

# St Mary's School Advisory Council

St Mary's School Staff Room

## Meeting Minutes: 2023 Meeting 3, Tuesday 28 November 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)	A

# 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. <b>New members to complete</b>	ASAP
21-03/03	All SAC Members	Monitor SAC email: <a href="mailto:council@smgeelong.catholic.edu.au">council@smgeelong.catholic.edu.au</a>	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
13-09/06	Annice/Marie	Confirm the 2024 School Timetable to the community	Complete

**Summary of Decisions Made:**

1. Minutes (September 2023) were accepted.
2. Principal's Report (Annice Lappin) was accepted by the Council.
3. Future meeting dates for 2024
  - Term 1: Wednesday 6th March 2024 at 7.00pm (Term 1, Week 6)
  - 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)

**Items for Discussion**

1. *2023 MACSIS SURVEYS* - The response rate from this year's MACSIS Survey were: Students (94.5%), Staff (48%), Families (11.4%). Overall, the data shows that St Mary's School average is above the MACS average. The school will continue to encourage families to participate in the MACSIS Surveys.
2. *2024 Enrolments and Future Projected Enrolments* - In 2024, the student enrolment will be 230 students. Enrolments are very stable and are reflecting a steady enrolment of approximately 30 students in Foundation.
  - \*Foundation: 31 students
  - \*Year 1: 31 students
  - \*Year 2: 30 students
  - \*Year 3: 37 students
  - \*Year 4: 35 students
  - \*Year 5: 36 students
  - \*Year 6: 35 students
3. *2024 School Fees and Levies* - The 2024 School Fees and Levies were tabled and accepted by Council members.
4. *2024 Finalised School Timetable* - The 2024 School Timetable was discussed. Upon recommendation of the Council members at the previous meeting (13 June 2023, 13 September 2023), key changes include:
  - \*Learning blocks will increase from 50 minutes to 60 minutes
  - \*School start time (8:50am) remains unchanged
  - \*School end time will change to 3:15pm, with gates closing at 3:30pmThis Timetable ensures students have 5 hours of instruction a day and enables specialist classes to increase to 60 minutes a week. The updated timetable was communicated to all families in a newsletter earlier this term. All families will receive the 2024 Key Dates and Handbook via a published fridge magnet on Wednesday 13 December.
5. *2024 School Review* - 2024 is a review year for St Mary's School. The Review will take place in Term 2, Week 3 (2024).
6. *Thank you to outgoing members* - Thank you to Brad for his work as a Council member over the past two years.

**Other Discussion:**

7. *Year 6 Graduation* - Information about the upcoming Year 6 Graduation Celebration will be communicated by the Year 5/6 teaching team on Thursday (30/11).
8. *Language Assistant* - This year, the school was unsuccessful in securing a language assistant to support the learning and teaching of Italian. This position was advertised for the 2024 school year and closed on Monday 27/11.

ST MARY'S SCHOOL TIMETABLE	
8:30am-8:50am	Gates Open
8:50am - 8:55am	Homeroom
8:55am - 9:55am	Learning Session #1
9:55am - 10:55am	Learning Session #2
10:55am - 11:05am	Supervised Eating Time
11:05am - 11:35am	PLAY BREAK
11:35am - 12:35pm	Learning Session #3
12:35pm - 1:35pm	Learning Session #4
1:35pm - 1:45pm	Supervised Eating Time
1:45pm - 2:15pm	PLAY BREAK
2:15pm - 3:15pm	Learning Session #5
3:15pm - 3:30pm	Gates Close

Meeting closed at 8:00pm.

**Next Meeting: Term 1: Wednesday 6th March 2024 at 7.00pm (Term 1, Week 6)**