

School Council Meeting Minutes



Location: Delahey Conference Room & Webex
Date: 28/03/2022
Time: 6:45 pm – 8:45 pm
Meeting Number: 2022 – 2.3

Expected to attend:

Chair:

- Mandy El Ali, School Council President

Executive Officer/Principal

- Pip Griffiths

Attendees:

- Birgitte Spence
- Lynda Gaylard
- Vera Mijakoski
- Julie Young
- Michael Ellis
- Greg George
- Lisa Jackson
- Kate Tangas
- Debbie Kontek
- Lance Petherick
- Marg Nugent,
- Mary Chiodo
- Renato Carinci
- Michael Gruis
- Dan Sullivan
- Julie Rogers

Student representative:

- Emily Bui
- Sude Ozer

Apologies:

Attachments:

| REF | AGENDA ITEM | DETAILS | PRESENTER |
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| 1 | Welcome & Apologies | Apologies: | |
| 2 | Acknowledgement to Country | <i>In recognising Aboriginal and Torres Strait Islander peoples' spiritual and cultural connection to Country, I would like to commence the meeting by acknowledging the First Peoples and the Traditional Owners and custodians of the Country where Copperfield College campuses are located. We respectfully acknowledge: The Wurundjeri people who have faithfully cared for country for thousands of years. I would also like to respectfully acknowledge our Elders both past and present and remember that they have passed on their wisdom to us in various ways. Let us hold this in trust as we work and serve our community</i> | Chair |

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| 3 | Minutes of last meeting and business arising | <p>Minutes of Meeting held 29/11/2021 distributed to all</p> <p>Motion: That the minutes from the previous meeting be accepted.</p> <p>Moved Lisa Jackson Seconded: Mandy El ALI</p> | Chair |
| 4 | Business Arising | Nil | Chair |
| 5 | Correspondence and business arising | <p>Inwards Correspondence DET Emails as per Correspondence Table We received a badge for running a COVID Vaccination Hub</p> <p>Outwards Correspondence Thank you letters will be sent to departing council members.</p> | <p>Ms Pip Griffiths</p> <p>Ms Pip Griffiths</p> |
| 6 | CALLS FOR ITEMS OF GENERAL BUSINESS | | |
| 7 | Reports and Business Arising | <p>7.1 Environment Committee We have met with Mark Fraser the new PSW account manager. He confirmed that PSW have good stock levels and there are no outstanding parent orders. Supply line is now better than under COVID, though not back to 100%. They are confident they will be able to keep items in stock going forward.</p> <p>Year 12 Jacket has already been distributed to students (far earlier than in previous years).</p> <p>Contract is up for renewal. It will be brought to Council for approval when it is provided. We don't have any concerns with PSW as a supplier and are required to give 12 months notice for a change of contract or move to a new supplier.</p> <p>Some discussion of how PSW have organised themselves to be COVID Safe.</p> <p>7.2 Curriculum Committee – 24/2/2022 Last meeting was a working meeting for sub-committees with one group looking at data from the Semester 2 2021 reports and another group rewriting the reporting policy.</p> <p>7.3 Policy Sub Committee – Michael and Katherine Grey are working on updating out of date policies on the College website and developing a register of policies so that they can be updated as needed.</p> | <p>Mary Chiodo/Julie Rogers</p> <p>Dan Sullivan</p> <p>Michael Gruis</p> |

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| | | <p>7.4 Management Committee – 7/2/2022 & 7/3/2022</p> <p>Canteen profit loss from the end of last year was pretty poor given that they were only able to operate for a few weeks.</p> <p>\$4000 in commission for School Uniforms.</p> <p>\$6,000 in unbudgeted expenditure for the concrete slab to support a shipping container for storage of VCAL projects.</p> <p>The College Ute is quite old and requiring repairs we may be at the point of needing to replace it.</p> | Julie Rogers |
| | | <p>7.5 Financial Reports</p> <ul style="list-style-type: none"> a. Summary of Financial Information at 30th November 2021 b. Summary of Financial Information at 31st December 2021 c. Summary of Financial Information at 31st January 2022 d. Summary of Financial Information at 28th February 2022 <p>Julie Rogers explained the breakdown of the reports as tabled.</p> <p>Motion: Accepting Financial Reports for November, December and January.</p> <p>Moved: Debbie Kontek</p> <p>Seconded: Lisa Jackson</p> <ul style="list-style-type: none"> e. 2021 Financial Commitment Report <p>Julie explained how the Financial Commitment Summary is read.</p> <p>Motion: Accepting Financial Commitment Summary for year ending 31/12/2021</p> <p>Moved: Debbie Kontek</p> <p>Seconded: Lisa Jackson</p> | Julie Rogers |
| | | <p>7.6 Business Manager's Report</p> <p>Business Manager's report</p> <ul style="list-style-type: none"> 7.7.a February 7.7.b March <p>We have has a lot of moving in staffing in the College as a whole including in non-teaching staff. They are listed in the report.</p> <p>Canteen is going well, there is a coffee machine at the Delahey campus. And online ordering facilities are available.</p> | Julie Rogers |

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We have a current 45% collection rate for parent fees. We can no longer send out reminders, we are restricted in how we follow up outstanding fees.

7.7 Principal's Report

Pip Griffiths

a. College Principal's Report

Pip discussed our 2022 AIP, The Term 1 Curriculum Day, Student Focus Groups, Year 8 NAPLAN Practice, Managing the communications around the introduction of the new Vocational Major Certificate, the new Victorian Government Schools Agreement (VGSA) including implications of changes to Time in Lieu arrangements, Staff shortages, Talent Management Framework Mentoring, Western Chances Scholarship Presentation, Iron Form Days, Discovery Evenings, Athletics and the upcoming Gala and Family/Student/Teacher interviews.

b. Campus principals' reports – Sydenham

Mary
Chiodo/Michael
Gruis

Report Discussed as Tabled.

c. Campus principals' reports – Kings Park

Lance
Petherick/Mark
Nugent

Report Discussed as Tabled.

d. Campus principals' reports – Delahey

Renato Carinci
Dan Sullivan

Report Discussed as Tabled

7.8 International Student's Report

Dan Sullivan

7.9a - Report Provided by Ha To

7.9.b Homestay Policy – Change in Homestay Policy –

7.9.c Homestay Agreement

Compulsory Homestay Agreement provided by DET now in use.

Motion: That School Council accept changes to the Homestay Policy for 2022.

Moved: Emily Bui

Seconded: Sude Ozer

7.9 Child Safe Standards Report

Chair

Staff signed an undertaking that they would adhere to childsafe standards in the initial staff days. We have also run a PD session on mandatory reporting and provided time to complete the mandatory reporting eLearning module.

Motion: Accepting Reports

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| | | <p>Moved: Sude Ozer Seconded: Emily Bui</p> <p>Student Report. On SRC: Planning on organising a Shave for the Cure. With teachers shaving their heads to fundraise. Also hoping to run a casual clothes day for the Good Friday Appeal.</p> | |
| 8 | General Business | <p>General Business Financial Policies</p> <p>Several Policies have to be endorsed at the start of the year to meet DET guidelines.</p> <p>8.1 Electronic Funds Management Policy 2022</p> <p>Indicates who the authorisers are for electronic transactions</p> <p>8.2 Financial Delegation Authority 2022</p> <p>Pip delegates some financial responsibilities to other staff.</p> <p>8.3 Cash Handling Policy</p> <p>How we manage Cash handling on a day to day basis.</p> <p>8.4 Copperfield College Parent Payment Policy</p> <p>How the college handles parent payments</p> <p>Motion: That School Council approve and endorse all policies for 2022</p> <p>Moved: Vera Mijakoski Seconded: Sude Ozer</p> <p>8.6 Draft 2021 Annual Report</p> <p>Annual Report discussed as tabled.</p> <p>Motion: That School Council approved the 2021 annual Report.</p> <p>Approved: Vera Mijakoski Seconded: Debbie Kontek</p> <p>8.5 Draft AIP</p> <p>Motion: That School Council approve the 2022 AIP Approved: Lisa Jackson Seconded: Lynda Gaylard</p> | <p>Julie Rogers</p> <p>Pip Griffiths</p> |

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| 9 | Camps and Excursions | <p>New excursions for this meeting</p> <p>9.1 – Sea Earth Adventures Anglesea – 28/4/2022 – Year 11 – Courtney Scott</p> <p>9.2 - Outdoor Ed – Bayside Rock Climbing Carrum Downs – 13/5/2022 – Kylie Brookshaw</p> <p>9.3 – Outdoor Ed – Brimbank Park – 17/5/2022 – Kylie Brookshaw</p> <p>9.4 – Outdoor Ed – Trees Adventure, Belgrave – 9/5/2022 and 12/5/2022 – Paul Decis</p> <p>9.5 – Outdoor Ed – You Yangs National Park – 23/5/2022 and 25/5/2022 – Paul Decis</p> <p><u>FROM PREVIOUS MEETING</u></p> <p>9.1 - College Swimming Carnival 2022 – Sunshine Leisure Centre – 15/2/2022 – Kylie Brookshaw</p> <p>9.2 - Year 10 Swim Test – Flippers Swim Centre 16/2/2022 and 17/2/2022 – Paul Decis</p> <p>9.3 – Outdoor Education – Bike Riding – You Yangs Regional Park 22/3/2022 and 24/3/2022</p> <p>9.4 – Outdoor Education Year 10 Surfing Anglesea Beach – 22/2/2022 and 24/2/2022</p> <p>9.5 – Outdoor Education Year 10 – Kayaking – Point Roadnight – 8/3/2022 and 9/3/2022</p> <p>9.6 -Challenge Day – Lake Dewer Amazing Race Myrniong 27 May and 16 Sept 2022.</p> <p>9.7-Challenge Day Hardrock Climbing Company 29 April, 6 May and 7 October</p> <p>9.8-Challebge Day Ice Skating – O’Brien Icehouse 29 April, 6 May and 14 October.</p> <p>9.9 – Challenge Day Rock Climbing – 24 February, 3 March, 10 March, 31 March 2022.</p> <p>9.10 – Challenge Day – Bike Riding – 24 February, 3 March, 10 March and 31 March 2022.</p> <p>9.11 – VEX Robotics National Championships – Adelaide – Yr 10-11 – Adelaide Convention Centre – Friday 4 March to Monday 7 March 2022</p> <p><u>9.1.2 – Yr 10 Outdoor Education – Trees Adventure Belgrave 18/3/2022 – Kylie Brookshaw.</u></p> <p>Motion: School Council approves the excursions as detailed above.</p> <p>Moved: Michael Ellis Seconded: Emily Bui</p> | Pip Griffiths |
| 10 | Next Meeting | Term 2 – 16 May 2022 | |