



## **SCHOOL COUNCIL MEETING - MINUTES**

26 October 2017, at 3:40pm in the School Library

### **1.1 RECORD OF ATTENDANCE**

Coralie Daw – Staff Rep  
Helen Burton – Staff Rep & Secretary  
Lindsey Urwin – Parent Rep

Annette Caelli – P&C Rep  
Ian Fitzgerald – Community Rep & Chair  
Ben Ratz – Deputy Principal

### **1.2 APOLIGIES**

Fiona Philson - Principal

### **1.3 VISITORS**

Paul Marther

## **2. CONFIRMATION OF MINUTES: 7 September 2017**

### **Recommendation:**

Moved: Coralie Daw

Seconded: Lyndsey Urwin

That the minutes of the Ravensthorpe District High School Council Meeting held on 7 September 2017, be confirmed as a true and correct record of proceedings.

Carried: 5/0

### **2.1 CORRECTIONS TO MINUTES**

#### **2.1.1 Principal's Report: Behavior Policy**

Ben Ratz reported that the Policy will be reviewed as part of the Schools plan to improve behavior throughout the school. He will be leading the process and would like to table it at Council early in 2018.

#### **2.1.2 Kindy Day Planning for 2018**

Lyndsey wanted to know if there was an opportunity for 2 days in semester 1 and 3 days in semester 2. Concerns have been raised by working parents on the implications of their work days. Day care places are at full capacity which is presenting issues in being able to book children on alternative weeks as is currently the situation. Bruce advised it is an operational decision. It will be discussed with parents at the transition and a decision will be made following this

#### **2.1.2 Staff Report**

The staff report will be available prior to council meetings if time permits.

### 2.1.3 General Business: RDHS Drug & Alcohol Policy

The School does not have a copy of the Department Drug & Alcohol Policy since it is a Department Policy. Ben will email copy of the policy to Council Members for their info.

### 3. P & C UPDATE

- The Wish list items of goal posts and undercover area upgrades have now been completed. The sports grandstand remains a work in progress.
- The Sports Liaison position has remained vacant, so will now be carried through to next year.
- Melbourne Cup is the next event on the list, this is proceeding well, and volunteers are now being finalised.
- An organiser is required by the P&C to oversee arrangements for the end of year school concert, with other volunteers being sought to assist with setting up.
- The sundowner for volunteers, being hosted by the school, was mentioned at the meeting.
- The P&C has also approved a number of donations to the school including some for end of year awards and library books.
- By far the most important issue raised to date, however, has been the Canberra Camp. In summary, strong and ongoing concern and disappointment has been expressed by the community regarding the handling of the decision to drop the Canberra Camp. It is felt that there has been a lack, if not total absence, of communication and consultations. There is a belief that the interactions with other schools and communities have been equally badly managed, with much criticism and negative comment being received on that front too. There is concern that this has badly damaged the reputation and image of our school, in communities that include our high school catchment area.
- Also a request is made for further training to be offered by the department to assist members of the community, P&C, school council etc. to better understand processes, and the relative roles and responsibilities of the people and groups within the school system, thereby reducing some of the frustration and confusion that currently exists.

### 4. SCHOOL FINANCE REPORT

- Ben Ratz report that the standard 4% of the remaining funds will be carried over to the new financial year.
- Council do request graphs as part of the financial report as per previous meeting of 7 September 2017.

**Recommendation:**

Moved: Lyndsey Urwin

Seconded: Coralie Daw

That the Financial Report as presented is accepted by Council and that graphs form part of the financial report.

Carried: 5/0

## 5. PRICIPAL'S REPORT

- School Development Days 2018

Term Planner for SDD 2018 is presented to Council

### **Recommendation:**

Moved: Annette Caelli

Seconded: Lyndsey Urwin

- Council accept the SDD 2018 as presented
- A recommendation is made to discuss Easter Tuesday for work and school with staff and the leadership team and whether a day for Newdegate or Esperance is preferred.

Carried: 5/0

- NAPLAN

Statistics are handed out to Council. Comparing the 2014-2016 stats to the 2015-2017, there is a definite improvement. After a brief discussion, a decision is made to take the statistics home for further reviewing.

Council requests that Principal table the detail regarding the NAPLAN in Week 8.

- Staffing 2018 & Class Structure

Council is pleased, staff excited and parents will be relieved with the news that all current teachers stay on for 2018.

Coralie and Sharon will send out letters to the KP parents. The information regarding the classes has to get out to the parents as quick as possible to make arrangements with their work and day care.

- Student Attendance in term 3
- Whole School Teaching and Learning Focus 2017/2018
- School Vision

Ben Ratz will discuss the School Vision with the leadership team and the School Vision has to be approved by the Principal

Council request that the School Vision will be finalized and approved by Principal and ready in Term 1 of 2018.

- Duty roster review

All is going good. The "structural play" work very well. The students are loving it and it also create a good connection between the seniors and juniors. It would be great to get some community members involved who have different skills.

- Behavior Policy & Behavior Management Procedures/Review Process

The Behavior Policy is not the/a Behavior policy, but part of the bigger policy. The flowchart however is staying.

- School Positive Climate Liaison Officer

Survey looks good. So far 21 parents have responded, the due date will be extended and a notice will go out to the parents. That might help to get more parents to complete the survey.

- Voluntary Fees and Charges

**Recommendation:**

Moved: Helen Burton

Seconded: Coralie Daw

- Council endorsed the Voluntary Fees and Charges as presented

Carried: 5/0

Council would like to know how does the charges compare to previous years – Is it in line?

- Booklists

It came to Councils attention that not all the staff was consulted with the booklists for 2018.

Ben will send the list out to staff and report back at the next meeting. The Booklists will be endorsed at the next Council Meeting.

- Canberra Camp

Council notes the following:

- Not all relative parties were consulted – Other schools involved in this excursion. RDHS's image have been damaged in the process.
- There were no survey done regarding Canberra Camp
- Ravensthorpe parents and all involved did not receive/was consulted regarding the Canberra Camp
- Communication was not followed through
- The process should be follow through from beginning to end – Consultation, surveys, discussions, decisions (Communication)
- The info that Council receive should be full detail of process and results.

- 2018 Year 5/6 Camp Term 4

- Concern: Why is Principal organizing the Camp
- Date of the camp: Camp starts the Monday of Term 4. First week of school after holidays

- Early Close

**Recommendation:**

Moved: Helen Burton

Seconded: Lyndsey Urwin

- Council endorse early close on Thursday 12 December 2017 for the Presentation Evening

Carried: 5/0

- Minutes for the previous Meeting

-Council has concerns regarding the process of the minutes recording and will discuss the proposal from the Principal at the next meeting.

**6. STAFF REPORT**

- The staff report will be addressed as soon as the Principal's writing/comments have been received by Council. Principal would like to clarify the structure of the report. Helen and Coralie were congratulated with the quality of the staff report.

**7. CORRESPONDENCE**

Nil

**8. GENERAL BUSINESS**

8.1 Ian Fitzgerald will draft an ad that will be placed in the Community Spirit calling for nominations

8.2 Annette Caelli request training for School Council. Paul Mather inform council that he has a PowerPoint presentation available for a start and the following areas are covered in the presentation:

- Showing the differences between P&C and School Council
- What members are allowed and not allowed to do
- The powers of each of the office bearers

Ian will send a letter to Regional Office regarding School Council Training

**Recommendation:**

Moved: Annette Caelli

Seconded: Lyndsey Urwin

That School Council Training should be organized at earliest possible date.

Carried: 5/0

**9. NEXT MEETING**

Week 8: Tuesday 28 November 2017 at 3:30pm

**10. CLOSURE**

Meeting closed as 5:30pm

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

Signed:



Dated:

28.11.2017

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

- School Council Training – Ian to report back (Letter to Regional Director)
- School Vision – Ben to report back
- Ad for Community Spirit – School Council Community Rep
- Booklists need to be endorsed by Council at the next meeting