MEMBERSHIP:

<table>
<thead>
<tr>
<th>Name</th>
<th>Membership</th>
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<tbody>
<tr>
<td>Bruce Fogarty</td>
<td>Official – Principal</td>
</tr>
<tr>
<td>Debbi Robertson-Stainsby</td>
<td>Official – P&amp;C President</td>
</tr>
<tr>
<td>Raelee Milne</td>
<td>Elected Staff (2013-15)</td>
</tr>
<tr>
<td>Sandra Davis</td>
<td>Elected Staff (2013-15)</td>
</tr>
<tr>
<td>Ashley Proud</td>
<td>Elected Staff (2014-16)</td>
</tr>
<tr>
<td>Sally-Ann Summers</td>
<td>Elected Staff (2014-16)</td>
</tr>
<tr>
<td>Angela Turner</td>
<td>Elected Parent (2013-15)</td>
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<tr>
<td>Paul Johnson</td>
<td>Elected Parent (2014-16)</td>
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<tr>
<td>Soraya Bews</td>
<td>Elected Parent (2014-16)</td>
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SCHOOL COUNCIL MEETINGS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday 17&lt;sup&gt;th&lt;/sup&gt; February, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 17&lt;sup&gt;th&lt;/sup&gt; March, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 12&lt;sup&gt;th&lt;/sup&gt; May, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 11&lt;sup&gt;th&lt;/sup&gt; August, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 13&lt;sup&gt;th&lt;/sup&gt; October, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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**MEETING MINUTES:**

**TUESDAY 17<sup>th</sup> March, 2015. SCHOOL STAFFROOM. 7.00PM-8.00PM.**

1. **Welcome – By School Council Chairperson**

2. **School Council Membership / Apologies**

   - Mr Bruce Fogarty Principal is unable to attend. He is represented by: Ms Vanessa Crowhurst Head of Curriculum.
   - Two other school officers will attend as ‘Observers’ but will provide specialist assistance to Ms Raelee Milne (Chairperson) and Ms Crowhurst in delivering the School Council Agenda: (a) Mrs Arlene Smethurst Master Teacher (b) Ms Rebecca Fleming Business Services Manager – re School Budget.

3. **Confirmation of Minutes of previous School Council Meeting**

   - Confirmation of previous School Council Minutes dated 17<sup>th</sup> February, 2015: Moved by Paul Johnson.
   - Seconded by Debbi Robertson-Stainsby.

**Decision:** Endorsed by all members.
4. Business Arising from Minutes of previous School Council Meeting

- Parent and Community Engagement Action Plan. Refer to Agenda.
- School Budget 2015. Refer to Agenda.
- Responsible Behaviour Plan for Students – Focus Questionnaire. Progressively continuing into 2015.

5. Correspondence

- Nil

6. Business Arising from the Correspondence

- Nil

7. Reports

- Nil

8. Motions on Notice

- Nil

9. Published Meeting Agenda

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.)

- **School Council Membership 2014-2015  (5mins)**
  - At the discretion of the Chairperson, Mrs Debbi Robertson-Stainsby was asked to leave the room for this item of business.
  - The Chairperson congratulated Mrs Soraya Bews for her election as P&C Association President for 2015.
  - As the P&C Association President is an ‘Official Member’ not an ‘Elected Member’ of the School Council, this means that Mrs Bews now becomes an ‘Official Member’ replacing Mrs Debbi Robertson-Stainsby (retiring as P&C Association President) leaving an ‘Elected Parent Member’ vacancy for the remainder of this 2014-2015 period.
  - A number of constitutional options were posed to School Council members by the Principal via email. Responses clearly indicated that the School Council should continue within the existing membership cycle with Mrs Debbi Robertson-Stainsby to be appointed as an “Appointed Member” of the School Council by the School Council until 30th June, 2015. Ms Sandra Davis (Secretary) spoke with Mrs Robertson-Stainsby and she is happy to continue on this basis.

  - Moved by Paul Johnson
  - Seconded by Soraya Bews
  - Decision: Endorsed by all members.

- **Workplace Reform Proposal … BSM AO5. Previously approved in 2010.  (5mins)**
  - At the discretion of the Chairperson, Ms Rebecca Fleming BSM, was asked to leave the room during this item of business.
  - The Principal tabled the School Workforce Plan 2015 at the previous School Council Meeting.
  - As was advised, the Principal was required to lodge the School Workforce Plan 2015 within an EQ online tool in 2015. This has now been done. The result is that under the separate Staffing Budgets that apply to the McDowall SS, the previously unusable small fractional positions that remained, are now electronically consolidated making a usable fraction available for further use by the Principal. It is this consolidated fraction that is now being used by the Principal, not funds drawn from the School Budget 2015.
  - Prior to having the ability to work through the EQ online Staffing Calculator, these small unusable fractions would have been converted into cash and deposited within the School Account. The Principal would have accumulated funds or purchased a Workplace Reform at his discretion. This was the original intent with payment being made at time of BSM AO5 appointment.
BUT, the EQ online Staffing Calculator converts these funds (both BSM AO4 existing and BSM AO5 reform) into notional salary that applies from 27th January, 2015. Thus the urgency in lodging documentation and to ensure that salary is not lost to the school into 2015.

Position documentation required a ‘Position Review’ based on work required. The position is owned by the school and is not attached to the person. Even so, the permanent position may only be reviewed for declassification if vacant. This has been carefully considered by the Principal in light of previous BSM experiences over a number of years. This was outlined in the email documentation issued to all School Council members last week.

The Principal recommended that the BSM AO4 position be permanently, not temporarily reclassified as AO5.

Current School Council members unanimously endorsed the reclassification of the BSM AO4-5 position by email. It should also be noted that both School Management Forum and LCC did likewise. Some 19 people were asked for a response.

School Council endorse the Workplace Reform – BSM amendment to the Workforce Plan 2015.

- Moved by Soraya Bews
- Seconded by Tracey Wilson

**Decision:** Endorsed by all members.

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**Parent and Community Engagement Strategy** (5mins)

- Soraya Bews was invited to briefly speak to the retabled School Parent and Community Engagement Plan. This document has undergone minor change. This will be the final tabling at School Council. Action Planning conducted at a School Council level may or may not be adopted at a School or P&C Association level, because the role of School Council is strategic planning, monitoring and review not implementation.

- Moved by Tracey Wilson
- Seconded by Debbi Robertson-Stainsby

**Decision:** Endorsed by all members.

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**Master Teacher Role and Duties 2015-2017 ..... Special Guest: Mrs Arlene Smethurst MT.** (10mins)

- EQ Master Teacher Role Description (Summary) tabled.
- McDowall SS is very fortunate in having a full-time Master Teacher appointed for the next three school years. Not many schools have such a position. Mrs Arlene Smethurst MT has extensive experience in working with teachers, students and parents across Qld.
- The title, Master Teacher, does not mean that Mrs Smethurst is the ‘best teacher’ in the school. The position is focused on working with all teachers, with a strong focus on P-2, to ensure that through ‘Action Research’ our teachers, already good practitioners, continue to develop to be the best that they professionally and possibly can be. Mrs Smethurst is expected to monitor initiative effectiveness through tracking improvement in student learning outcomes.
- This position, complements that of Head of Curriculum, where Ms Vanessa Crowhurst HoC designs, drafts and collaboratively delivers the best possible, quality curriculum for all teachers to implement in our Great State School.
- McDowall SS continues a strong focus on moving a large middle achievement group of students into the Upper 2 Bands of NAPLAN achievement.

**Decision:** Information provided to all members.

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**School Budget 2015 ..... Special Guest: Ms Rebecca Fleming BSM.** (15mins)

- The School Budget 2015 as prepared by the Principal is tabled for School Council members. Given the business sensitivity regarding this document, it is not put online nor is it electronically distributed.
- McDowall SS is a very large, complex business enterprise that operates both to a financial and calendar year. Grants (General, specific purpose and government target) are received throughout the year to deliver on system priorities. Only General Grant funds are usually discretionary in purpose. It is interesting to actually note what needs to be funded by General Grant funds. Refer page 6. Although, income and expenditures balance at $1,856,408.00, unspent savings are carried forward to deliver school improvements within the new school year. It is often the case that EQ sweeps our account for salaries and wages from the previous year, well into the new school year … so we track usage very closely.
The School Budget 2015 is closely aligned with the EQ Plan and School AIP. It addresses industrial agreements and EQ policy requirements. It makes reference to the Workforce Plan and P&C Association Plan – accounting for the $30,000 budget investment made by the P&C Association.

Ms Rebecca Fleming BSM provided overview and outline of Budget 2015.

School Budget 2015 endorsed.

- Moved by Soraya Bews
- Seconded by Paul Johnson

Decision: Endorsed by all members.

- Responsible Behaviour Plan for Students

  - Management Forum began the formal task of reviewing the RBP for Students during the January Pupil-Free Days. Future Management Forum meetings will continue to inform redrafting and better alignment with latest EQ policy and procedures.
  
  - The guiding document, provided to School Council members, is an extended version of the questions previously proposed to School Council. These are simply a guide to promote discussion. The final document will not directly match this layout.
  
  - Copy of Guiding Questions provided to School Council members.
  
  - Next meeting will be fully devoted to exploring this item on the agenda.

Decision: Information tabled and noted.

10. Meeting Closure

Meeting closed at 7.50pm.

11. Next Meeting

- Responsible Behaviour Plan for Students 2015-2017

  - General presentation and discussion by Principal.
  
  - A Focus Questionnaire.
  
  - School Councillors were asked to reflect on inclusions to the Focus Questionnaire.

Future Agenda Items

- School Council Meeting Dates and Anticipated Business 2015

  
  - 17.03.15 Responsible Behaviour Plan for Students.
  
  - 12.05.15 Responsible Behaviour Plan for Students.
  
  - 11.08.15 Elect a School Council Chairperson and Secretary, Confirm understanding of School Councils Information Module and Code of Conduct, Enrolment Management Planning Review.
  
  - 13.10.15 Student Dress Code, Homework Policy Hours, Workplace Reform Proposals.

Decision: Moved by Ashley Proud. Seconded by Angela Turner. Endorsed by all members. 04.11.14

MEETING MINUTES PREPARED BY:

<table>
<thead>
<tr>
<th>SECRETARY SIGNATURE:</th>
<th>Sandra Davies</th>
<th>DATE:</th>
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MEETING MINUTES CONFIRMED AT NEXT SCHOOL COUNCIL MEETING

<table>
<thead>
<tr>
<th>CHAIRPERSON SIGNATURE:</th>
<th>Raelee Milne</th>
<th>DATE:</th>
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