

 P&C:

\* Last meeting was the AGM

\* The main item discussed was the Tuckshop. It will be P&C run; the Executive was filled.

Parent Rep Meetings:

\* Focusses for the year gone through

\* Reinvigorating events over the next few weeks

**4.3 Other Matters for Noting**

Nil.

**5. Meeting Finalisation**

**5.1 Review Actions to be Taken**

| **Action item** | **Responsibility** |
| --- | --- |
| Members who do not have a blue card are to apply as volunteers | SC Members |
| Arrange for meeting dates to be amended on School Council website to the new amended ones (Felicity to send a list of new dates to Trish) | Trish |
| Arrange for 2022 School Council email group to have new members added including new P&C President | Trish |
| Develop new SC Induction pack for Trish, Kyle, Hayley and Tanya | Nicole |
| Website bio’s – Nicole, Kyle, Trish, Tanya and Hayley (send to Trish) | Trish |
| Collate and re-send SC Contact list | Felicity |
| Mandatory training required (valid for 1yr) – Trish to send out to all SC members | Trish |
| All Councillors to read and sign mandatory training | All Councillors |
| Vaccination proof to be submitted to Front desk & PIN to be set up for when onsite | All Councillors |
| AIP once signed and sent for approval to be distributed to SC members | Nicole |
| Send out some examples of charters and philosophies to SC members | Nicole |
| Review examples of charter and philosophies and have a think about own ideas and inputs for future meeting discussions to create our own. | All Councillors |
| Felicity to conduct handover with Tanya for Secretary role | Felicity & Tanya |

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

Provided by Beth – Lovely spread of food provided, Nicole kept us on time (even though it was planned to commence early but due to members not all present at 6:00pm were unable to start early as planned). Nicole presented all her detail well and it was obvious a lot of work had gone into it.

**5.3 IBP Column**

To be provided by Kristy – same as previous submission regarding school council elections with new dates.

**5.4 Next meeting**

 Thursday 9 May 2022 - 06:00pm

**6.5 Meeting Close**

Meeting closed at 08:00pm