

EPPALOCK PRIMARY SCHOOL - SCHOOL COUNCIL MEETING
AGENDA – Thursday 20th October 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 (via Webex) Amy Haw, John Petrie, Brittany Student captains Katie & Meika.	
Apologies	Julian.	
Quorum	Quorum requirements detailed above. Chairperson notes whether Quorum is achieved. Quorum achieved	

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<p>Minutes of the previous Meeting – 15th September 2022.</p>	<p>SEPTEMBER 2022 Minutes were sent out via email from Stephen Becker</p> <p>Updates/amendments</p> <p>Amendment made in General Business as follows</p> <p>From: This person has been invited to speak to Council or meet with Jason and Alicia but has refused.</p> <p>Changed to: This person has been invited to speak to Council or meet with Jason and Alicia but has not responded.</p> <p>An advertising leaflet was Dropped off at the school to hand out. Went out when Mr Mac was away. Parents have looked as though it may have been the fill in teacher.</p> <p>Opinion of council members that School shouldn't need to decide what parents let their children do. It's aimed as a holiday program for children of school age.</p> <p>Thinks this is the tip of the iceberg. Other things mentioned.</p> <p>A casual practice of sending cupcakes to school with a child on their birthday to share with their class, has developed over the last 10 years or so. Student Birthdays can happen in a group causing lots of things bought in to the classrooms in a short time (several birthdays in a few weeks)</p> <p>Could look at a fruit platter instead of cupcakes.</p> <p>Comment made that This can happen instead of parties being held, an opportunity for the students to celebrate their birthday, which is why some parents do it and perhaps it's not a bad idea.</p> <p>ACTION - Survey to go out to families for a vote on birthdays and healthy eating practices at school.</p>	<p>Motion: That the draft Minutes as presented be accepted with amendments as a true and correct account of our SEPTEMBER 2022 Meeting.</p> <p>Moved: Amy Seconded: Jason Carried</p>
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<p>Business Arising (5mins)</p>	<p>Business Arising;</p> <ol style="list-style-type: none"> 1. Playground amendments. <i>As listed.</i> 2. Concrete repairs <i>Postponed again due to the weather. Moved to the 21st of November (student free day).</i> 3. Contact Department of Traffic in regards to speeds. <i>As listed.</i> 4. Green Team to begin monitoring power usage at school. <i>As listed.</i> 	<ol style="list-style-type: none"> 1. In progress – Kevin has measured. 2. Was postponed and will now be done October 21st when Aths is on. 3. Not yet completed 4. Will begin to monitor once Lydia returns.
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
<p>Correspondence (3mins)</p>	<p>Correspondence IN</p> <p>Letter from DET in regards to tutoring continuing in 2023.</p> <p><i>Same tutor interested in the role and will most likely continue next year.</i></p> <p>Report from School Captains to be presented here (5-10mins)</p> <ul style="list-style-type: none"> • <i>Student thoughts shared.</i> • <i>Improvements the school could make – design of grade 6 shirts by students, more bins around the yard, different material for the current school tops, acknowledgement of country to be displayed more, new box for the noughts and crosses game in the serenity area, more green team meetings, softer handles on the flying fox, more frequent house sports.</i> • <i>Things we could add to the school – fix the flying fox handles.</i> <p><i>Staff further discussed the student presentation without the leaders present: the ones that we can action quicker below.</i></p> <ul style="list-style-type: none"> • <i>Bins – added to 4/5/6 job to move them?</i> 	<p>Motion: That the Inwards/Outwards Correspondence for the OCTOBER 2022 meeting be received and noted</p> <p>Moved: <i>Kevin</i> Seconded: <i>John</i> Carried</p> <p>School Captain report/questions to be considered in general business and then any feedback given at the end of the meeting so that the leaders can take away any actions or decisions made.</p> <p>Motion: That the BBQ for the upcoming November state election is transferred over to the CFA for this year. Moved: <i>Brit</i> Seconded: <i>Alicia</i> Carried:</p>

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	<ul style="list-style-type: none"> • Grade 6 shirts – design competition • School uniform shirt – to be discussed at another date • House sports – held up due to weather • Water pump – can look at getting this done. • Flying fox handlebars – looking into bike handles. Steve does have some that will send in. • Wooden Box – John to follow up and create this once the girls give the dimensions. <p>Solar panels will be done on Monday 21st November on pupil free day and will be completed on the one day</p> <p>Should be able to complete on one day.</p> <p>CFA have asked if they can run the BBQ at the next election in November</p> <p>Jason has contacted the state people, no further paperwork. It is up to the school. Discuss further later in regards to cake stall etc.</p> <p>Correspondence OUT</p> <p><REDACTED></p>	
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
<p>Finance (10 mins)</p> <p>Finance Meeting held prior to this meeting. Update presented by a Finance Committee member (not Principal)</p>	<p>Finance Summary</p> <p>Key finance notes</p> <p>Surplus at the moment \$76,000.</p> <p>Tutoring to continue next year.</p> <p>Staff spent the remainder of their classroom budgets.</p> <p>Will achieve the goal of taking \$30,000 into next year.</p>	<p>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 SEPTEMBER 2022</p> <p>Moved: Britt</p> <p>Seconded: Milly</p> <p>Carried</p>
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Budget Changes	Not a cash budget change but a credit budget change as mentioned in finance report. Credit to cash transfer of \$10000 to occur early in term 4.	
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Principal's Report (10 mins)	As per October Principal Report. As read – sent out prior 32 responses to the parent survey. Healthy eating survey – to be discussed later	Motion: School Council accepts the OCTOBER 2022 School Principal's report as presented. Moved: Steve Seconded: Milly Carried
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Grounds & Maintenance (10mins)	Maybe a verbal report on the night. – accept the verabl Weather has prevented things to keep moving. Concrete repairs will take place on Friday 21 st October. Has been postponed due to wet weather. Going to get a quote for painting hand rails and also for repairing the last bits of the playground. New person with mowing – <REDACTED> – has done an amazing job over the break to tidy up the yard. He is on a 3 week cycle of tidy up through the Fire Preparedness funding. And have asked him to do some extras before school returns after breaks. Still getting to the repair of the blue water tank. School fence at bottom of oval still to repair. Person coming to flatten out oval and clean up top of school when weather improves.	Motion: School Council accepts the verbal OCTOBER grounds and maintenance report as presented. Moved: Alicia Seconded: Amy Carried
ITEM	DETAILS	ACTIONS/RECOMMENDATIONS
Promotions / Publicity	Transition information has been sent out. Mango drive in operation. Nothing else to report. Nothing major to report. Prep families contacted to support transition to school.	
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<p>Curriculum/Policy Sub committee</p>	<p>Healthy eating policy review Due to meet last Thursday but couldn't due to rain – policy to be discussed next time. Survey results read and discussed by Jason – 19 results</p>	<p>Discussion around the policy and survey results in general business.</p>
<p>ITEM</p>	<p>DETAILS</p>	<p>ACTIONS/RECOMMENDATIONS</p>
<p>Parent Club (5mins)</p>	<p>Meeting was held today after school</p> <ul style="list-style-type: none"> - Paver fundraiser has been put on. Extra pavers and sand to be ordered. This will go around fire pit. - Mangoes final day tomorrow, order goes to the farm on the 24th. - Over 300 orders, smaller then other years. - Special lunch – 2 planned for the term. Pasta & Fruit salad. - Planning term 1 portaits as a fundraiser. - community night – changing from icy poles to frozen yoghurt. Proposing a food truck or communal food to encourage more engagement. - Teacher lunch proposed for the 19th. - Request for pie drive and easter BBQ plans. - Fundraising: is there anything we want to raise money for in particular? 	<p>Move a motion that the parent club report is accepted Moved: Brit Seconded: Amy Carried:</p>
<p>ITEM</p>	<p>DETAILS</p>	<p>ACTIONS/RECOMMENDATIONS</p>
<p>Child Safe Policy/Guidelines, Issues, and Information (10mins)</p>	<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> <p><i>See October Principal report for information regarding the questions asked at staff interviews whenever there is a new appointment.</i></p>	

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<p>General business – please give an indication of time required for your item.</p> <p>Most items should come through a subcommittee group.</p>	<ol style="list-style-type: none"> 1. Healthy eating policy & discussion – policy will have been reviewed and survey data considered as part of the review. Positive response from family survey responses to the junk food survey. Encourage parents to give staff prior heads-up message about birthday food coming in. 2. School review share – quick feedback about the two days which will have been completed by the time of this meeting. Verbal summary given by Jason & Lydia – fairly positive review. Goals and targets to come. Jason to send out. 3. School captains report – 5- 10 mins in correspondence in. School Council to discuss anything required from the report and then give the leaders some feedback before ending the meeting. Shared and discussed earlier. 4. Homework thoughts – what are school council thoughts on homework throughout the school? This is a question on the parent survey. School Captains can participate in this discussion. Was one of the aspects on the student survey. Discussion around school council general thoughts. 5. Thoughts and feedback on Thursday/Friday school closure School council happy with the communication from Jason in regards to this. Jason will now contact Damien in future situations to shut the school. 6. Camp documents for upcoming camp in November Updated documents – no school council signature. Jason informed of staff, students and parents going. Final cost at \$250 per student. Some has been subsidized through grants and fundraisers. No high-risk activities. 7. School photos 	

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	<p>Discussion on whether to continue with Richard Gibbs. Jason has made contact with leading images to get some package quotes.</p> <p>8. Class sizes for 2023</p> <p>Class numbers increasing – 4/5/6 may get up to 28 next year.</p> <p>Jason proposed some options and ideas for school council to discuss.</p>	
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Next Meeting	Next Council Meetings to be held in 2022 –	Next meeting - Thursday the 8 th of December
Closure of Meeting	The chairperson declared the meeting closed	Time: 8.26pm
<p><i>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.</i></p>		