### Thomastown Meadows Primary School

**Minutes of the School Council Meeting of 26\(^{th}\) May 2016**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS</th>
<th>ACTION (recommended or taken)</th>
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<tbody>
<tr>
<td>1. Welcome</td>
<td>Craig Stenhouse, Dina Tsekouras, Samir Afif, Zora Sterjovski, Litsa Athanasi, Magdalena Kekez, Angela Vasilou, Marnie, Alanna Hawthorne-Smith, Ben Hutchings</td>
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<td>2. Apologies</td>
<td>Fida Dwayou, Robyn Baker, Fiona Rosa</td>
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| 3. Minutes of the previous meeting | Minutes of the previous meeting held on 28\(^{th}\) April were previously distributed. | **Motion:**  
'That the minutes of the meeting held on 28\(^{th}\) April be accepted.'  
**Moved:** Craig Stenhouse  
**Seconded:** Litsa Athanasi |
| 4. Business arising from the minutes | Nil | **Action/Motion:**  
**Moved:**  
**Seconded:** |
| 5. Listing of further items for General Business | Office staffing  
Draft of Emergency Management |  |
| 6. Inwards Correspondence | **Department Newsletter**  
Zora introduced upcoming training opportunity, 'Training for School Counsellors' on improving school governance. This is an annual training event.  
Wed 9\(^{th}\) of June at Dallas Brooks Community PS.  
Litsa has attended a previous training session. |  |
| 7. POutwards Correspondence | Nil |  |
| 8. Business arising from correspondence | Nil |  |
| 9. Reports (Sent with the agenda and included with these minutes). |  |
| a) Principal’s Report - included | **Education Week** - Alanna  
Excited to see so many parents attend Education Week activities.  
Covered walkways  
In the middle of finalising the |  |
process. Thank you to Zora. Looking at signage.

**Phone system**
We have received quotes from Zero Communication and will take up the quote.

**After School Care**
Passed their review. Are waiting on rating.

**Review Process**
Fiona and Alanna to use a car park tool to reflect on the process. Working with the staff on the four key areas. Will be looking at parent, student surveys, Naplan Data. We will be celebrating where we are and looking to where to next.
Thank you to staff for putting in the extra hours during reporting time.

**Compass**
June reports will be placed on Compass. We will set up a computer at school for parents who cannot get access at home. Discussed the possibility of an Open Night.
Discussed the possibility of releasing them on Compass before a paper copy is issued.
Discussed starting all new prep parents on Compass.
Alanna discussed plans for parents to book their own time for 3 Way Student Led Conferences. She said we could trial booking conferences with a few parents.
Conferences are week 3 term 3.

| b) Finance Report | We received term 2 grant. Interest in high yield term deposit account and business online account. We have $336,965.54. | **Motion:** The financial statements for the month of April 2016 are ratified and all accounts approved for payment.
Moved: Dina Tsekouras
Seconded: Magdalena Kekez |
| c) Curriculum Report | **Autism**
Number of staff attended professional learning opportunities at the Northern School for Autism.

**Incursions**
Fire Brigade coming out to discuss Fire Escape plans. Harbard St |
Kinder is also coming for a visit to see what school is like.
Grace ½
Michael, a paramedic, visited promoting a healthy lifestyle.
3/4s – Puppet show incursion
Students were able to watch a puppet show and then get a behind the scenes look at designing and building a show.
5/6s – Economics – Commonwealth Bank visits supported the economics unit. Students learnt about saving, banking and being smart with their money.

d) Parent Association Report

| Shirts | Parent’s discussed possibility of Grade 6 shirt replacing the current jumper. |
| Sports equipment | Concern over state of the equipment. Ben advised the JSC has identified this as an area that they would like to use fund raising. Softball and cricket identified as highest needs. |

| Email address | All correspondence to be sent through to tmpsparents@gmail.com Password: tmps5134 Address is set up for all correspondence between the PA, the secretary and the administrator. |

Motion:
Moved: Samir Afif
Seconded: Alanna Hawthorne-Smith

e) After School Care Report

| Review | Alanna shared the good work that staff have been doing to be ready for their accreditation. |

Motion:
Moved: Craig Stenhouse
Seconded: Alanna Hawthorne-Smith

f) General Business

| Evacuation | Alanna shared the school’s Evacuation Diagram. We found that the evacuation related to reporting to a specific teacher. This has been changed to room names to facilitate staff movements and changes. We are looking at processes for preparing for an off-site drill. If we have to leave off site we would all |
travel out the front gate to the local soccer ground. Someone would stay outside the school to alert emergency services. Students will be able to pick up water that is easily accessible.

**Communication to Parents**
Compass would allow us to send a bulk email and text to alert parents as soon as possible. Cases 21 will send out an SMS at no cost to the school to all parents. Alanna discussed importance of parents updating their details.

**Office Staffing**
Judy is on leave, returning in term 3. Zora is leaving in term 3. Judy, Sue and Lisa have declined to take on the Business Manager role. Marnie has accepted the role and is learning all of the processes. She will trial the role in terms 3 and 4. Marnie will write the finance reports from July onwards. Zora thanked members of the school council, both past and present. The council thanked her for her 31 years of service and tireless work for school council and the school.

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<tr>
<th>Next meeting</th>
<th>Next School Council meeting to be held at 7pm on Thursday 21st of July 2016.</th>
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<tbody>
<tr>
<td>Closure of meeting</td>
<td>Time: 8.15pm</td>
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**School Council Minutes:**

Signed by School Council President: ________________________________