

EPPALOCK PRIMARY SCHOOL - SCHOOL COUNCIL MEETING
AGENDA – Thursday 8th December 2022
WEBEX: 571894505



Quorum requirements:

A school council meeting must operate with a quorum.

A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees.

Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- (a) Must not be present:
- (b) During the discussion unless invited to do so by the person presiding at the meeting
- (c) When a vote is taken on the matter
- (d) May be included in the quorum for that meeting.
- (e) The declaration of interest should be included in the minutes of the meeting.

ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Acknowledgement of Country	Eppalock Primary School’s Acknowledgment to Country is read by School Council President or by the meeting Chairperson. Our Acknowledgement of Country is important to promote awareness and demonstrate respect for Aboriginal people as the First Australians and Custodians of the land on which we are meeting and attend school. It also promotes an awareness of the past and ongoing connection to place and land for Aboriginal Australians.	Eppalock PS acknowledges that our school stands on the traditional lands of the Dja Dja Wurrung. We pay respects to the Elders past, present and future as the custodians who have cared for this country for 65,000 years. We pledge to learn from their ancient culture and continue to care for the land. (Developed by the students of Eppalock PS 2017)
School Council Attendees (9)	Alicia Martin, Jason O’Neill, Kevin Reade, Milly Burgess, Stephen Becker, Amy Haw, John Petrie, Julian Hall	
Apologies	Brittany Edwards	
Quorum	Quorum requirements detailed above. Chairperson notes whether Quorum is achieved. Quorum achieved Damian Jenkyn (SEIL) and Lydia attended	

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Quality Education in a
Rural Environment

ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Minutes of the previous Meeting – October 20th 2022	<p>OCTOBER 2022 Minutes were sent out via email from Stephen Becker</p> <p>No meeting was held in November.</p> <p><u>Updates/amendments</u></p>	<p>Motion: That the draft Minutes as presented be accepted as a true and correct account of our OCTOBER 2022 Meeting.</p> <p>Moved: Amy</p> <p>Seconded: Milly</p> <p>Carried</p>
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Business Arising (5mins)	<p>Business Arising;</p> <ol style="list-style-type: none"> 1. Playground amendments. 2. Concrete repairs <p>Back to after school finishes so no kids around.</p> <ol style="list-style-type: none"> 3. Green Team to begin monitoring power usage at school. <p>Inverters are yet to come</p> <ol style="list-style-type: none"> 4. Solar Panel replacements <p>Done</p> <ol style="list-style-type: none"> 5. School captain requests 	<ol style="list-style-type: none"> 1. Needs to be completed at some stage. 2. December 9th 3. In place – needs to be monitored by Green Team 4. Panels replaced – waiting upon inverter 5. Still need to do the noughts and crosses box. Bin was in place. Shirts will be designed in the coming days.
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Correspondence (3mins)	<p>Correspondence IN</p> <p>Letter from Lisa Chesters regarding grants for better equipped learning spaces.</p> <p>Requests to go in to Jason in the next few days</p> <p>Correspondence OUT</p> <p>Letter/discussion to Richard Gibbs about changing photographers.</p> <p>Sent out and Jason has had a chat to him.</p>	<p>Motion: That the Inwards/Outwards Correspondence for period between October to December 2022 meeting be received and noted</p> <p>Moved: Steve</p> <p>Seconded: Alicia</p> <p>Carried</p>

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ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Finance (10 mins) Finance Meeting held prior to this meeting. <i>Update presented by a Finance Committee member (not Principal)</i>	Finance Summary Jason completed a finance summary for end of month October and sent to finance group. No meeting was held for October. Jason will send out the end of November finance summary before the meeting – calendar dates fall in a tricky spot to have then ready. End of year financial commitments will be sent out and ratified by email due to end of year meeting date. 2023 draft budget has also been sent out to finance committee – will be a document to discuss further into next year. <REDACTED>	Motion: School council moves that payments be endorsed; transfers be ratified, and all presented reports be accepted as a true and correct depiction of EPS finances for the end of month of OCTOBER & NOVEMBER 2022 Moved: John Seconded: Julian Carried
Budget Changes		
Principal's Report (10 mins)	As per Principal report.	Motion: School Council accepts the DECEMBER 2022 School Principal's report as presented. Moved: Milly Seconded: Amy Carried
Grounds & Maintenance (10mins)	Maybe a verbal report on the night. No report Concrete repairs will take place on December 9 th . Has been postponed numerous times – it is hard to get tradies to commit at the moment. It will be done. Put back until end of year Glen Lowes – handyman – has been contacted to complete a couple of little jobs before the end of the year. <REDACTED>	

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	<p><REDACTED></p> <p>Chris and Webby did our lawns and snipping last time. I have someone coming out in the next week before community night to do lawns and gardens – possibly an ongoing thing through bushfire preparedness</p> <p>We had a snake sighting – a staff member saw it. It went under the old school building. Snake catcher was called and advice given. They will be out to have a look around and do a report/risk assessment in the coming days.</p> <p>Are we ready to get someone to flatten out the bottom of the oval? Can someone come to do that and take away the piles at the top of the school?</p>	
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Promotions / Publicity	<p>Radio show went well – school captains did a great job at representing our school.</p> <p>John is available to promote the school as often as we want too</p>	
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Curriculum/Policy Sub committee	<p>Report as tabled. List of compliance areas was sent back – they apologised for delay as they have been backlogged for a number of reasons. The policies were mostly fine – apart from the new communication section down the bottom and putting on the website. I have included a list of the updates which I have done at school due to them being simple updates – school council can look through what was needed to be done. Most of them are now in the school website as well.</p> <p>Jason will complete this process before the end of the year. I now have to show a few bits of evidence from the first aid room.</p> <p>I have held off any updates to Healthy eating policy due to this work.</p> <p>As per the document Jason sent out. A couple for Jason to look at.</p>	Update of policies as per school review process.
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Parent Club	Verbal report	School Council accepts the verbal NOVEMBER parent club report as presented. Moved: Milly

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(5mins)		Seconded: Steve Carried
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Child Safe Policy/Guidelines, Issues, and Information (10mins)	<ul style="list-style-type: none"> • Standard 1: Strategies to embed an organisational culture of child safety • Standard 2: A child safety policy or a statement of commitment to child safety • Standard 3: A Child Safety Code of Conduct • Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse • Standard 5: Procedures for responding to and reporting suspected child abuse • Standard 6: Strategies to identify and reduce or remove risks of child abuse • Standard 7: Strategies to promote child participation and empowerment. <p><i>Any general concerns from School Council?</i></p>	Jason to follow up any remaining new updates from the school review process and have this compliant before moving onto ENPS.
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
General business – please give an indication of time required for your item. Most items should come through a subcommittee group.	<ol style="list-style-type: none"> 1. At the start of the meeting – Damien Jenkyn will outline the Principal process. This will take place from 6:00pm-7:00pm. This will not form part of our meeting – but put it here to let you know it is on. With that in mind – the aim would be to keep the rest of the meeting to a minimum. 2. 2023 staffing profile discussion. <REDACTED> Alicia said thanks to the staff who are leaving and wish them all the best. Jason thanks Alicia, school council, and the community for being behind him. Give the new principal and staff our support. Also thanks the whole staff of the school. 3. What needs to be done before end of year and handover? Traffic stuff, signs, possible school crossing. Let Jason know if there is anything else. 4. Curriculum day thoughts – none in term 1 at this stage unless day one to give Acting Principal and staff some additional time? 	

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	<p>30th Jan, to give the new staff and Act Principal a chance to put some plans in place for the start of the school year.</p> <p>Approved by school council</p> <p>Term 2 – Monday 24th April? This will again give new principal an additional day with staff – it is also an awkward day before public holiday.</p> <p>1st day of term 2, give the new Principal a day with staff</p> <p>Approved by school council</p> <p>5. New photo group – confirmed photo day date Wednesday April 26th.</p> <p>This will be the first day of term 2 for students</p>	
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Next Meeting	Next Council Meetings to be held in 2022 –	Next meeting - February 9 th @ 6.30pm
Closure of Meeting	The chairperson declared the meeting closed	Time: 8.18pm

NOTE: RECORDS AND INFORMATION MANAGEMENT - School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria. Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.