

Darlington Primary School

Minutes Term 3

Monday 19 August 2024

Admin Office Meeting Room DPS, 4.30-6.30pm		
1.0	Welcome and apologies	Chair
1.1	Meeting started at 4.40pm Present: Brett Stapleton (Chair), Adrian Woodley, Priya Sarbajna, Clare Meredith, Andrew Newhouse Apologies: Amy Smales, Dan Ryan, Naomi DÁrcy	
1.2	Confirmation of agenda. - Agenda confirmed	
2.0	Minutes of previous meeting	Chair
2.1	Review of previous minutes. - Previous minutes reviewed during this meeting - Council confirmed update to the wording of the School Council code of conduct, it now references the school council terms of reference that states - "The number of members of the Council will be between 9 and 10, comprising of five parents, three members of staff, the principal, and optionally one community member as and when required" - Brett moved to endorse those changes. Clare seconded it.	
2.2	Endorsement of minutes. - Motion: Endorse previous meeting minutes, Moved: Brett, Seconded: Adrian, Vote: Unanimously Carried	
3.0	Principal Report	Andrew
3.1	Surveillance cameras - The school has had several breakins. Decision - School council has no concerns for the school to proceed with implementing a department approved surveillance camera. Update on Business Plan <i>Teaching for impact document</i> - The literacy group continue to make progress – writing is being tackled first and then reading, as the research. - The school is working towards implementing a literacy playbook. This is a guideline for teaching literacy at Darlington PS, so there is a standardised approach to teaching literacy from Kindergarten to Year 6. - Maths will be next – There is less variance in teaching maths because the research in math's education hasn't changed as much as the science of reading. <i>ICT (Information and Communication Technology)</i> - ICT focus has been moved forward due to the need to review outcomes and hardware. - Staff have clear ideas on what is required, which would cost in the order of \$20K. <i>Recommendations</i> - <i>Discuss progress of ICT initiatives at the next meeting, and funding options (e.g. unspent operational or P&C budget – is a Bendigo Bank grant necessary/feasible?)</i> - <i>School Council also requested an end of year evaluation against the business plan, including an -</i> <ul style="list-style-type: none">o <i>Expenditure and carryover report, so the budget position for the next year is clear.</i>	

	<ul style="list-style-type: none"> ○ <i>Evaluation of the extent to which activities and outcomes from the business plan have been met over the year, to enable school council to monitor what activities were delivered and how they are achieving desired outcomes in the business plan.</i> 	
4.0	Finance Report	Andrew
4.1	<p>Update on school budget. <i>Andrew tabled the budget report -</i></p> <ul style="list-style-type: none"> - Highlighted that Council should be monitoring % spent - Current expenditure of 55% is low for the end of July. - Preference that should be 75% by halfway through the year. - Council asked if there was a plan to spend the budget, that Council can check against at the next meeting to assess progress. - Council raised that it was hard to interpret the financial reports – and to track spending against the Business Plan because the budget reports are YTD total spending, rather than expenditure (and forecast expenditure) broken down into cost centres, or pillars of the business case – therefore not possible to track and note budget spending (or forecast spending) against the business case. 	
4.2	<p>Funding to upgrade the basketball courts</p> <ul style="list-style-type: none"> - The big-ticket item the school has applied for funding for is to refurbish the basketball courts. - The school has applied to the Education Department for funding (~\$120K is required). - School Council had a role in lobbying for initiatives like this on behalf of the school. The Council could approach the local member (replacing Mathew Hughes) to lobby for funding. - The Council discussed what this might involve – e.g. making a case with support of statistics from the Darlington basketball club on number of players, how many are from the school vs other schools. <p><i>Recommendation</i></p> <ul style="list-style-type: none"> - <i>School council to decide at next meeting whether to lobby for funding for the basketball courts.</i> 	
5.0	Student data summary	Andrew
5.1	<p>Andrew tabled the student data summary.</p> <p><i>Action - School Council noted the student data summary.</i></p> <p>-</p>	
6.0	Training	Brett
	<p>Accountable and ethical decision making and cultural awareness training</p> <ul style="list-style-type: none"> - School Council training flagged this as recommended for School Council members. 	
7.0	General business	
	<ul style="list-style-type: none"> - Can departing Council members provide feedback for continuous improvement at the end of their tenure? This was recommended as best practice during the training. - It was also suggested that School Councils reflect on meeting procedures and get feedback on productivity of the meetings. - Training also flagged that the principal can use School Council to gauge school community sentiment, and Council members can bring items for discussion that have been raised by the school community. 	

	<i>Action</i> <i>School Council to do the Accountable and ethical decision making and Cultural awareness training by the next meeting – Andrew to send the links.</i>	
8.0	Next meeting	Chair
	Next meeting 4:40pm 4 November 2024	
	Meeting Closed 18:20	