



Governing Council Meeting Minutes

Tuesday 12th May 2020

2020 Governing Council Members
Chair – Brad Gould
Deputy Chair – Helen Carroll-Welsh
Secretary – Jo-Anne Blackburn
Treasurer – Samantha Corns
Facilities Rep – Brad Gould
Uniform Rep – Hilary Disley
Parent – Mata Panagiotidis
Parent – Shazia Choudhry
Parent – Ferial Shabibi
Parent – Tammy Markou
Parent – Mark Zigoronikos
Parent – Julie Busutil
Parent – Sarah (Chan Yee Lin)
Principal – David Harriss
Business Manager – Susan Mlaco
Minutes Secretary – Sandra Ledgard
Staff – Sophie Pyromallis (Uniform)
Guest – Lauren De Bono (Student Voice)
Staff – Peter Savvas (staff Rep)
Student Voice Rep – Jemma
Student Voice Rep – Phoebe
Community Member – Betty Livaditis

Present: Welcome and Apologies

1.1. Welcome to everyone – Ms Betty Livaditis in attendance for Zoi

1.2. Apologies – Julie Busutil, Zoi Papafilopoulos, Phoebe & Jemma, Mata Panagiotidis, Sophie Pyromallis.

2. Acceptance of Previous Minutes –

Moved: Lauren **Seconded:** Hilary **All carried** **Against:** 0

3. Business Arising from Previous Minutes

Bunnings Mile End BBQ – first BBQ – no BBQ’s held at present due to COVID 19 virus.

4. Correspondence - Mark

4.1 SASSO - brochures have been tabled

5. Reports

5.1 Student Voice – Lauren De Bono – No Report

5.2 Uniform – Hilary No report

5.3 Finance – Presented by Susan Mlaco – see attached

5.3.1 The following reports for the month ending March 2020 were tabled and discussed:

- EDSAS Governing Council Report
- Profit and Loss statement
- Balance sheet

The favourable variance of \$37,597.82 against budget is mainly attributable to the Global Budget for March 2020 being higher than budgeted.

5.3.2 Bad Debt Write Off \$3,019.25 - David recommends that the Governing Council approve to write off this bad debt, as all reasonable avenues to recover them have been exhausted.

Move: David **Seconded:** Sam Corns **All in carried** **Against:** 0

5.3.3 Audit Report– The school had the Annual Financial Audit on the 20th April 2020 and there were no new findings. This is a perfect audit for the second year running. This is a credit to our Finance officer Michelle and the rest of the finance team.

5.4 Facilities – Susan Mlaco - No Report

5.5 Principals Report – David

5.5.1 COVID 19 –

I would like to acknowledge the work all of our staff did in preparation for this situation, and the support that has come from the parents and the wider school community.

1. SACE Classes all continued, but increasingly moved to a remote delivery format into Week 1 of Term 2, then reverted to face-to-face from the start of Week 2 Term 2, with detailed notes and instructions on DayMap for those not attending. Attendance for this cohort of students went from 28% in Week 1 to 83% in Week 3.

2. Year 8 to 10 classes were disbanded at the start of Term 2 for our Remote Learning Program, then reverted to face-to-face from the start of Week 3 Term 2. Attendance for this cohort of students went from 44% in Week 1 to 88% in Week 3.
 3. There is communication every day with students who have notified the school that their child is “studying from home” to confirm that they are accessing their education through DayMap.
 4. Extended cleaning is being carried out every day by cleaners.
 5. Doors (particularly those in high volume traffic areas) are being kept fully open every day.
 6. We have hand sanitiser in all classes, and expect students to use it as they enter and to sit in the seating configuration the teacher deems safe for themselves when circulating in the classroom (and as an extra level of protection for the students).
 7. We will continue these measures until otherwise directed by the DfE.
 8. Parents are directed to keep their child home if they are ill, get their child tested for COVID if appropriate and access the DayMap work.
 9. I am directing staff to stay home if ill, get tested if appropriate and not return until they have medical clearance.
 10. Visitors (including parents) are not permitted beyond the safe zone in reception, and workers who need to access the school are completing special DfE COVID forms.
- There will be further outbreaks, this is not the end, but perhaps the beginning of the end.

5.5.2 External School Review –

Was originally planned for Week 9 this term, has been postponed to about halfway through Term 3.

Sample school newsletter article

Dear Parents

As part of our continuous school improvement process, we will be involved in an external school review with a Department for Education review panel.

The purpose of external school reviews is to support us to raise achievement, sustain high performance and provide quality assurance to build public confidence in government schools.

All government schools are externally reviewed every 3 years.

The focus of the external school review is to evaluate our school’s performance. The review panel includes a review officer and a trained review principal. Our school review will occur on <insert date>.

The review panel will identify aspects of our school’s improvement that have been verified through the review processes, as well as the improvements that we need to make in the future.

During the external school review, some students, parents, governing council members and staff will be asked to provide information to the review panel in a number of ways. These include:

- individual interviews
- group discussions (with students or staff or parents)
- meetings (governing council, staff meeting)
- visits into classrooms.

We appreciate everyone’s support and time in helping us with this external school review process.

Student group discussion(s)

The review panel will meet with groups of 6 to 8 students at a time, approximately 45 minutes per group.

In relation to students, the overarching evaluative questions the review panel will be seeking evidence for are:

How effectively are teachers supporting students in their learning?

While these are the overarching questions, the student group discussion will explore the agreed lines of inquiry.

The school size and other evidence will influence the nature and number of groups of students the review panel speaks to and hears from.

Principals need to ensure that parents/caregivers are aware of the external school review and the possibility of their child's involvement in these discussions. To enable this approach to be flexible and focused on the lines of inquiry (i.e. not based on student discussion with a predetermined group of students), principals may want to consider placing an article in the school newsletter explaining the purpose of the review panel seeking to meet with students. The article needs to advise how parents can exempt their child if they do not want them to participate.

Parent group discussion(s)

The review panel meets with 1 or more groups of parents, including members of the governing council, for a 45-minute discussion. The key focus area evaluative questions to keep in mind in discussions with parents are:

How effectively does the school develop partnerships with parents to improve student learning?

How effectively are teachers supporting students in their learning?

The review panel speaks with the governing council chairperson, by phone if necessary, as well as other parents representing the diversity of the student profile within the school.

Parent meetings may also be organised to enable the review panel to gather evidence related to emerging lines of inquiry.

5.5.3 Building Works –

These will begin towards the end of this term, and be completed in October 2021. The works are staged to best suit a balance between the needs of the builders, the timelines set by the DfE and most importantly having the least impact on students and school organisation.

The lessons learnt from COVID tell us that learning can still effectively continue no matter what the physical environment is. There will be physical and organisational disruption, this is unavoidable, but I am confident the staff and students can continue their learning unabated.

More detailed staging plans and diagrams will be available on the website in coming weeks.

6 AOB –

1. Shazia – gave a big thank you to all the teaching staff for all that they have done, helping the students over the last few months with emails, phone calls, work on Daymap, they are to be commended for all their work. That was seconded by all the Governing Council members.

2. Hilary – how is the extra cleaning being paid? The department is paying for this.

Closed: 6:45pm

Next Meeting: Term 2 Week 8 Tuesday 16th June 2020