



## **SCHOOL COUNCIL MEETING - MINUTES**

Thursday 7 September 2017, at 3:35pm in the School Library

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### **1.1 RECORD OF ATTENDANCE**

Ben Ratz – Deputy Principal  
Coralie Daw – Staff Rep  
Helen Burton – Staff Rep & Secretary  
Lyndsey Unwin – Parent Rep

Bruce Nind – Acting Principal  
Annette Caelli – P&C Rep  
Ian Fitzgerald – Community Rep & Chair

### **1.2 APOLIGIES**

Fiona Philson – Principal – Long Service Leave  
Kerry Dickinson – Community Rep

### **2. CONFIRMATION OF MINUTES:**

**Recommendation:**

Moved: Lindsey Unwin

Seconded: Annette Caelli

That the minutes of the Ravensthorpe District High School Council Meetings held on 15 June 2017 & 27 July 2017, be confirmed as a true and correct record of proceedings.

Carried: 7/0

### **3. MATTERS ARISING FROM PREVIOUS MINUTES**

None

### **4. P & C UPDATE**

The P & C had their meeting on 7<sup>th</sup> September as well:

- They did receive good feedback for their involvement during the sport days
- They will keep on with catering jobs if they do have enough volunteers to help
- They did provide Devonshire Teas during the Wildflower Show for fundraising
- Rachel Livingston is the new President for the P&C
- The Sport liaison position is still vacant
- They are going to do a trail starting in term 4 by using an app where parents order the lunches via the app
- The next P & C meeting will be held on 26 October 2017 @1:30pm in the Year 1 / 2 classroom

## 5. SCHOOL FINANCE REPORT

- The One line budget, cash report and salaries plan was presented to Council.
- There were some money spent in the HASS, Science, Literacy and Numeracy
- The finances are on track and there is still a bit of curriculum money available.

## 6. PRICIPAL'S REPORT

- Staffing  
Ben Ratz, Helen Burton and Brett Kipling will meet on Thursday 14.09.2017 regarding School Behavior Management and Bullying Policies

- Behavior Policy Updates

Policy has been put in place and are being used with good results. The teachers are all for it and are positive about the policy and the outcome.

### Recommendation:

Moved: Ian Fitzgerald

Seconded: Lyndsey Unwin

That Council adopt the Ravensthorpe District High School Behavior Management Policy which is being supported by Regional Director Milton Butcher

Carried: 7/0

- Student Attendance Strategy  
Students are getting rewarded for positive behavior and doing the Supporting students to develop positive routines and habits.
- Professional learning and School improvement (CMS)
- PPP  
The 3<sup>rd</sup> and last PPP session will be held on Thursday 14.10.2017. Ben Ratz will ask Brett Kipling for links to the information pamphlets that was were handed out during the sessions to put onto the school website for other parents who could not attend.
- Parent Meetings  
Two key issues that was were raised was the communication between the school and parents that still needs to improve and that parents would like to know more about what is going on in the classes: Topics for the term, assignments, tests etc.
- Bushfire Plan
- Recent Events  
Positive reports came back regarding the “breakfast BBQ” on the day of the Athletics Carnal. Council felt that it’s was a great way to get the community involved and down at the school and would like to do this annually.  
The “Fabulous Father’s Day Fun Day” also a huge success and it was good to see how many mums of other family members turned up when and where dads were unable to attend. Council also agree to make this being an annual event
- Upcoming Events  
Everybody is excited about the Spring Flower Festival and a lot of time has been put into the design of the float considering future use of it as well.  
A “Breakfast BBQ” will be held the morning of the Interschool’s as well to get the community together once again.

## 7. STAFF REPORT

Coralie Daw and Helen Burten were nominated to present the teachers in the “Staff Report”.

- Lots of activities is going on and it is important to have a balance between the curriculum and all the activities going.
- Positive feedback has been received from parents and they are feeling more supported now, thanks to the Behavior Management Policy Plan that is in place and some students are returning to school due to the fact that they see that actions is being taken towards students who are guilty of bullying.
- There were some questions from teachers where the money came from that was used for the float etc. that was built for the Spring Festival – Council was informed that it was part of the budget under “Spring Festival”
- Expectations for the build up to the Spring Festival was not clearly outlined to the teachers
- The teachers feel that the school should form a Committee in term 1 of 2018 to be more organized in the planning and even work in the build of the float and preparation for the Spring Festival into some of the subjects. A lot of afterhours and labor did go into the 2017 preparation which could be better planned next year by using the students and starting earlier during the year.
- For future planning the school will have to look at technology upgrades.
- There were some matters raised from the teachers:
  - Teachers want to feel trusted in delivering
  - They wanted to be trusted as professionals, they do have the kids interest at heart
  - They want steps to be put in place for those who do not deliver

**Recommendation:**

Moved: Bruce Nind

Seconded: Lyndsey Urwin

That the Staff Report become part of the Agenda and that it will be send out with the Agenda prior to each meeting.

Carried: 7/0

## 8. GENERAL BUSINESS

### 8.1 RDHS Drug & Alcohol Policy

A copy of the Drug Policy was presented to Council and discussed. This policy is for the students of RHDS.

Lyndsey wants to know if there is a policy in place for the teachers. Council was informed that there is a Department Policy in place for teaching staff.

### 8.2 Kindy Day Planning for 2018

Group 1 – 2 days a week

Group 2 – 3 days a week

The next term the 2 groups swap

### 8.3 School Vision – Update

School Vision will be discussed at the next leadership group on Friday 8 Sept 2017.

#### 8.4 Duty Roster – Ben Ratz

- EA's will be used on playground duties as well. EA's are on board with this decision.
- Will open up the school grounds for recess and lunch to all students
- Teachers on duty can run activities during the students "free time" (lunch time)
- All this will take place on a 2 week trail

#### 8.5 School Council Training

Ben will follow up on this and report back to Council

#### 8.6 Councilors not attending

Council is concerned about 1 Council member who has not been present for 3 meetings in a row. A check of the minutes of previous meetings have revealed that Kerry Dickinson have now missed 3 consecutive meetings – June 15<sup>th</sup>, July 27<sup>th</sup> and September 7<sup>th</sup>.

According to the School Council Constitution: "As per paragraph 14.2(d) a person absent for 3 consecutive meetings may be removed as a member of the Council."

Council has resolved to follow paragraph 14.2(d) and as such agree that Kerry Dickinson are no longer be recognised as a member of the Ravensthorpe District High School Council.

Ian Fitzgerald (Chair) will confirm this in a letter to Kerry Dickinson.

### 9. **CORRESPONDENCE**

None

### 10. **NEXT MEETING**

Thursday 26 October 2017 at 3:30pm in the Library

### 11. **CLOSURE**

Ian Fitzgerald thanked Bruce Nind for his valuable contribution and support to the School for the past few weeks and wished him well.

Meeting closed as 5:30pm

These minutes were confirmed at the **School Council Meeting** held on **26 October 2017**

Signed:



Dated: 26.10.2017

### **Matters arising from minutes for next Agenda:**

Ben Ratz – School Council Training