

Tuesday, July 11th 2023

School Council Papers



Teamwork divides the tasks and multiplies the successes!

Kangaroo Flat Primary School

School Council Meeting & Agenda for Tuesday, July 11th 2023

Via WebEx

<i>Finance Sub Committee</i>	
<i>School Improvement Sub Committee</i>	
<i>School Council Meeting</i>	6:45pm via WebEx online meeting
<i>Agenda- Chairperson-</i>	Welcome and Apologies
	Minutes of Previous Meeting
	Business Arising
	Correspondence
	Principal's Report
	Finance Report
	School Improvement Report
	Parent Club Report
	Other reports as listed
<i>Listed Items for General Business- our policy is for items to be forwarded to Kim by the Wednesday prior to our meeting to allow all members time for considered input.</i>	AIP Mid cycle monitoring OSHC agreement (can be discussed via Finance Committee) Campfire Conversations – Self-Determination
<i>Professional Learning</i>	

Kim Saddler, Executive Officer

Leticia Laurien, President

School Council Code of Conduct

School council members agree to observe the following principles:

- The primary considerations in making decision are the school's values and what is in the best interests of students.
- School council is accountable to and must report to, both its local school community and the Department of Education.
- School councillors will abide by all legal requirements, regulations DE policies and guidelines.
- School councillors will at all times behave in a civil and respectful manner.
- The underlying principles of the school council code of conduct include the promotion of:
 - **Respectful** partnerships
 - Clear and **honest** two-way communication
 - **Transparent** processes
 - **Democratic**, informed decision-making
 - Personal and professional **integrity**.
- Conflict between school council members needs to be dealt with respectfully and fairly and in a manner that both reflects this and is seen to reflect this. That is, in accordance with the principles of natural justice.
- All councillors are expected to represent all members of the school community. Members are not there to represent just one viewpoint, or the view of an individual. School councillors will therefore regularly seek the views and opinions of the whole school community, especially when major policies are being developed.
- School council is not an appropriate forum for the discussion of individual school staff, students, parents, or other individual members of the school community.
- A council member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it should be put on the agenda for discussion at the next school council meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved.
- Councillors should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at school council meetings especially where there are matters of a personal nature relating to staff, students or parents.
- Councillors should observe the need for orderly council meetings and that council needs to "speak as one voice" in the public arena, once a decision has been made.
- Councillors must declare any conflict of interest when it arises.
- School councillors will actively participate in sub-committees and meetings. If councillors are unable to attend a meeting, they are requested to submit an apology prior to the meeting.
- Members of the school community should feel welcome to attend school council meetings as observers, except where the meeting is not open to people other than school council members. Meetings can only be "closed" when the majority of school councillors vote to do so because the issue under discussion is sensitive and requires confidentiality or for the reporting back of a principal selection panel process. **Endorsed 14/02/2023**

kfps Standing Orders

Purpose of school council

School council is the legally formed body that is given powers to set the key directions of a school. It is the major governing body of the school that, within Department of Education (DE) guidelines, decides the future directions for the school and oversees the school's operation.

The legislative framework

School councils operate under a framework provided by the:

- Education and Training Reform Act 2006 (the Act)
- The Education Regulations 2007 (the Regulations)
- Individual school's constituting Order

Subject to this framework, a school council may regulate its own proceedings.

School council membership

The constituting Order of Kangaroo Flat Primary School states the composition of the Council is:

- Eight elected parent members, who represent more than one third of school councillors
- Five elected DE employee members. The principal who is executive officer is included in this number.
- Up to two of community members. It should be noted that community membership is optional and that these positions are co-opted, rather than elected. DE employees are not eligible for co-option to this category.

Councils are to be between six and fifteen members in total size.

Community members have the same voting rights as elected members.

Casual vacancies

Should a casual vacancy occur on council, this vacancy is filled by council co-opting a person from the appropriate category who then completes the rest of the term of office of the retiring member.

Office bearers

The Regulations requires there be at least two office bearers – the president and the executive officer:

- The **president** is elected by all members of school council and may not be a DE employee. The office of president of kfps school council should not be open to the same person for more than four consecutive years.
- The position of **executive officer** is filled by the principal. The principal is a full member of council with the same voting rights as other councillors.

Other bearers

- The **vice president** is elected by all members of school council. As the vice president may need to chair a meeting in the absence of the president, it is recommended this position should be filled by a non DE parent member or community member.
- The **minute secretary** may be either an elected member of school council or a person appointed to this role who is not a member of school council and is therefore a silent observer with no voting rights.

Quorum *****

If a majority of the school council's total membership must consist of persons who are not employees of DE the quorum is constituted if- **not less than one half of the school council currently holding office are present** and a majority of the members present are not employees of DE.

Tied votes

When a vote is tied (i.e. an even number of people are for and against the decision), the president has the casting or deciding vote. It is therefore important that when the president offers a personal opinion on an issue, this is clearly stated. Councillors need to be able to clearly distinguish between the president's personal views and when a ruling is made as president of school council.

Proxies and voting procedures *****

There is no provision for proxies on School Council.

A member may be present at a meeting in person or by video conferencing/teleconferencing.

If the president is absent

In the absence of the president, the vice president must chair the school council meeting. If neither the president nor vice president is present, councillors may elect a member to chair the meeting. This person should be a non DE employee.

School council meetings

Unless otherwise decided, school council meetings will be held twice a term on the second Tuesday of the month @ 7.30pm.

If members are unable to attend a meeting, they are expected to send their apology prior to the meeting.

School council must also hold at least one public meeting each year to report to the school community on its activities and to present a statement of the school's income and expenditure for the previous calendar year.

An extraordinary meeting may be held at any time decided by council, provided all members are given prior notice of the date, time, place and purpose of the meeting. At least one week's notice is preferable if an extraordinary meeting is to be held.

Open and closed meetings

While all school council meetings are expected to be open to the school community, there may be times when the council meeting, or part of the meeting needs to be closed to protect confidentiality or privacy or for another valid reason. Should this occur, school council will need to approve a recommendation (called a "motion") to go into a "closed" session. School council should then go back into open session once the topic under discussion has been concluded.

Visitors or observers can be present with the agreement of the principal and a decision by school council, but they must direct all their comments through the chairperson. Visitors have no voting rights.

Extensions of meeting times

If business has not been concluded by the scheduled closing time for the meeting, the chair should ask councillors whether they wish to defer the rest of the business until the next meeting or to extend the meeting by a specified period of time (e.g. 15 minutes).

A motion is necessary if council wants to extend the meeting for that evening.

Conflict of interest

If a school councillor has a direct financial interest in a matter being considered before council, that councillor:

- Must declare the conflict of interest
- Must not be present during the discussion unless invited to do so by the president
- Must not be present when a vote is taken on the matter
- May be included in the quorum for that meeting.

Agenda and notes

The agenda, minutes from the previous meeting and any notes for the meeting, such as sub-committee minutes, president's report, principal's report, will be distributed to all councillors no later than the Friday prior to Council meeting.

Business arising from previous minutes and all sub-committee recommendations will be itemised in the agenda.

Minutes

All decisions of council shall be recorded as minutes. Also included in the minutes are the dates and times of the meeting, those present and apologies, and an overview of key discussions.

When school council minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised.

Once the minutes have been accepted as a true and accurate record of the meeting, they are to be signed by the school council president or the person who chaired the meeting.

Business arising from the minutes is dealt with after the minutes have been confirmed.

School council decisions

Decisions of Kangaroo Flat Primary School council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DE members.

Kangaroo Flat Primary School council will try to reach decisions by consensus but when that is not possible, a count will be taken with the number for and against recorded in the minutes.

Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

Council sub-committees

Sub-committees assist council in all the work that needs to be done. They report regularly at school council meetings, provide advice and make recommendations to council, which has the final responsibility for decisions. Sub-committees cannot make decisions for school council, rather they make recommendations to council.

All school councillors are expected to play an active role in at least one sub-committee.

School council principles

School councillors will at all times behave in a civil and respectful manner.

Councillors will promote:

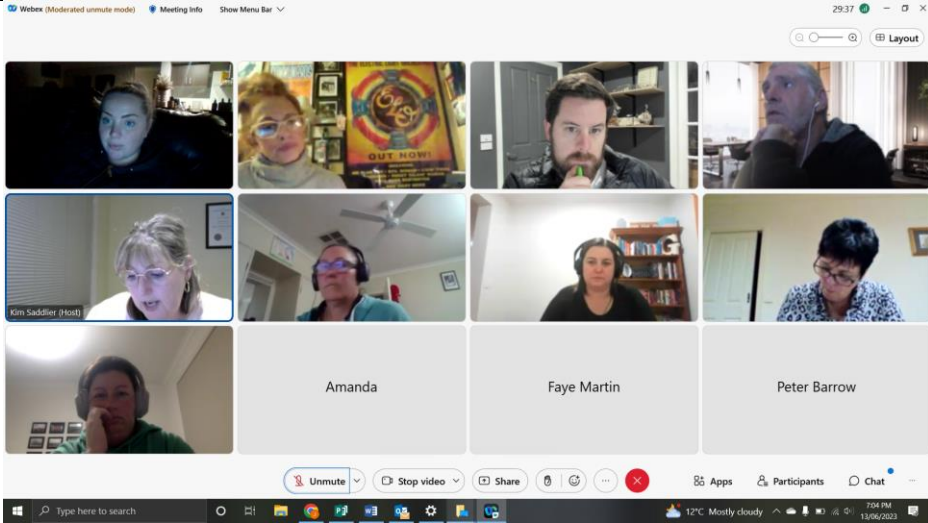
- **Respectful** partnerships
- Clear and **honest** two-way communication
- **Transparent** processes
- **Democratic**, informed decision-making

Kangaroo Flat Primary School Council Minutes

- Meeting held on Tuesday 13th June 2023

Chairperson: Kim Saddlier (Principal) Leticia Laurien (President)

Minute Taker: Jessica Dellow

Item	Details	Action (recommended or taken)
1) Welcome	Leticia welcomed all councillors.	Meeting opened at 6:51 pm
Team Members	<p>DEECD: Kim Saddlier, Faye Martin, Anne Serjeant, Jessica Dellow</p> <p>Parent: Leticia Laurien (President), Victoria Curnow, Amanda Hooley, Peter Barrow, Damien Irving, Sarah Gloury, Angela Holliday (apology)</p> <p>Community: David Hunter</p>	<p>School Council Membership</p> <p>4 DEECD Members</p> <p>7 Parent Members</p> <p>1 Community Member</p> <p>Executive Officer: Kim Saddlier Total = 13</p>
Team Members present		
2) Apologies	Angela Holliday, Peter Barrow (Late)	

<p>3) Minutes of the Previous Meeting</p>	<p>Minutes of the Meeting held on Tuesday 9th May 2022 were previously distributed.</p>	<p>Motion: “That the minutes of the meeting held on Tuesday 9th May, 2022 be accepted”</p> <p>Moved: Leticia Laurien</p> <p>Seconded: Victoria Curnow</p>
<p>4) Business Arising from the Minutes</p>	<p>CCTV has been installed. Policy information in Newsletter for families.</p>	
<p>5) Correspondence</p>	<p>That the correspondence with school council be accepted”</p> <p>Moved: Leticia Laurien</p> <p>Seconded: Victoria Curnow</p>	
<p>6) Reports</p>		
<p>a. Principal’s Report February and March</p>	<p>Welcome to our June meeting. We are enjoying a very busy month at KFPS.</p> <p>Staff leave: Ange Jobe – LSL 2nd – 16th June Michele Chng – LSL 6th- 23rd June Kim Anketell – LSL 9th – 23rd June.</p> <p>Term 3 Leave: Michelle Allen – LSL Term 3 Faye Martin - LSL 10th July – 4th August Michaela Rutherford – Leave 10-14th July Lauchlan Woodward – leave 10-14th July Travis Colley – LSL 10th – 21st July Maree wayman LSL – 10th -28th July Jacinta Craven LSL 24th July- 4th August Cheryl Watson LSL – 31st July – 28th August</p> <p>Kangaroo Flat Family Fun Day: WOW!! What a success! We had 1536 people attend. Our school looked amazing, and I was proud that we were able to showcase some of the</p>	<p>Motion: “That the Principal’s reports be accepted.”</p> <p>Moved: Anne Serjeant</p> <p>Seconded: Damien Irving</p>

facilities that we have here. The feedback from the survey undertaken on the day was overwhelmingly positive.

Berry St Education Model:

Staff enjoyed a fabulous day of learning with our BSEM facilitator, Doug. It was highly interactive, engaging and informative. It was reassuring that our school was already doing a number of the activities that were suggested, and also a reminder that we could be doing more or at the very least with greater consistency. There is lots for us to try prior to Day 2 of the program.

Evaluation of Respectful Relationships program:

On Tuesday 30th May, we had 2 researchers from ACIL Allen at school to interview staff and students around our delivery of the RRRR program.

Education State Principals' Conference

An excellent day of professional learning in Melbourne. A strong focus on Wellbeing, Aboriginal Perspectives and Numeracy. There were some great keynote speakers and then there were break out sessions where you could attend and hear about a school's journey in that area of focus.

Choir

Congratulations to Jess and the choir for placing 2nd at the recent choral competition at the Ulumbarra Theatre.

Reports

Reports have just been written and we are in proofreading mode. Our reports will be uploaded on to the parent portal (Sentral) in the last week of term (Thursday 22nd June)

Disability and Inclusion

Both Faye Martin and Kim Anketell have been working tirelessly this term as they have prepared documentation, evidence and reports to hold Profile meetings to secure more funding for students with additional needs. The Disability & Inclusion reforms are new, and our region is the first to come on board, so we are learning as we go and providing some feedback about the new processes.

Grade 1/2 Swimming.

Swimming lessons for our Grade 1/2 students will be from 19th – 23rd June.

Shout Out for new councillors

	<p>Do you know of any parent/carer who may wish to be approached for nomination onto our school council? We need 1 more parent reps onto our team.</p> <p>Next Meeting via WebEx – Tuesday July 11th</p> <p>Kim Saddlier 08/06/23 OH&S- Please bring to Council’s attention any OH&S issues, incidents or near misses that you are aware of.</p> <p><i>The Correspondence Folder is available from the office at any time for Council and Councillor’s use. The Folder is tabled at each meeting and available prior to the commencement of the meeting.</i></p>	
<p>b. Finance Report Sub – Committee</p>	<p><u>Finance committee meeting:</u></p> <p>The May 2023 Financial Summary Page be endorsed including the following Finance Committee recommendations:</p> <p>Bank reconciliation and statements were tabled and purchasing card transactions tabled.</p> <p>Business arising</p> <p>Motion 2: School council endorse the receiving and payment of funds of the Bendigo and district business managers conference committee.</p> <p>Moved: Anne Serjeant Seconded: Leticia Laurien</p> <p>Motion 3: Kangaroo flat primary school council also endorse the sponsorship agreement between the BDBMC and its sponsors for the conference.</p> <p>Moved: Amanda Hooley Seconded: Leticia Laurien</p> <p>Motion 4: Kanagroo flat primary school council approve the AEU subbranch to be noted as a school council sub committee</p> <p>Moved: Kim Saddlier Seconded: Anne Serjeant</p>	<p>Motion 1: “That the statement of receipts and payments for the month of May 2023 accepted, the accounts be ratified</p> <p>For payment and the recommendations listed are endorsed as outlined.”</p> <p>Moved: Damien Irving</p> <p>Seconded: Leticia Laurien</p> <p>Endorse : Receipts and cash payments, Purchasing Card payments as tabled and Family Credit notes and Sundry Debtor Credit notes as tabled for the month of May.</p>

		Moved: Damien Irving Seconded: Victoria Curnow
c. School Improvement Sub – Committee	<ul style="list-style-type: none"> -CCTV has been installed. -New learning area installed outside the library -Roof leaks being assessed again shortly by the VSBA. -New photocopiers arriving in the next week -Shade sails have begun installation behind Grevillea 	<p>Motion: “That the Schools improvement committee report be accepted.”</p> <p>Moved: Anne Serjeant</p> <p>Seconded: Victoria Curnow</p>
d) Parent Club	N/A	
e) Other	N/A	
7) General Business	<p><u>School uniform discussion</u></p> <ul style="list-style-type: none"> -Add Kangaroo flat to the Lowe’s statement at the bottom -Updated bucket hat photo -Addition of a white tee shirt to shirt options -Amendment to not recommended for nail polish and makeup on poster. -Remove pictures of the green, grey and white socks. -Add bottle green basketball shorts <p>Motion 1: “That the <u>KFPS student dress code/uniform policy</u> be accepted with the discussed amendments.”</p> <p>Moved: Damien Irving Seconded: Kim Saddlier</p>	
8) Next meeting	Next Council meeting to be held on Tuesday 11 th July @ 6:45pm on WebEx	
9) Closure of meeting		Closed at 8:07pm
Teamwork divides the tasks and multiplies the successes!		

Respect **Teamwork**** Being Your Best**** Responsibility**

Welcome to our July meeting – I hope that our school council families have enjoyed a nice holiday break.

Curriculum

Reporting to parents

Written Reports were uploaded to the parent portal on Sentral at the end of Term 2.

Student Support Group Meetings will be held in Week 5 for our students mandated to have SSGs
Parent-Teacher Interviews will be held in Week 9 for all students.

Campfire Conversations

Our school was invited to be part of 100 schools across Victoria to participate in a Campfire Conversation with our Aboriginal families. The intent of the session was to Listen and Learn about the success, challenges, barriers that our families may face in education. Our first Campfire Conversation saw 7 families present with apologies from another 2 families. We expect to run the next Campfire Conversation toward the end of Term 3.

Book Fair -The online Book Fair will be open at the end of July with classes viewing the books in their GLC classes between. All orders will be done online.

Wakakirri - The Grade 6 students will head to JB Osborne Theatre in Week 6 of this term to participate in and film the Wakakirri Eisteddfod.

Wellbeing

Mental Health reform

We are now 12 months into the Mental Health Reforms whereby the Mental Health Menu, which has been initially funded for regional Victorian schools, will now be expanded.

I continue to represent regional primary schools on the state reference group which is providing feedback to Dept Ed around the successes/ challenges of our first 12 months.

Student Wellbeing Boost:

Our school has received \$16,665 as a one-off funding to address impacts of COVID-19 on the mental health & Wellbeing of students. This money needs to be spent by next March and can be spent on:

- Extra mental health professionals (Psychologists/ counsellors)
- Proven student wellbeing, student engagement and mental health initiatives.
- Sporting and social activities that improve students' wellbeing.

Teeth on Wheels

The Dental Van will be at school on August 2nd-4th

Environment

Holiday works

Gutters were cleaned out.

Minor fix-ups were done on the toilets.

New shelving was assembled for the GLC.

Air con/Heating checks were completed.

Camp Australia -OSHC

We have negotiated a better contract with Camp Australia and wish to present this document for endorsement at our July meeting. This new contract has been seen by DET Legal Branch. We are seeking School Council approval to continue with Camp Australia. This new contract significantly increases the school's percentage of payments paid by Camp Australia for the hiring of the facilities etc.

System requirements

We completed the mid-cycle monitoring for our **Annual Implementation Plan** with our Senior Advisor, Stephen Brain at the end of Term 2.

Kim Saddler 07/7/23

OH&S- Please bring to Council's attention any OH&S issues, incidents or near misses that you are aware of.

The Correspondence Folder is available from the office at any time for Council and Councillor's use. The Folder is tabled at each meeting and available prior to the commencement of the meeting

