

St Mary's School Advisory Council

St Mary's School Staff Room

Meeting Minutes: 2024 Meeting 1, Wednesday 6 March 2024

Attendees and Apologies:

Parish Priest - Father James Clarke (FJ)	A	Parent Representative – Caz Trotter	Y
Principal / Parish - Annice Lappin (AL)	Y	Parent Representative – Helen Lynch (HL)	Y
Deputy Principal – Marie Monea (MM)	Y*	Parent Representative – Ben Doyle (BD)	A
		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

Previous Action Items still open / ongoing:

Action ID	Who	Action	Due / Complete

Summary of Decisions Made:

1. Minutes (November 2023) were accepted.
2. Principal's Report (Annice Lappin) was accepted by the Council.
3. Child Safe Discussion
 - Child Safe Measures for our Swimming Program were discussed; these include protocols for change rooms, access to toilets, the supervision role of teaching and non teaching staff.

Items for Discussion

1. *School Advisory Board Terms of Reference (MACS)* - The Terms of Reference (MACS) were tabled. New and returning council members are encouraged to access the resources available on the school's website.
2. *2024 Annual Action Plan* - The 2024 Annual Action Plan, including intended outcomes, goals and strategies, were tabled. A summary of the 2024 goals are;
 - a. Religious Education - Engaging in liturgical experiences
 - b. Learning & Teaching - Teaching for Impact in Mathematics (TIMS) Project and embedding explicit routines
 - c. Leadership & Management - Continue strategic planning for evidence-informed practices
 - d. Wellbeing - The Resilience Project
 - e. School Community - Scheduling family events throughout the year
3. *2024 School Review* - St Mary's School is currently in a Review period. Jan Hayes is the school's reviewer and will be onsite on April 30 (VRQA Compliance), May 8 & 10 (Discussion Days) The three areas of the Review Process (VRQA, Child Safe Standards, MACS Rubrics) were tabled and key evidence was discussed.

Other Discussion:

1. Enrolment Update 2024 - The current student enrolment for 2024 is 227. School tours for Foundation 2025 are currently taking place and the school's projected 2025 Foundation enrolment is 30 students.

Meeting closed at 8:00pm

Next Meeting: Term 2: Wednesday 29th May 2024 at 7.00pm (Term 2, Week 7)

- Term 2: Wednesday 29th May 2024 at 7.00pm (Term 2, Week 7)
- Term 3: Wednesday 11th September 2024 at 7.00pm (Term 3, Week 9)
- Term 4: Wednesday 4th December 2024 at 7.00pm (Term 4, Week 9)