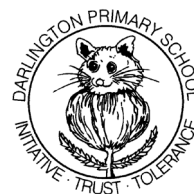


Darlington Primary School

Minutes 2nd Meeting, Term 2

Tuesday 30th June 2020



1.0	Welcome and apologies	
1.1	Opening and welcome Meeting opened at 7.10	Chair and all
1.2	Present: Ian McCallum, Andrew Newhouse, Jess Chitty, Fiona Gordon, Adrian Woodley, Lindsay Earnshaw, Kylie Morrison, Zane Moran Apologies: Naomi D'Arcy, Jed Handmer	Chair
1.3	Confirmation of agenda	Chair
1.4	Introductions	Chair and all
1.5	School Council Induction	Andrew conducted in lieu of Naomi Action: Parent Reps to ensure they have the relevant police check and to notify Andrew
2.0	Disclosure of interests	Chair
2.1	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
3.0	Minutes of previous meeting	
3.1	Review of previous meeting minutes Refer attachment	Chair Minutes noted as accurate. Moved Adrian, seconded Jess
3.2	Feedback from DoE Chair-Principal training, Andrew and Ian attended 29/6/20 Andrew raised points to note/action: . Self effectiveness to assess effectiveness of school councils . Regular review at meetings . Maintaining healthy relationships between chair and principal – Ian and Andrew in regular contact . Tenure termination – when council member steps down for whatever reason position can be filled from previous nomination for the remaining term without need to seek new nominations. . Revisit council Terms of Reference, P&C Rep position - question about how this position is elected/nominated. . Agenda format to include whether an item is for Approval, Advice or Noting	Chair Principal Action: Andrew & Ian to review TOR to ensure compliant with relevant legislation and department TOR. To be reviewed each year. Action: Ian to ensure Agenda items are marked for Approval/Advice or Noting in future agenda
3.3	Lorna Woodley recognition Perpetual Lorna Woodley Phoenix award. School to also recognise through plaque. Wording to be worked out.	Action: Ian, Fiona Naomi to progress with Andrew
4.0	Reports and operational matters	
4.1	Principal's Report Recommendation: That the Council notes the Principal's report	Andrew Noted.
4.2	Finance Report Recommendation: That the Council notes the financial report	Andrew Noted. Moved Ian, seconded Fiona.
5.0	General Business	
5.1	Council plan, rest of 2020 – what do we want to achieve?	Action: Jess and Zane to canvass staff on how

	Adrian raised the IT auto sign-out issues and whether Council could/should approach department.	much of an impact this has on staff
5.2	Closure approval. Andrew sought endorsement of School early closure on Wednesday 29 July (Week 2 Term 3) to facilitate parent / teacher interviews	Endorsed unanimously.
5.3	School Motto Council to consider changing.	Action: Lindsay, Ian Jed to develop process to explore interest in the community to change the motto.
5.4	Code of conduct	Ian to review and present to next meeting
5.5	Meeting review – Council comfortable with meeting structure and will find the revised agenda format with clear annotation of what action is required from council very helpful. Adrian noted the early distribution of reports before meetings extremely useful for council members to be prepared for discussion. Council thanked staff for their efforts to go over and above to continue to provide excellent learning guidance through the last few months that have been affected by covid-19.	Chair
6.0	Next meeting	Chair
	Tuesday 28/7/20 7pm Staffroom	
7.0	Meeting closed 8.38pm	Chair