



Darlington Primary School
Minutes Term 2, 1st Meeting
Tuesday 19th May 2020

On line meeting		
1.0	Welcome and apologies	
1.1	Opening and welcome Meeting opened at 7.15	Principal
1.2	Present Ian McCallum, Andrew Newhouse, Jess Chitty, Fiona Gordon, Adrian Woodley, Lindsay Earnshaw, Naomi D’Arcy Apologies: Zane Moran, Kylie Morrison	Principal
1.3	Confirmation of agenda	Principal
1.4	Election of Office Bearers- Chair and minute taker Ian McCallum and Lindsay Earnshaw were elected as parent representatives, Kylie Morrison elected as the P & C representative and Adrian Woodley re-elected unopposed as Early Childhood representative. Ian nominated as Chair person, no other nominations received. Ian elected unopposed. Jed Handmer’s significant contribution to council was noted and the council thanks Jed for his service. Naomi volunteered to take minutes at this meeting but the job will be rotated each meeting.	Principal Ian McCallum elected as chair Naomi D’Arcy to take minutes in this meeting.
2.0	School Council Induction	Naomi
	As Zane and Kylie were absent, the induction has been postponed until the next meeting. Naomi to organise information files for Kylie and Lindsay.	
3.0	Disclosure of interests	Chair
3.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the Chairperson prior to the meeting to determine the appropriate way to manage the conflict.	None identified
4.0	Minutes of previous meeting (Attachment 1)	
4.1	Review of previous meeting minutes Refer attachment	Chair Minutes were noted as accurate. Moved Naomi, seconded Fiona
4.2	Business arising Recognition of Lorna’s service to the school to be discussed by a subcommittee made up of Ian, Fiona and Naomi who will report to the next council meeting.	Chair Subcommittee of Ian, Fiona and Naomi to meet asap.

	<p>The subcommittee has not yet met, Naomi shared two ideas, 1. Re naming the Phoenix award, instigated by Lorna some time ago to be given to a student identified as having risen above difficult circumstances. This award is not made every year, only when a deserving student is graduating.</p> <p>2. Some kind of sculpture perhaps a tree cut from core ten steel to be installed somewhere around the amphitheatre as this was Lorna's favourite place in the school. It could include the provision for a metal 'leaf' with dates of service and the name of future contributors to the school to be added.</p>	
5.0	Reports and operational matters	
5.1	<p>Principal's Report Recommendation: That the Council notes the Principal's report. Schools are required to conduct a survey every two years. Traditionally there have been surveys every year, either parents, staff or students. Lots of data was gathered last year from parents to assist in preparing the new Strategic Plan. The council supported the school obtaining feedback via surveys.</p> <p>PD – Student free days. There are currently six student free days with three available to schools to schedule during the year. These have been set but Andrew would like to have some flexibility with one of the days to allow him to engage particular presenters. It was noted that maximum notice for parents is a priority.</p>	Principal Report noted: Moved Adrian, Seconded Lindsay.
5.2	<p>Finance Report Recommendation: That the Council notes the financial Report The One Line Budget Report and Cash Report for May were provided. Talked through the One Line Budget Report, slightly less funding than last year, only a small amount rolled over in Salaries last year and this will be the case again this year. Extra funding for cleaning products and cleaner time to deal with COVID 19 precautions have been received.</p> <p>Funding Agreement noted Andrew has prepared the Funding agreement which will be delivered to Ian sign as noting on behalf of the Council.</p> <p>Ian asked if there were any projects the council could help with in terms of securing funding from the Department, like the roof and air-conditioning in the past year. No issues at the moment.</p>	Naomi D'Arcy Financial Report Noted Moved Ian Seconded Lindsay Principal
6.0	General Business	
6.1	<p>Council plan, 2020 Council members encouraged to bring items of significance to the governance of the school to council.</p>	Principal

6.2	<p>Community member may be co-opted</p> <p>There is provision in the terms of reference for the co-opting of a community member. Ian suggested co-opting Jed Handmer who brought significant experience and a different perspective to the group. A previous council member has been co-opted in this way in the past.</p> <p>Usually a community member is co-opted for their skills or knowledge in a particular area which the council could benefit from for a specific project.</p> <p>Motion to co-opt Jed Handmer to the council as a community representative.</p>	<p>Chair</p> <p>Moved Ian Seconded: Fiona Ian to contact Jed to ask if he would accept the position of community member</p>
6.3	<p>Strategic Planning 2020 – 2022</p> <p>This has been on hold during the COVID 19 crisis. The school is now beginning to progress with the plan. The first area being addressed is Sustainability which Emily Bloomer is leading.</p>	Chair / Principal
6.4	<p>2020 Meeting times and dates</p> <p>Last year the council met twice a term, in week 2 and 7 on a Tuesday. We will continue with this arrangement unless the second meeting is deemed unnecessary.</p>	Chair
6.5	<p>Other items</p> <p>The Loop; Andrew has proposed some potential changes to the loop to try and make it more efficient. He has been in discussion with the shire about a possible solution. This is an ongoing issue and has been exacerbated by the number of parents using the loop due to the current restrictions keeping parents out of the school.</p> <p>Fiona has records of previous contact with the shire about this issue.</p> <p>A staggering of start and finish times and encouraging parents collect their primary aged children a little later were suggested as another no cost option.</p>	Discussion
7.0	Next meeting	Chair
	As this meeting is in week 4, the next meeting is scheduled for Tuesday June 30 (week 10). This meeting will be held at the school.	
8.0	Meeting closed 8.30pm	Chair