

Anzac Terrace Primary School Council Meeting: Open Meeting

3:00pm Thursday, 8 December 2016

ATPS Library

MINUTES

Meeting opened: 3:06 pm

1 Apologies: Nan Zhang, Amanda Coall (delayed), Liz Page, Magdalene McCulloch
Present: Adam Cheetham, Steph Tarbin (minutes), Sacha Bridger, Sally Pitchers, Adelaide Stead (visitor), Amanda McAlpine, Christine Thompson, Stuart Blackwood.

2 Confirmation of minutes of meeting 17 November 2016

Moved: Sacha Bridger

Second: Adam Cheetham. Unanimous assent.

3 Business arising

- Vision 2020 working document: update and discussion. In the past staff developed the school's strategic plan for staff and School Council approval was a formality. As ATPS moves towards IPS, the audience and process of the Strategic Plan is changing with a much greater role for input by School Council and the school community. It is possible that the new strategic plan will be two separate documents, with one aimed at the wider community (the vision and values statement) and the other for staff (the outcomes, strategies and indicators detailing how to make the vision a reality). Two School Council members have provided written feedback on the working document, which will be incorporated into the next draft, and Stuart is still seeking views from other Council members and staff in 2017.

ACTION: Vision2020 working document (for discussion) to be a standing agenda item in 2017 meetings.

- ATPS Communications policy for 2017: for approval.
The policy document is intended to clarify processes of communication between the school and the wider school community, particularly aselectronic communications (e.g. Connect) play a greater role. The document has not yet been formally presented to staff (except those on Council) but a number of communications issues have been discussed at staff meetings and included in the proposed document. Minor clarifications and edits were suggested in discussion.

ACTION: Steph to provide hard copy of comments to Stuart.

Proposed: That the Communications Policy document could be accepted as a school policy.

Moved: Amanda McAlpine

Second: Christine Thompson. Unanimous assent.

4 President's report. As tabled.

ACTION: The president will make electronic copy of the document available on Connect

5 Principal's report. As tabled.

ACTION: The principal will make electronic copy of the report available on Connect.

6 Council planning

- Recruitment/election of School Council members for 2017: Adam announced in the Newsletter (30 November 2106) that nominations for the three vacant school family/community positions are now open. No nominations have been received (yet).

The recruitment timeline is as follows:

8 February 2017: close of nominations. In the event that more than three nominations are received, an election will be held.

9 February 2017: voting slips sent out if there is an election.

17 February 2017: close of voting.

22 February 2017: results finalized and announced.

16 March 2017: First meeting of new Council.

- Conflict of interest procedures (Stuart to report).
Stuart has obtained permission from Kardinya PS School Council to circulate their Code of Conduct (tabled) to ATPS Council. The document contains procedures for managing conflicts of interest as well as other ethical guidelines (e.g. confidentiality). After discussion, Council agreed that absent members and incoming members in 2017 should have an opportunity to comment on the document.

ACTION: Stuart to place electronic copy on Connect and this item to be included on the March 2017 meeting agenda.

- Connect community for School Council. Stuart and Adam demonstrated the Connect Community for School Council. Stuart provided EV numbers and the first access password to council members who were present. Council members who have difficulties accessing the School Council Connect community on Connect can contact Stuart for assistance.

7 Any other business

- Change of meeting times for School Council: Stuart would like this to be raised at first meeting 2017.

ACTION: Council meeting times to be an item on the March 2017 agenda

- Qkr! Schools banking app. Stuart demonstrated a new app developed by the Commonwealth Bank to facilitate schools' financial transactions. It will enable ATPS to do electronic banking with greater ease and for parents to make payments to the school online. Permission forms for excursions can also be accessed and completed through the app. Relevant documentation will be sent directly to teachers' smart devices. P&C will also be able to use the app for uniform shop, sausage sizzles, fundraising etc and money will go straight into P&C account. **ATPS will use the app in 2017 and Stuart will run workshops to assist parents and carers.**

Meeting close: 4:09

Next meeting: 16 March 2017 at 3pm, ATPS staff room.