

**SCHOOL COUNCIL MEETING**

**SAMFORD STATE SCHOOL**

Date: Wednesday 22 June 2022

Location: Seminar Room, Samford State School

Start time: 6.00pm

**1.1 Welcome and Opening**

In attendance

*Staff:* Nicole Collins, Trish Bennell-Kling, John Mauch, Kyle Walker.

*Parents:* Kristy Gooding, Tanya Hall, Joey Harris.

Apologies

*Parents:* Hayley Grant, Charisse Greer.

Quorum reached.

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

To adopt the order of agenda as provided.

*Moved* – Trish *Seconded* – Kristy

**1.3 Disclosure of Conflicts of Interest**

Nil.

**1.4 Previous Minutes**

**1.4.1 Confirmation of previous minutes**

23 March 2022 minutes were approved –

*Moved* – Trish *Seconded* – Tanya

Previous Minutes amendment note: Thanks to Felicity and Beth for their efforts as past student councillors.

***Action: Trish to arrange for upload of 23 March 2022 minutes to SC website.***

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

| **Action item** | **Responsibility** | **Status** |
| --- | --- | --- |
| Members who do not have a blue card are to apply as volunteers. | All SC | Carry Over |
| Arrange for meeting dates to be amended on School Council website to the new amended ones (include 11 August for next meeting). | Kristy | Carry Over |
| Arrange for 2022 School Council email group to add new members and send contact list to all councillors. | Kristy | Completed |
| Develop new SC Induction pack for Trish, Kyle, Hayley and Tanya. | No longer deemed necessary | Carry Over |
| Website bios – Nicole, Kyle, Trish, Tanya and Hayley. | Kristy | Carry Over |
| Mandatory training required (valid for 1yr) – Trish to send out to all SC members. | Trish | Carry Over |
| All Councillors to read and sign mandatory training. | All | Carry Over |
| Councillors vaccination proof to be submitted to Front desk & PIN to be set up for when onsite. | Parent councillors | Carry Over |
| AIP once signed and sent for approval to be distributed to SC members. | Nicole | Completed |
| Send out some examples of charters and philosophies to SC members. | Nicole | Completed |
| Review examples of charter and philosophies and consider own ideas and inputs for future meeting discussions to create our own. | All | Carry Over |
| Felicity to conduct handover with Tanya for Secretary role. | Felicity and Tanya | Completed |

**2. Matters for Decision**

**2.1 General Update**

Explicit Improvement Agenda was briefed to the School Council by Nicole, Trish and John. Key points around:

* Curriculum (moving students from C – A bands), targeted teaching- inclusive education;
* Culture (wellbeing of staff, students, parents); update on the Samford Welfare Action Team (SWAT Team)
* Community (Partnerships inside/ outside school gate), successful transitions through the Early Years Network, ideas on how to better utilise parent reps, update on OSHC collaboration.

**2.2 Development of Charter**

Nicole led discussion on what a charter is and the benefits of a values-based charter over an operational charter. Council agreed that including values was important to the School Council Charter. Also important to include measures of these values to determine the School’s progress. Charter to include:

* Mission and vision;
* Calendar of school activities that school council can also work on;
* School council operational elements.

Next meeting School Council will go through the mandatory policy driven elements of example charters before creating a team document and finalising School Council’s activities in the school calendar.

***Action: See action points below for list of charter actions ahead of next meeting.***

**2.3 New Councillors**

Welcome to John Mauch and Charisse Greer. Both were single nominations, no vote was needed to appoint.

**2.4 Effectiveness Review**

A full School Review will run in Term 1 next year rather than Effectiveness Review this year. The School Review looks at 9 domains rather than 2 domains. This review can then feed into the next strategic plan.

**2.5 Update from School Festival Committee**

Jo and John provided update on the School Festival, including work done on integrating alumni into the festival, updates on the Community Markets area, and incorporating dignitaries in the festival. Community Bank provided a grant of $11,000 towards the art mural that will be unveiled at the 150 Celebration. The 150 Cookbook is also coming to fruition, with wider community collaboration.

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

**3.1 Major correspondence**

None received.

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

P&C and the School have been working together on quick fixes to beautify the school including new signage. School Council commended the new digital sign at the front of the school this week.

P&C will hold two working bees, one on tuckshop painting and the other on gardening.

Noted that L Block toilets will need to be refurbished by September.

**3.3 Other Matters for Noting**

Ad hoc discussion on the School furthering connections with Samford Tennis and working more with parent/community different talents and networks.

**4. Meeting Finalisation**

**4.1 Review Actions to be Taken**

| **Action item** | **Responsibility** |
| --- | --- |
| Arrange for the upload of 23 March School Council Minutes to the website. | Trish |
| Members who do not have a blue card are to apply as volunteers. | Hayley and Charisse |
| Arrange for meeting dates to be amended on School Council website to the new amended ones (include 11 August for next meeting). | Kristy |
| Website bio’s – Nicole, Kyle, Trish, Tanya and Hayley. | Kristy |
| 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. | Parent councillors |
| Review examples of charter and philosophies and consider own ideas and inputs for future meeting discussions to create our own. | All |
| Charter action: read “Our Vision” page in strategic plan and write one sentence to encapsulate key points. | All |
| Charter action: read strategic plan and AIP and complete the team template that will be distributed. | All |
| Charter action: Highlight key points that resonate in the three-question vision document and return to Faye by 30 July ([FBrun13@eq.edu.au](mailto:FBrun13@eq.edu.au)). | All |
| Charter action: group aspirational statements into the categories of Curriculum, Culture & Community (so they can be easily measured) | All |
| Charter action: Highlight sections of Ashgrove and Fig Tree Pocket charter examples that are managerial and operational. | All |

**4.2 IBP Column**

To be provided by Tanya – summary of meeting with new date for next meeting.

**4.3 Next meeting**

Thursday 11 August 2022 - 06:00pm

**4.4 Meeting Close**

Meeting closed at 07:50pm

To include in minutes email:

* Ashgrove and Fig Tree Pocket charter examples;
* Three-question vision document;
* Nicole handouts from meeting.