

St Mary's School Advisory Council

St Mary's School Staff Room

Meeting Minutes: 2023 Meeting 3, Wednesday 13 September 2023

Attendees and Apologies:

Parish Priest - Father James Clarke (FJ)	A	Parent Representative – Brad Jones (BJ)	Y
Principal / Parish - Annice Lappin (AL)	Y	Parent Representative – Helen Lynch (HL)	A
Deputy Principal – Marie Monea (MM)	Y*	Parent Representative – Ben Doyle (BD)	Y
		Parent Representative – Catherine Day (CD)	Y

part of meeting attended

* Minute taker; Y = Yes, N = No, A = Apology

New Action Items:

Action ID	Who	Action	Due
21-03/01	All SAC Members	All SAC members to ensure they have a current Working with Children Check – Copy to be forwarded to the office.	ASAP
21-03/02	New SAC Members	Notify Annice in writing (email) of instances where members are in contact with school children outside of school hours. New members to complete	ASAP
21-03/03	All SAC Members	Monitor SAC email: council@smgeelong.catholic.edu.au	ONGOING
21-03/04	All SAC Members	A condition of appointment to the SAC is that all members will: *sign the school's Child Safety Code of Conduct *undertake a Working with Children Check as per the Worker Screening Act 2020 (Vic.) *accept the MACS Code of Conduct for School Advisory Council members	ASAP
21-03/05	All SAC Members	Annice will provide SAC members with a Letter of Appointment and send an electronic copy of the MACS Code of Conduct for SAC members	ASAP
13-09/06	Annice/Marie	Confirm the 2024 School Timetable to the community	Early Term 4

Previous Action Items still open / ongoing:

Action ID	Who	Action	Due / Complete

Summary of Decisions Made:

1. Minutes (June 2023) were accepted.
2. Principal's Report (Annice Lappin) was accepted by the Council.
3. Future meeting dates for 2023
 - Term 4: Tuesday 28 November 2023 at 7:00pm (Term 4, Week 9)

Items for Discussion

1. *Camp Update* - At the June meeting, the preference to maintain the current camp structures was tabled by Council members. However, it has been decided that moving forward the 3/4 camp will be replaced with an 'extended day camp experience'.
Reasons include;
 - *the staffing requirements to maintain safe and above-required ratios
 - *the age appropriateness of the Year 3/4 students
 - *the emotional needs of the students
 - *the high risk and compliance processes associated with camp organisation and managementThe structure of the Year 5/6 Camp will remain unchanged.
2. *2024 School Timetable* - Annice and Marie have been working on different timetabling scenarios to meet the 21 hours scheduled class time requirements within the 30/8 model. If there needs to be a change to the bell times, advice gathered in the June meeting from the Council members to end the school day earlier rather than begin the school day later, will be actioned. It is hoped that the 2024 school timetable will be confirmed and published by Term 4, Week 3.
3. *2024 Class Structures* - The 2024 Class Structures will remain the same as 2023;
 - *2 x Foundation, 3 x Year 1/2, 3 x Year 3/4, 3 x Year 5/6
 - *a Learning Leader will also be placed in junior, middle and senior cohorts to support the school's approach to learning and wellbeingAnnual Review Meetings have been conducted and placement of teaching staff will be confirmed early in Term 4.
4. *MACS 2030 Strategy* - The MACS 2030 Strategy was tabled. In August 2021, MACS embarked on researching, designing and developing its 2030 strategy. This strategy provides direction and goals for Catholic Schools in the Archdiocese of Melbourne.
5. *MACS Flourishing Learners* - Annice has been invited to participate in the Flourishing Learners Reference Group. A current MACS goal is for all schools to move towards a knowledge rich evidence based program. This instructional practice is already embedded at St Mary's School.

Other Discussion:

6. *Languages at St Mary's School (Ben)* - Despite 3 attempts at advertising this position (Term 4, 2022 - Term 1, 2023), the position of Italian Teacher/Assistant remained unfilled for 2023. For this year, a Language Leader in each teaching team was appointed. Language Leaders meet termly with Dianne Dolley to plan for the term ahead (scope and sequence, slides, resources, gesture videos) and oversee the daily Italian practice within their own teams. The position of Language assistant will be advertised in Term 4, 2023.

Meeting closed at 8:00pm.

Next Meeting: Tuesday 28 November 2023 at 7:00pm (Term 4, Week 9)