**MINUTES OF MEETING**  
**SHELLEY PRIMARY SCHOOL COUNCIL**

<table>
<thead>
<tr>
<th>Date:</th>
<th>31 October 2016</th>
<th>Chair Person:</th>
<th>Larni Bathgate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>7:00pm</td>
<td>Minutes taken by:</td>
<td>Lindsay Garside</td>
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<table>
<thead>
<tr>
<th>Attendees:</th>
<th>School:</th>
<th>Parent:</th>
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<tbody>
<tr>
<td></td>
<td>Gillian Murgia (Principal)</td>
<td>Larni Bathgate</td>
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<td></td>
<td>Chris Leeuwangh</td>
<td>Bernadette Hartley</td>
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<td></td>
<td>Alec Gibson</td>
<td>Jason Moynihan</td>
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<td></td>
<td>Megan Halsall</td>
<td>Michelle Marshall (P&amp;C representative)</td>
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<td>Gail Bowering</td>
<td>Patrick Hall</td>
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<td></td>
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<td>Travis Miller</td>
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<td>Lindsay Garside</td>
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| Apologies:          | Jenny O’Connor, Patrick Hall, Gillian Murgia, Michelle Marshall |

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<thead>
<tr>
<th>Item Ref</th>
<th>Item</th>
<th>Led By</th>
<th>Discussion/Progress report</th>
<th>Action &amp; Timeline</th>
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<tbody>
<tr>
<td>1</td>
<td>Welcome Apologies</td>
<td>Chair</td>
<td>Larni Bathgate opened the meeting at 7:07pm and welcomed members including two new staff members, Alec Gibson and Megan Halsall.</td>
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| 2        | Minutes and Actions arising | Chair | Minutes of previous meeting 5 September distributed to council members.  
2016/6  
Develop ideas to effectively communicate School Council information and receive feedback from the wider school community regarding policies/objectives/priorities. Ideas to be brought to the 14th November meeting.  
2016/7  
Bernie summarised items for decision/discussion from 5 September meeting and email to all members to provide feedback. Final summary was placed in the school | Motion: “The Minutes of the meeting of 5 September 2016 be accepted.”  
Moved: Larni Bathgate  
Seconded: Chris Leeuwangh  
Carried. |
| 2016/8 | Action requires attention: Seek feedback from the school community regarding the Homework Policy/Guidelines and email feedback to Larni prior to 31 Oct meeting. Waiting on parent feedback after being placed in last week’s newsletter. Link will be placed in tomorrow’s newsletter as well. |
| 2016/9 | Gillian and Larni in the process of reviewing the annual planner and attending to priorities for next year. |
| 2016/10 | Open meeting was promoted via a school flyer and 2017 kindy parents were notified. |

| 3 | **Items for Decision** | Chris | **3.1 Contributions and Charges**  
Voluntary Contributions and Charges  
Chris presented the proposed voluntary contributions and charges. Explained how this represents the maximum cost parents would be expected to pay based on the year level of their students. Queries about tennis. Jason asked how these charges compare to 2016 – Chris answered by saying that they are almost the same. Gail mentioned that Year 4 has gone up because they have added a scientific calculator to the list. | **Motion:** “The School Council endorses the SPS Contributions and Charges for 2017.”  
Moved: Larni Bathgate  
Seconded: Bernie Hartley and Gail Bowering  
Carried |
| | | | **3.2 School Development Days 2017**  
- T1 Jan 30 & 31  
- T2 June 2 (to be confirmed)  
- T3 First day of term  
- T4 First and last days of term  
- One more day to be added once confirmed – will be sent out via email  
Trading off the final day of the year. Jason questioned what this meant. Chris and Gail explained what this means. | **Action 2016/11** Chris to check on the 7th School Development Day  
**Responsibility:** Chris |
| 4 | Items for Discussion | Larni | 4.1 2016 School Council Summary  
Larni explained what a school council does – its functions.  
Presented a slideshow on the *2016 School Council Summary*.  
Listed what the School Council had been working on and had achieved this year.  
Talked in detail about issues regarding fencing on the building site & potential and expected parking problems.  
Larni explained that one of the key roles of the School Council is to establish and review the school’s objectives and priorities.  
Further detailed the development of the Professional Learning Community.  
Concluded by saying that the Shelley School Council fulfilled its stated roles. Some functions were not required during the year. |
| --- | --- | --- | --- |
| 4 |  | Chris | 4.2 School Data Presentation  
**NAPLAN Data**  
Package of information put together by Gillian Murgia. Has already been presented to the school staff to provide the teachers with information to stimulate discussion on:  
- Where the children are at  
- Where the children are going and  
- How the children are going to get there  
Looked at attendance of our students. Chris noted that our attendance has improved (2014-2016). Jason asked what it means for a student to be at severe risk for attendance. Chris said he looks at less than 88% attendance as a concern. Differs at different |  |  | Action 2016/12 Email NAPLAN data to School Council members  
**Responsibility:** Chris |
Presented a comparative performance summary and a comparative performance and longitudinal summary. Explained the data presented.

Talked through NAPLAN achievement in Numeracy, Reading, Spelling & Grammar and Punctuation and comparisons to like schools.

Progress and achievement graphs show very high achievement but low progress and this has been a focus for staff. What are the reasons for this?

Staff have reviewed data and are implementing strategies to address this area through the following
1. Case Management-targeted groups of students
2. Support provided- Gail & Jayme implementing teaching & learning programs that target case management students
3. Whole school implementation of Brightpath in Writing and Guided Reading
4. Implementation of iSTAR

Priorities for 2017
Stem from data analysis.

Travis asked if the school has set targets. Gail answered by saying that we are not using percentage targets but groups of target students. Case management model.

Strategic Plan Update
### Future Learning Plan
Chris talked about technology upgrades (hardware). He has applied for a $20,000 digital literacy grant. It will be used for professional learning to upskill teachers (with Winthrop).

### 4.3 Finance Update
Chris presented data summarised by new Manager Corporate Services.

**Action 2016/13** Investigate the possibility of presenting financial data as a comparative budget.  
**Responsibility:** Chris

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<th>5</th>
<th>Any Other Business</th>
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**Next Meeting:** 14/11/16  
**Meeting Closed:** 8:22PM  
**DATE:**  
**SIGNATURE OF CHAIRPERSON**