

# St Mary's School Advisory Council

St Mary's School Staff Room

## Meeting Minutes: 2022 Meeting 1, Tuesday 5th April 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	Marie	Update the school's website to add a subpage for the SAC, which includes all relevant SAC documents.	Term 2
05-04/06	Marie	Publish the school's Staffing Pandemic Replacement Plan in the school's newsletter.	Term 2
05-04/07	Annice	Consistent messaging for non-uniform days will be provided in the school's newsletter.	As required
05-04/08	Annice/Marie	Communicate Term 2 with families in the school's newsletter.	28/4/22
05-04/09	Annice	Resurfacing of the asphalt area to quoted and booked.	ASAP
05-04/09	Annice	Clarify the role of the school's provisional psychologist and communicate in the school's newsletter.	Term 2

### Previous Action Items still open / ongoing:

Action ID	Who	Action	Due / Complete

### Summary of Decisions Made:

1. Minutes (November 2021) were accepted.
2. Principal's Report (Annice Lappin) was accepted by the Council.
3. Proposed meeting dates for 2022
  - Term 1: Tuesday 5th April 2022 at 7:00pm (Term 4, Week 10)
  - Term 2: Tuesday 21st June 2022 at 7:00pm (Term 2, Week 9)
  - 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. School Advisory Council Terms of Reference (MACS) - The Terms of Reference was tabled and provided to all Council members. SAC members will be provided with a letter of appointment from the principal at the next meeting.
2. Learning & Teaching - The Science of Reading feature that was included in the school's newsletter (Term 1, Week 9) was tabled. The Learning & Teaching Team will continue to publish other areas of the school's curriculum throughout the course of the year. Evidence informed practice was discussed and a clip, showing the importance of providing a strong foundation for reading success, was viewed by all SAC members.
3. 2022 Staff Pandemic Replacement Plan - In recognition of the increased staff shortage in education, leadership has devised a Staffing (Teaching) Pandemic Replacement Plan. The Plan outlines the actions to be taken to manage staffing, across a range of instances, when replacement teaching staff cannot be sourced. This Plan will be communicated to families in the school newsletter.

#### **Other Discussion:**

1. Non-uniform Days - Consistent messaging for non-uniform days for Feast Day celebrations etc, will be communicated to families. Please note, these days are not to cause any family distress in wearing clothes that match the school's 'theme'.
2. School Assemblies - Assemblies have remained limited this term, with whole school gatherings kept to a minimum for Covid safety. School Assemblies will resume next term in cohort groupings (Foundation, Year 1/2, Year 3/4 and Year 5/6, if safe to do so. To limit the number of students gathering at the one time, only the classes presenting will be at the assembly and families of this cohort will be invited to attend. Attending parents/carers/guardians are required to adhere to all CovidSafe measures, including showing proof of Covid-19 vaccination.
3. Resurfacing of the asphalt areas - To allow for the atrium refurbishment to be completed, the resurfacing of the asphalt area was postponed last year. This project will proceed this year.
4. Athletics Day - Feedback provided from families mirrored the observations of the staff. It will continue to run in a similar format to this year, with small changes to the timetable to allow for more use of the Landy Field grounds. The school is also aiming to get a later date to hold the Athletics Day to make more use of PE classes in the lead up to the day.
5. Whole School Event (Art Show/Concert) - The school will host an Art Show in Term 4.
6. Provisional Psychologist - The role of the newly appointed provisional psychologist will be shared with the school community in the school newsletter. Fiona has a two-day caseload and has timetabled sessions that support students either one-one, through assessments or in-class observations.

Meeting closed at 8:30pm.

**Next Meeting: Tuesday 21st June 2022 at 7:00pm (Term 2, Week 9)**