

St Mary's School Advisory Council

St Mary's School Staff Room

Meeting Minutes: 2023 Meeting 1, Tuesday 21st March 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)	Y
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

Previous Action Items still open / ongoing:

Action ID	Who	Action	Due / Complete

Summary of Decisions Made:

1. Minutes (November 2022) were accepted.
2. Principal's Report (Annice Lappin) was accepted by the Council.
3. Proposed meeting dates for 2023
 - Term 1: Tuesday 21st March 2023 at 7:00pm (Term 1, Week 9)
 - Term 2: Tuesday 13th June 2023 at 7:00pm (Term 2, Week 8)
 - Term 3: Tuesday 5th September 2023 at 7:00pm (Term 3, Week 9)
 - Term 4: Tuesday 28th November 2023 at 7:00pm (Term 4, Week 9)

Items for Discussion

1. School Advisory Council Terms of Reference (MACS) - The Terms of Reference was tabled and provided to all Council members and the introductory MACS induction video was viewed. SAC members will be provided with a Letter of Appointment from the Principal. SAC resources are available on the St Mary's School website under the 'About' tab.
2. 2023 Annual Action Plan - The Actions of the 2023 Annual Action Plan for each sphere - Religious Education, Learning & Teaching, Student Wellbeing, Leadership & Management and School Community, were tabled. Main actions for this year are Writing and the Resilience Project.
3. Enterprise Bargaining Agreement Update - The 30+8 model and implications for Time In Lieu were discussed. The Leadership Team is currently investigating ways to acquit the Time In Lieu that staff accrue outside of the 38 hour week.
4. 2023 Student Data Review - Beginning of Year (Reading) data was tabled. Overall, the school was able to maintain student reading achievement from the end of 2022. Teaching teams have responded to the collected data by ensuring targeted intervention is in place to support students of need. The next benchmarking (reading) assessment period will be held in May.
5. Enrolments - Projected enrolments were discussed. There is a high interest in enrolments for Foundation 2024. Enrolments close on Friday 31st March with first round offers to be sent out in early Term 2. Working from Home conditions continue to impact St Mary's School.

Other Discussion:

1. Parent Communication - When a school related matter arises, families are asked to make direct contact with the Principal.
2. SAC Email - The official SAC email was tabled and the updated password will be sent to SAC members via email.
3. Language (Italian) Assistant - After two rounds of advertising for this position, the position of Language Expert is yet to be filled. Other arrangements are currently in place to support the implementation of our daily Italian program.
4. Year Level Social Chat Groups - The school is aware of a number of year level chat groups. Families are reminded of the Parent Code of Conduct when communicating in these groups and to refer to the school's official communication platforms - newsletter, Operoo eForms and the St Mary's School social media pages for accurate information.
5. All Time Dad's Zoom - Although this opportunity was advertised to the school community, there was not a big uptake for this initiative. The event was cancelled due to unforeseen circumstances at the facilitator's discretion.

Meeting closed at 8:30pm.

Next Meeting: Tuesday 13th June 2023 at 7:00pm (Term 2, Week 8)