



MCDOWALL STATE SCHOOL COUNCIL

McDowall State School, 1,018 Rode Rd, McDowall. Q. 4053.

PO Box 493. Everton Park. Q. 4053.

Tel: 07 3872 5333 Fax: 07 3872 5300 Email: schoolcouncil@mcdownallss.eq.edu.au

Chairperson:	Soraya Bews
Secretary:	Sally-Anne Summers

MEMBERSHIP:

	Name	Membership
/	Bruce Fogarty	Official – Principal
A	John Bradley	Official – P&C President
/	Kayleen Morgan	Elected Staff (2019-21)
/	Annabelle Allon	Elected Staff (2019-21)
/	Heath McDonald	Elected Staff (2020-22)
/	Sally-Anne Summers	Elected Staff (2020-22)
/	Paul Johnson	Elected Parent (2019-21)
A	Jennifer Walker	Elected Parent (2019-21)
/	Soraya Bews	Elected Parent (2020-22)
/	Maryanne Humphries	Elected Parent (2020-22)

This personal telephone and email contact information is not to be used for any other purpose than for official School Council business. Not for distribution.

SCHOOL COUNCIL MEETINGS:

Monday 08 th March, 2021.	7pm – 8pm.	School Staffroom.
Monday 14 th June, 2021.	7pm – 8pm.	School Staffroom.
Monday 09 th August, 2021.	7pm – 8pm.	School Staffroom.
Monday 11 th October, 2021.	7pm – 8pm.	School Staffroom.
Monday 08 th November, 2021.	7pm – 8pm.	School Staffroom.

Please advise both School Council Secretary and Principal by email, if members are unable to attend a meeting.

MEETING MINUTES: **MONDAY 14th June, 2021. SCHOOL STAFFROOM. 7.00pm-8.00pm.**

Quorum (Minimum of 7 members) requirement met with 8 members in attendance.

1. Welcome – By School Council Chairperson

2. School Council Membership Apologies

▪ John Bradley

3. Confirmation of Minutes of previous School Council Meeting

▪ Confirmation of previous School Council Minutes dated 8th March, 2021.

Moved by: Sally-Anne Summers

Seconded by Paul Johnson

Decision: Endorsed by all members.

4. Business Arising from Minutes of previous School Council Meeting

- School Council Minutes are available from the school website.
- School Council Constitution is available from the school website.
- School Council email contacts have been amended so that both Chairperson and Secretary should be accessing electronic communications.

5. Correspondence

- Nil

6. Business Arising from the Correspondence

- Nil

7. Reports

- Nil

8. Motions on Notice

- Nil

9. Published Meeting Agenda ... *Reference is made to the School Council Charter 2018-2021.*

Minutes are recorded as brief, dot point statements and will not be a detailed summary of School Council discussion. Minutes will record each motion placed before the School Council and in preference will record unanimous endorsement. If not, a vote will be recorded. (For and Against and Result.)

McDowall SS supporting documents are often of a **confidential** nature, tabled to informed School Council discussion. These documents are **not** for electronic or public distribution. Please delete such documents after conclusion of School Council business.

Standing Requirement: Disclosure of Interest and Indictable Offences

This applies to a member of the School Council if:

- The interested member has a direct or indirect financial interest in an issue being considered, or about to be considered by the School Council; and
- The interest could conflict with the proper performance of the interested member's duties when considering the issue.

As soon as practicable after the relevant facts come to the interested member's knowledge, the interested member must disclose the nature of the interest to a meeting of the School Council. Unless the School Council otherwise directs, the interested member must not be present when the School Council considers the issue or take part in a decision of the School Council about the issue. The interested member must not be present when the School Council is considering whether the interested member can be party to considerations.

If a member is not present at a School Council meeting due to their disclosure of interest, the School Council is still considered to have a quorum (as if the member were present) and the remaining members present would consider the issue. A disclosure of interest must be recorded in the School Council's meeting minutes.

If a person is convicted of an indictable offence while a member of a School Council, the person must give written notice to the Principal of the conviction within seven days after the conviction.

Standing Agenda Item: Budget Overview Report

School Budget: Endorsed 08.03.21.

School Budget Overview Report 07.06.21 discussed and endorsed. Declining totals were represented as expenditures continue until the new approved budget is uploaded. It was noted that school grants are provided at various times through the school year so funding runs beyond calendar and financial years. Funding purpose is outlined within the School Budget 2021 Explanatory Notes. Given the number of construction projects underway within the school, it is expected that significant expenditure will occur by 31st July, 2021.

Moved by: Annabelle Allon

Seconded by: Paul Johnson

Decision: Endorsed by all members.

▪ **McDowall SS School Council Election of Members 2021**

The McDowall SS School Council Notice of Election 2021 has been issued. Nominations close for School Council elected members on Thursday, 24th June, 2021 at 12noon. An Election date has been set and advertised for Monday, 26th July, 2021. (a) School Staffroom from 2.30pm-3.30pm. (b) K Block from 6.30pm-7.30pm. Mr Heath McDonald will be the Returning Officer (Staff). Mrs Soraya Bews will be the Returning Officer (Parents). Nomination Forms were issued with the most recent Tartan Times and are available through School Administration and the school website.

Moved by: Bruce Fogarty

Seconded by: Soraya Bews

Decision: Endorsed by all members.

▪ **McDowall State School Review Timetable 2021**

The McDowall SS School Review Timetable 2021 has been prepared and revised a number of times. It required endorsement by the School Review Chairperson. The McDowall SS Review Timetable was tabled at School Council.

Discussed: By all members.

▪ **McDowall State School Snapshot Self-Reflection 2021**

The McDowall SS Snapshot Self-Reflections 2021 is a self-determined review conducted by school staff. It is how McDowall SS staff view school achievement and school operations as referenced against the 'National School Improvement Tool' (ACER). This same tool is used nationally. There are nine domains and descriptor statements against which evidence is sought in stating school performance. This process is not a judgment, pass / fail or rating. The descriptor statements are used to identify what is being done well within the school and to identify likely avenues and directions for future school improvement. The School Review Team bring an external 'third person' perspective of the school to propose recommendations to the School Leadership Team and School Council. The McDowall SS Snapshot Self-Reflections 2021 has been provided to the School Review Team. A copy has also been tabled at School Council. This document (insight) provides an excellent starting point for the School Review – with final findings to be sought and validated (or not) by the School Review Team.

Noted that both Soraya Bews (School Council Chairperson) and John Bradley (P&C Association President) will meet with the School Review Team. Both have also been invited to attend the School Leadership Team presentation to be held on Tuesday 15th June, 2021.

Discussed: By all members.

▪ **McDowall State School Review Context Data 2021**

The McDowall SS Review Context Data 2021 provides a snapshot overview of school community information. This document has been provided to the School Review Team and a copy tabled at School Council. This document provides a wealth of information regarding school operations, achievement, make-up, aspirations, etc. Given the specificity, School Council members are requested to keep this document confidential (personal use only – School Council business) School Targets 2022-2025 will be drawn from this information.

Discussed: By all members.

▪ **McDowall State School Student Code of Conduct 2020-2023**

The McDowall SS Student Code of Conduct 2020-2023 is based on a Department of Education template (mandatory inclusions). These mandatory inclusions respond to recent legislative change and government policy changes. Many aspects of the Student Code of Conduct have been discussed during School Council Meetings over the past 18 months. Eg. Homework, Mobile phones, On-line capability, BYOD Years 5-6, Australian Curriculum review. Mandatory inclusions are not to be changed but the Principal has ensured that references to the school environment are meaningful (minimal amendment). The McDowall SS Student Responsibilities Levels Booklet has also been updated. This document is now tabled for School Council endorsement by the School Council Chairperson.

The School Council has been engaged in regular review of the Responsible Behaviour Plan for Students over recent years. These discussions and recommendations have been documented. The specific nature of the Responsible Behaviour Plan for Students is well received by staff and parents The Principal (should time permit) will seek to publish a school-based handbook inclusive of these procedures for future use – to complement the Student Code of Conduct 2020-2023.

Moved by: Bruce Fogarty

Seconded by: Heath McDonald

Decision: Endorsed by all members.

▪ **Principalship of McDowall State School**

The McDowall SS Principal will begin extended Long-Service Leave from the Department of Education commencing Monday, 26th July, 2021, extending well into the 2022 school year.

The Principalship of a State School is a complicated, demanding role and duties often consistently extend beyond work hours, becoming a lifestyle rather than simply a professional position of choice. I am passionate about my chosen career and have thrived under the influence and interaction of so many professional peer leaders, teachers, staff, parents and key community members. Particularly, I have thoroughly enjoyed my interaction with and have learnt so much from students, many of whom are now middle-aged with their children now enrolled in State Schools. Thank you for your support and engagement. You have enabled my leadership.

McDowall State School represents a pinnacle highlight of my career. I continue to share my pride in this school and gratitude toward all involved within our school community. Having worked full-time within State Education approaching 41 years now, with 37 years being Principal of State Schools extending across Queensland; and 22 years at Band 10 (McDowall SS Level) – 15 years actually at McDowall SS, it is time for me to take some time to focus on family, both immediate and extended; and to consider my own personal pathway into the future. This may or may not, include returning as Principal of McDowall State School.

Not seeking to commence another four year formal cycle of development for McDowall State School, knowing that presently I will not likely see it through to conclusion, I advised the Department of Education of my intent in May, 2021. Further, I committed to ensuring that both School Audit and Reviews were completed and were factually representative of McDowall State School as it stands today. I will oversee the completion of construction projects and any other initiatives begun earlier this year. This means that, from a solid foundation of strong performance and achievement, McDowall SS is well positioned to further educationally mature under the leadership of a new Principal.

Recently, the Principal position was advertised state-wide and interviews have now been completed. I understand that a Principal has been formally recommended for taking up duty from Monday, 26th July, 2021. Soraya Bews (School Council Chairperson was part of this independent confidential panel). As soon as this engagement has been confirmed by the Department of Education after the Winter School Vacation, the McDowall SS Community will be advised.

Tabled by: Bruce Fogarty

10. Meeting Closure

Principal advised School Council members that they would be welcome to attend / participate within the School (Informal) Review. John Bradley (P&C Association President) will attend on Tuesday, 15th June, 2021.

- Meeting closed at 8.00pm

11. Next Meeting ... 9th August, 2021.

FUTURE SCHOOL COUNCIL AGENDA ITEMS: *A clear focus on that which matters!*

- Refer to School Council Charter 2018-2021.
- McDowall SS School Plan 2022-2025.
- McDowall SS Student Code of Conduct (Refinement).

MEETING MINUTES PREPARED BY:

SECRETARY SIGNATURE: Sally-Ann Summers DATE:
Over-sign please.

MEETING MINUTES CONFIRMED AT NEXT SCHOOL COUNCIL MEETING

CHAIRPERSON SIGNATURE: Soraya Bews DATE:
Over-sign please.