School Community Council Minutes
Meeting 12 May 2015

Meeting Opened 6pm
- Prayer Cameron
- Apologies Gerard Gough and Niki Bruno
- Attending: Tanya Farrell, Renee Sutton, Peter Osborn, Cameron Johns, Ben Kelly, Lee Black
- Previous Minutes from meeting on 7 April were proposed by Ben Kelly and seconded by Tanya Farrell
- Correspondence
- No correspondence has been received

Principal Report
The school is going along well. Expected income is approximately 33%. Expenditure is 41%. An explanation of finances/income/expenditure etc was provided to the committee.

The SCC was interested to know numbers applying for relief and agreed this should be a standing agenda item.

MATTERS FOR DISCUSSION

Parent support committee draft terms of reference drawn up by Tanya Farrell. All agreed the draft TOR to be appropriate as a basis for the Parent Support Committee to function. The SCC will propose to the open meeting that a Co-ordinator be appointed. The terms of reference provide boundaries. The co-ordinator is the conduit and therefore the committee should effectively connect parent reps to the SCC. We need to particularly ensure new families feel looked after and included.

Comments were positive on format. Template from governance book

It was agreed that sub committees should be for single issues only.

The SCC would provide a $200 budget per term for the Parent Support committee to function. The sub committee should approach the SCC for more funds if required.

Terms of reference proposed by Tanya and second by Cameron. The Terms of Reference will be put on the website and skoolbag. A Folder containing hard copies will be available at the front office. Newsletter will include details.
Lee to draft blurb for SCC for website asap to facilitate communication with parents.

Tanya to begin a draft Constitution.

Canteen need a liaison person rather than a committee. This needs to be advertised in newsletter.

The Canteen Manager wants to revamp menu and ask for expressions of interest for up to 5 volunteers to reshape menu.

The SCC respects Jen's position on staff and will not micro manage her role.

MYOB fixed and final accounts to be processed then handover to Renee.

40th anniversary celebrations needs a coordinator

This position will be open to community (Renee / Cameron can be back up). Need terms of reference.

The 6th November was confirmed as the date for function.

Fundraising sub committee. Niki to draft terms of reference. The Co-ordinator needs to be pragmatic and clear about what/ why fundraising. Strategic plan for fundraising to be discussed in week 7 meeting.

Meeting closed at 7pm

Open meeting commenced 7.07pm

Cameron prayer

Committee reports

Parish Report was provided by Peter Osborn.

The recent PPC meeting discussed the planned parish gathering happening in October at SFX. There has been progress of school prayer. A donation of paintings from the 2014 school Art Show to the parish as part of the 40th Anniversary celebrations is being considered, in particular, how to present the gift.

Staff Report provided by Ben Kelly

Staff are ready for the new term. Discussion occurred during the holidays regarding increased teacher supervision for new play equipment area.

There will be a focus on literacy in term 2.

Understanding by Design methodology looks at how we program/ teach. There is PD in Melbourne which 6 staff will attend in late May.
NAPLAN is happening!

Peer mentoring will be undertaken where teachers observe others teaching, check strengths and weaknesses. This occurs twice a year.

Friday staff gathering to see Le noir!

**Principal's report**

(To be Attached) Finance for school on track and meeting targets.

Building program - Status Update.

Parent support committee to connect parents with parents. This will be advertised in newsletter.

Other sub committees required in future might include building and maintenance, fundraising, pastoral care, 40th anniversary committee. The terms of reference for these will be drafted and then advertised to the community.

Advertising for coordinators is a priority action item.

Approved minutes will go on website. The SCC contact email address to be headlined in newsletter.

**Treasurer's report**

Overview by Tanya Farrell prior to handover to Renee Sutton.

Playground account money transferred to canteen account to pay outstanding invoices

$3024.59 balance with approximately $1500 in invoices outstanding.

Mother's Day stall made a profit! Thank you to Amelia Swinbourn and Sarah Smith.

It was suggested that these regular activities/processes be documented eg pop up stall for Friday afternoon

Meeting closed at 7.47pm