

School Council Meeting Minutes



Location: Delahey Senior Campus Conference Room
Date: 27/02/2023
Time: 6:45 pm – 8:45 pm
Meeting Number: 2023-1

Expected to attend:

Chair:

- Mandy El Ali, School Council President

Executive Officer/Principal

- Pip Griffiths

Attendees:

- Catherine Morris (ABCN)
- Vera Mijakoski
- Julie Young
- Debbie Kontek
- ~~Kate Tangas~~
- Lisa Jackson
- Lance Petherick
- Michael Gruis
- Andrew Atherton
- Renato Carinci
- Dan Sullivan
- Julie Rogers

Student representative:

Apologies: • Lynda Gaylard, Kate Tangas Mary Chiodo

Attachments:

REF	AGENDA ITEM	DETAILS	PRESENTER
1	Welcome & Apologies	Apologies: Mary Chiodo and Lynda Gaylard.	
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
3	Minutes of last meeting and business arising	Minutes of Meeting 5 December 2022 distributed to all	Chair

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		<p>Motion: That the minutes from the previous meeting be accepted.</p> <p>Moved: Debbie Kontek Seconded: Lisa Jackson</p>	
4	Business Arising	Nil	Chair
5	Correspondence and business arising	<p>Inwards Correspondence DET Emails as per Correspondence Table</p> <p>Outwards Correspondence</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 No movement this year.</p> <p>7.2 Curriculum Committee –9/2/2023 See Minutes. Y10 students will be offered VCE HHD as an accelerated subject.</p> <p>7.3 Policy Sub Committee</p> <p>7.4 Management Committee –20/2/2023 Minutes as tabled. Discussion of the purchase of a new heavy duty leaf blower.</p> <p>7.5 Financial Reports a. Summary of Financial Information at 31/12/2022 b. Summary of Financial Information at 31/1/2023 The budget for January was not in at the time the reports were completed. These will be more meaningful at the next meeting.</p> <p>Motion: Accepting Financial Reports for December and January. Moved: Lisa Jackson Seconded: Debbie Kontek</p> <p>c. 2022 Financial Commitment Summary for year ending 31/12/2022</p> <p>Motion: Accepting Financial Commitment Summary for year ending 31/12/2022 Moved: Julie Young Seconded: Debbie Kontek</p>	

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		<p>7.6 Business Manager's Report</p> <p>Report for December 2022</p> <p>No prepared report. But wanted to mention the new phone system. There have been glitches, the new phone company have to take the phone numbers over from Telstra and Optus. Now the phones are over the internet, so when our internet goes down our phones also go down.</p> <p>7.7 Principal's Report</p> <p>a. College Principal's Report</p> <p>Introductions of members of the council around the table.</p> <p>Report discussed as tabled.</p> <p>b. Campus principals' reports – Sydenham</p> <p>Report discussed as tabled.</p> <p>c. Campus principals' reports – Kings Park</p> <p>Report discussed as tabled.</p> <p>d. Campus principals' reports – Delahey</p> <p>Report discussed as tabled.</p> <p>Specially noted that Vera's son made the school's social media for his participation in MEE day.</p> <p>7.8 International Student's Report -</p> <p>Recent lunch with Delahey International students was addressed by Truc Bui, now studying Medical Science at Monash. He gave some useful tips to students about the proper attitude to bring to exams in particular.</p> <p>7.9 Child Safe Standards Report</p> <p>Departement has not released any new policy</p> <p>Motion: Accepting Reports</p> <p>Moved: Lisa Jackson</p> <p>Seconded: Debbie Kontek</p>	<p>Julie Rogers</p> <p>Ha To</p>
8	General Business	<p>General Business</p> <p>8.1 Day Structure Working Party (DSWP)</p> <p>A goal in our strategic plan is to establish a social and emotional wellbeing program. If we make time for something that time has</p>	Pip Griffiths

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to come from somewhere else. We want to have a dedicated period that we can use for the social emotional wellbeing program and also (perhaps alternately) for assemblies, incursions etc.

A big part of our strategic plan is to have a guaranteed and viable curriculum, having a dedicated time for assemblies and excursions also means it is easier to maintain a guaranteed curriculum.

The allocation of the number of minutes teachers can teach each week is changing next year and we want to make sure that we use those minutes efficiently with our timetable.

The working party looked at research around the optimum amount of time a lesson should take, we also wanted to increase the number of timeslots in the week which increases our flexibility in allocating the time.

There is no research about the optimum time for a teaching period but it is important that it is used effectively. The working party believes anything less than 60 minutes will create too much movement during the day. Looking at period lengths between 73 and 60 minutes.

We have consulted with students about the 10 minutes of home group each day. They do not currently find it useful. Many students skip home group at the junior campus. It becomes 10 minutes of instruction time lost four days a week. The current plan is to take that home group time and use it for Social and Emotional Learning or Assemblies etc.

We are going to present the working group's thinking to staff at the upcoming curriculum day and then shortly afterwards present that thinking to parents. Current rough plan is to run an evening webex forum in mid to late March.

Some discussion of the virtues and drawbacks of the current mentor group arrangements.

8.2 Financial Policies

Every year we are mandated by DET to have these policies updated and approved by Council. They all relate to how we manage the financial side of the school.

- Copperfield College Parent Payment Policy
- Financial Delegation Authority
- EFTPOS Policy & Procedures
- Cash Handling Policy 2023
- Electronic funds Management Policy

Motion: School Council Approve the above Financial Policies for 2023.

Moved: Debbie Kontek

Seconded: Julie Young

Julie Rogers

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		<p>8.3 New Camps/Excursions Process</p> <p>DET Updated some of the campus excursions process at the end of last year. Campus principals met with ES Staff last week regarding these changes.</p> <p>There is now a mandatory online learning module for staff who are supervising water-based activities. All HPE staff have now completed this module as well as selected other staff.</p> <p>There is a new risk assessment for local excursions (these are within walking distance of the campus). Humanities have also completed these risk assessments for the Williamstown excursions which include a certain amount of walking about.</p> <p>It's no longer required for the School Council President to sign off on excursions. We will continue to list the excursions on the Council Agenda..</p> <p>Specific Risk assessments must be signed off by the College Principal and made available to all staff attending the event.</p> <p>DET also updated Excursion Emergency Management procedures. This includes specific first aid advice. This advice will now be included in all of our first aid kits.</p> <p>There won't be much noticeable difference for parents.</p> <p>Schools now need to obtain a copy of public liability for any outside providers and must not sign waivers of any kind for excursions.</p> <p>8.4 Bus Accreditation</p> <p>New Bus Accreditation processes to be implemented. We currently have accreditation and complete forms but DET has changed the format.</p> <p>SC to approve the Management Information document.</p>	<p>Andrew Atherton</p>
9	Camps and Excursions	<ol style="list-style-type: none"> 13/2/2023 & 17/2/2023 – Year 10 Outdoor Ed – Swim Test – Sydenham (Paul Decis and Steve Nikiforuk) 15/3/2023 & 2/3/2023 – Year 10 Outdoor Ed – Anglesea Beach (Paul Decis & Steve Nikiforuk) 6/3/2023 – 17/3/2023 – Year 10 Outdoor Ed – Surfing – Anglesea Beach (Paul Decis and Steve Nikiforuk) 6/3/2023 – Year 12 Orienteering – You Yangs (Laura Vasjuta) 9/3/2023 & 20/3/2023 – Year 10 Outdoor Ed – Mountain Bike Riding – You Yangs (Paul Decis & Steve Nikiforuk) College Swim Carnival – 1/3/2023 – Kylie Brookshaw 	<p>Pip Griffiths</p>
10	Next Meeting	3 April 2023	