

St Mary's School Advisory Council

St Mary's School Staff Room

Meeting Minutes: 2023 Meeting 2, Tuesday 13th June 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: Wednesday 13th 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. *Enterprise Bargaining Agreement* - This agreement provides significant improvements to help support teacher workload and follow the improvements provided for in the Victorian Government Schools Agreement 2022 (VGSA), while also ensuring that our schools are sustainable and viable into the future.

There are three main changes for schools:

*The introduction of the '30+8' model

*The introduction of Time in Lieu provisions for directed activities undertaken outside of a 38 hour week

*A reduction in Scheduled Class Time to 21 hours from 2024

The main implications for St Mary's School are:

*Ensuring an equitable and sustainable acquittal process of accrued Time in Lieu for teaching staff

*The need to restructure the school's Daily Timetable to ensure Scheduled Class Time is within the required hours based on the new agreement

Advice was sought from SAC members about the following:

***School Camps** - SAC members were in favour of maintaining the school's current Camp structure and were in support of a Student Free Day for staff and students involved with a school camp experience. Staff would be invited to attend a camp and it would be up to their discretion whether they attended a camp.

***Daily Timetable** - SAC members were in favour of changing the school's timetable to 8:50am - 3:10pm to assist in reducing Scheduled Class Time for teaching staff. The earlier change time to the end of the school day was preferred over a later start time to the school day.

***School Closure Days as a means of acquitting accrued Time in Lieu** - SAC members were in favour of School Closure Days to be allocated for the acquittal of accrued Time in Lieu, when required. Members also advised that School Closure Days at the beginning or end of term and before or after a long weekend are a preferred option, when possible.

***Parent & Teacher Conversations** - SAC members were in favour of holding Parent & Teacher Conversations during the school day but with an allocated time designated out of school hours.

Other Discussion:

2. *Strategies for Fostering Inclusion & Friendship* - A discussion regarding student inclusion in the playground was held.
 - *The school's Child Safety and Wellbeing Policy was tabled.
 - *SAC members advised that they would like the school to incorporate ways the Resilience Project resources can extend to families.

Meeting closed at 8:30pm.

Next Meeting: Wednesday 13th September 2023 at 7:00pm (Term 3, Week 10)