



CAULFIELD PRIMARY
コーフィールド小学校

Caulfield Primary School Council Minutes

DATE:	23 August 2021	TIME:	From 6.30pm to 8.26pm
VENUE:	Via Webex		
CHAIR:	James Macky, President		
ATTENDEES:	Margaret Gordon (MG), Chris Sargent (CS), Kara Lowe (KL), Vicki Doust (VD), Peter Gray (PG), James Macky (JM), Candice Clynk (CC), Winston Lewinsmith (WL), Merryn Samuelson (MS), Guest - Steve Capp (SC)		
MINUTE TAKER:	Vicki Doust		
OBSERVERS:	Nil		
APOLOGIES:	Nil		
CONFLICT OF INTEREST:	Nil		

QUORUM REQUIREMENTS

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

CONFLICT OF INTEREST:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

MINUTES

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed all. Indigenous Acknowledgement - Caulfield Primary School-School Council recognises the Boon Wurrung people as the traditional custodians of the land on which we meet. We pay our respects to their Elders past and present, and emerging. 	
2.1 Apologies	<ul style="list-style-type: none"> Nil 	
2.2 Quorum	<ul style="list-style-type: none"> The Chair noted that a quorum was present. 	
2.3 Conflict of interest	<ul style="list-style-type: none"> None to declare 	
3. Briefing	<ul style="list-style-type: none"> Steven Capp Acting SEAL briefed SC. JM asked SC during briefing to extend SC meeting for 30 minutes. Agreed to unanimously. 	
4. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 3 August 2021 were previously distributed. 	<p>Motion:</p> <p>“That the Minutes of the meeting held on 3 August 2021 be accepted”.</p> <p>Moved: JM</p> <p>Seconded: CC</p> <p>Carried</p>
5. Business arising from the minutes	<ul style="list-style-type: none"> Masterplan update 	
6. Correspondence	<ul style="list-style-type: none"> Nil 	
6.1. Presidents coms	<ul style="list-style-type: none"> Nil 	

7. Business arising from Correspondence	<ul style="list-style-type: none"> • Nil 	
8. Discussion Topics	<ul style="list-style-type: none"> • See point 3. 	<ul style="list-style-type: none"> •
9. Principals Report	<ul style="list-style-type: none"> • No discussion points. • Messages of thanks and support for teachers – handwritten notes. James to put together on behalf of council. KL – can we send hampers? CS – funds are very low (probably deficit) so not advisable to use limited funds on this. MS – have kids write notes/draw and send to teachers. • Discussion topics for next meeting – BYOD and succession planning 	<p>Motion: That the Principal's Report is accepted</p> <p>Moved: PG</p> <p>Seconded: JM</p> <p>Carried.</p>
10 Finance sub - committee report	<ul style="list-style-type: none"> • No meeting held • Reports for July included in last meeting • Comments in PRINS report re additional funding 	<p>Motion: The Finance sub-committee report be accepted.</p> <p>Moved: CS</p> <p>Seconded: CC</p> <p>Carried</p>
11 Building and Grounds Report	<ul style="list-style-type: none"> • JM – significant number of items have been removed. Tiles still a focus to be addressed at some point soon. Timing of next Working Bee dependent on lockdown. • 	<p>Motion: The Building and Grounds report be accepted.</p> <p>Moved: JM</p> <p>Seconded: PG</p> <p>Carried</p>

12 Education and Policy Report	<ul style="list-style-type: none"> • MG – Sunsmart policy to be tabled and approved. PG has some minor edits regarding repeated text and varied requirements. Amendments will be made. SC approve once minor amendments made. • MG – Student dress code policy needs to be shared with school community and will be shared with SC once any feedback has been received. • Information provided on schedule and timing of updates driven by DET. 	<p>Motion: The Education and Policy Report be accepted.</p> <p>Moved: MG</p> <p>Seconded: MS</p> <p>Carried</p>
13 School Interaction Committee Report	<ul style="list-style-type: none"> • No meeting. Kara working on Master Plan. Katherine Kemp will take over heading up the Master Plan Committee and will send high level costings to David Southwick in the next week. • Winston working on Fathering Project. 	<p>Motion: That the School Interaction Committee Report be accepted.</p> <p>Moved: KL</p> <p>Seconded: WL</p> <p>Carried</p>
14. Child Safety	<ul style="list-style-type: none"> • See PRINS 	<p>Action:</p> <p>Action:</p>
15. General business	<ul style="list-style-type: none"> • Nil 	
16. Next Meeting:	<ul style="list-style-type: none"> • Next Council Meeting to be held on 19 October 2021. • Succession Planning • BYOD discussion • Another School Council Meeting on 26 October 2021. 	
17. Closure of meeting	<ul style="list-style-type: none"> • The chairperson declared the meeting closed. 	<p>Time: 8.56pm</p>

Signed by the Chairperson: _____

President or person who presided at the previous meeting to sign once minutes have been approved by school council

Date: _____