

# St Mary's School Advisory Council

St Mary's School Staff Room

## Meeting Minutes: 2022 Meeting 2, Tuesday 14th June 2022

### Attendees and Apologies:

Parish Priest - Father James Clarke (FJ)	A	Parent Representative – Jessica Novak (JN)	Y
Principal / Parish - Annice Lappin (AL)	Y	Parent Representative – Brad Jones (BJ)	Y
Deputy Principal – Marie Monea (MM)	Y*	Parent Representative – Kate Davidson (KD)	Y

# part of meeting attended

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

### New Action Items:

Action ID	Who	Action	Due
05-04/01	All SAC Members	All SAC members to ensure they have a current Working with Children Check – Copy to be forwarded to the office.	ASAP
05-04/02	New SAC Members	Notify Annice in writing (email) of instances where members are in contact with school children outside of school hours. <b>New members to complete</b>	ASAP
05-04/03	All SAC Members	Monitor SAC email: <a href="mailto:council@smgeelong.catholic.edu.au">council@smgeelong.catholic.edu.au</a> Password: council2021	ONGOING
05-04/04	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
05-04/05	Annice	Update the school's website to add a subpage for the SAC, which includes all relevant SAC documents.	COMPLETE
05-04/06	Marie	Publish the school's Staffing Pandemic Replacement Plan in the school's newsletter.	COMPLETE
05-04/07	Annice	Consistent messaging for non-uniform days will be provided in the school's newsletter.	As required and ongoing
05-04/08	Annice	Resurfacing of the asphalt area to be quoted and booked.	ongoing
05-04/09	Annice	Clarify the role of the school's provisional psychologist and communicate in the school's newsletter.	COMPLETE
14-06/10	Annice	Clarify football rules with Year 5/6 students and their families.	COMPLETE

**Summary of Decisions Made:**

1. Minutes (April 2022) were accepted.
2. Principal's Report (Annice Lappin) was accepted by the Council.
3. Proposed meeting dates for 2022
  - Term 3: Tuesday 30th August at 7:00pm (Term 3, Week 8)
  - Term 4: Tuesday 22nd August at 7:00pm (Term 4, Week 8)

**Items for Discussion**

1. Annual Report to the School Community  
The 2021 Annual Report to the School Community was tabled. All areas of the Annual Report to the School Community were discussed; Education in Faith, Learning & Teaching, Wellbeing, Attendance Procedures, Child Safe Standards, Leadership and Management and School Community.
2. MACS New School Policies  
New MACS Policies were discussed. Updated policies are available on the school's website.
3. New Childsafe Standards  
The Child Safe Standards (the Standards) commenced in Victoria in January 2016. Organisations covered by the Standards will need to comply with new Standards by 1 July 2022.
4. Learning & Teaching - Languages  
St Mary's School hosted a Teachers as Co-Learners of Language Community of Practice Day. There were more than 40 educators from various primary and secondary schools visiting learning spaces. A short video showing student growth in language learning over the past few years was tabled for viewing.
5. 2022 Staff Pandemic Replacement Plan  
A replacement staff update was provided. Whilst there have been times that a class has needed to be shared across the cohort, continuity of student learning is being achieved. Teaching staff share the responsibility for the entire cohort - planning, monitoring and teaching and therefore there is minimal disruption to student learning if/when a class is shared for the day.
6. 2023 Staffing Update  
Annual Review Meetings will be held very early in Term 3. A small number of staff have indicated that they are interested in taking a year's leave. There is also a small number of staff currently on leave who will need to put forward their intentions for 2023 and beyond.

**Other Discussion:**

1. Change in Football Rules  
The current football games being played and the rules followed were raised. The football rules will be clarified with all students and senior school families will be informed. The main aim of playing football at school during recess and lunch is about being inclusive and fair.
2. Possible Wathaurong Community Partnership  
Kate has a contact that she would like to share with the school. This could be an ideal connection for St Mary's School.
3. School Grants  
The processes and availability of school grants were raised. As grants are advertised the school will apply, as required.

Meeting closed at 8:30pm.

**Next Meeting: Wednesday 31st August at 7:00pm (Term 3, Week 8) \*\*Please note change of day.**