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>Soraya Bews</td>
<td>Official – P&amp;C President</td>
</tr>
<tr>
<td>Raelee Milne</td>
<td>Elected Staff (2015-17)</td>
</tr>
<tr>
<td>Sandra Davis</td>
<td>Elected Staff (2015-17)</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>A Melissa Lunney</td>
<td>Elected Parent (2015-17)</td>
</tr>
<tr>
<td>Tracey Wilson</td>
<td>Elected Parent (2015-17)</td>
</tr>
<tr>
<td>Paul Johnson</td>
<td>Elected Parent (2014-16)</td>
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<tr>
<td>Greg Sax</td>
<td>Elected Parent (2015-16)</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 17th February, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 17th March, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 12th May, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 11th August, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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<tr>
<td>Tuesday 13th October, 2015</td>
<td>7pm – 8pm.</td>
<td>School Staffroom.</td>
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# Please advise both School Council Secretary and Principal by email, if members are unable to attend a meeting.

MEETING MINUTES: TUESDAY 18th August, 2015. SCHOOL STAFFROOM. 7.00PM-8.00PM.

1. Welcome – By School Council Chairperson

2. School Council Membership / Apologies

- Melissa Lunney (Pre-booked QPAC performance)

3. Confirmation of Minutes of previous School Council Meeting

- Confirmation of previous School Council Minutes dated 12th May, 2015.
- Moved by Mrs Soraya Bews.
- Seconded by Mr Ashley Proud.

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


5. Correspondence

- Nominations for Elected School Council Membership.
- School Council Statement of Membership 2015-6.

6. Business Arising from the Correspondence

- School Councils should adopt the ‘Model Constitution’ which has been approved by the delegate of the Director-General. The ‘Model Constitution’ closely reflects legislation to appropriately guide School Council operations. The ‘Model Constitution’ should not be modified other than by choosing the options (shaded text) and variations provided. Where the ‘Model Constitution’ is modified, approval must be sought from the Director-General or his delegate. Notice of meeting to consider the proposed amendment must be given at least 30 days before the School Council Meeting. The ‘Model Constitution’ has been displayed on the McDowall SS website since the previous School Council Meeting.
- That the McDowall State School Council adopt the ‘Model Constitution’ as the Constitution.
  - Moved by Mr Paul Johnson.
  - Seconded by Mrs Sally-Ann Summers.
  **Decision:** Endorsed by all members.

- A Nominations for School Council Membership 2015-2016 has been drafted by the Principal, based on advice received by the School Council Returning Officers. These officers received the correct number of nominations to fill the required School Council Elected Membership vacancies so an election was not required for either Staff nor Parent nominees. To replace Mrs Debbi Robertson-Stainsby, it is proposed that Mr Greg Sax complete this two year term of office, one year remaining.
  - Moved by Mrs Tracey Wilson.
  - Seconded by Mrs Soraya Bews.
  **Decision:** Endorsed by all members.

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.)

- **Vote of Thanks and Acknowledgement to: Mrs Angela Turner and Mrs Debbi Robertson-Stainsby.**
  - Moved by Mrs Sally-Ann Summers.
  - Seconded by Mr Ashley Proud.
  **Decision:** Endorsed by all members.
• Elect a School Council Chairperson for 2015-2016
  o Nominations are: Ms Raelee Milne.
  o Seconded by: Mr Ashley Proud.

Decision: No other nominations were received. Ms Raelee Milne elected as School Council Chairperson for 2015-2016.

• Vote of Thanks and Acknowledgement to Raelee Milne Chairperson 2014-2015 for her diligence, passion, perseverance as the McDowall State School Council Chairperson.

Decision: Endorsed by all members.

• Elect a School Council Secretary for 2015-2016
  o Nominations are: Ms Sandra Davis.
  o Seconded by: Mrs Tracey Wilson.

Decision: No other nominations were received. Ms Sandra Davis elected as School Council Secretary for 2015-2016.

• Confirm School Council membership understanding of: School Councils Information Module, School Council Constitution and School Council Code of Conduct.
  o General presentation and discussion by Chairperson.

The Principal is currently planning school structures and programmes. He is also recruiting teachers and other personnel to deliver quality educational experiences for projected student enrolment 2016. In doing so, it is evident that ‘Our Great State School’ is at a cornerstone where decisions made today will influence future direction of the school. The Principal is therefore seeking School Council advice and comment on key decisions to be made during the next week or so.

Documents to be tabled at School Council Meeting:
1. McDowall SS Enrolment Projection 2015-2016 based on 17.08.15 enrolment.
2. Staff Action Research Sequence …… on Staffroom pinboard.

PRINCIPAL PRESENTATION

• School Enrolment Management Planning (Continuing)
  o General presentation and discussion by Principal.
  o Director-General (Central Office) produces the template.
  o Important that McDowall State School remains within its physical enrolment capacity.
  o All State Schools are required to implement Enrolment Management Planning when they reach 80% capacity.
  o Enrolment management does not mean ‘exclusion’. Enrolment management means that the Principal manages the enrolment intake to operate the school within facility capacity. This may mean holding back space to respond to possible future enrolment. Furthermore, quality experience for students rather than quantity! Principal’s decision.
  o McDowall SS rarely enrolls an out-of-catchment residing student into Years 1-6 during the school year.
  o McDowall SS does enrol out-of-catchment residing students into the Preparatory Year to constitute 6 x Preparatory Year classes.
  o Previous year experience / trends demonstrate that once a class is configured or lost, this result is maintained P-6 affecting school operations for that entire timeframe.
  o EQ Staffing Planner does not provide a ‘rounding benefit’ to support class configuration. Eg. If X students = 36.45 teacher salaries, then the school is funded at an actual 36.45 teacher salaries. Should a ‘rounding benefit’ apply, then the Principal will rely on it, to reduce student enrolment intake from 2016. Should a ‘rounding benefit’ not apply, to avoid multi-age class groups, the Principal must lose an entire class or enrol the required student number to support the teacher salary. Should the Principal avoid constituting multi-age classes?
School Enrolment TRENDS 2015-2016 If the Principal does nothing?

- The Principal will table a Projected Enrolment Overview 2015-2016. It will not be provided electronically.
- Since Day 8, 2015 McDowall SS enrolment has grown from 924 to 948 students, with a transfer exit number of 15. This means we have enrolled 39 students from in-catchment since Day 8, 2015.
- Noting the smaller trend toward Private Schools, with an anticipated Preparatory Year enrolment (6 classes) of 144, McDowall SS enrolment will realise 984 students at Day 8, 2016. To ensure 144 students enrol into Preparatory Year, McDowall SS usually accepts more students than 144, offsetting duplicate enrolments and itinerancy 2015-2016 to ensure a 6th teacher salary. Not to do so, means a real possibility of only 5 classes or a multi-age P-1 class being configured. Alternatively, as occurred in 2014, we needed to configure a 7th class for which McDowall SS no longer has room or space.
- Should the Principal do nothing, McDowall SS enrolment will approach 1,000 students by the end of 2016 before stabilising at between 880-1,000 students.
- McDowall SS Principal forward planning is based on 40 classrooms with a preferred ceiling of 38/39 classes, allowing for a Japanese Classroom. In 2015, McDowall SS had 37 classes + Japanese + Small Group Room + Instrumental Music Room. In 2016, McDowall SS will require 39.46 teacher salaries or perhaps 40 classrooms.
- Other classrooms that may be brought back into service by the Principal include: II-2, H1, M1 bringing an additional 100 enrolment spaces on-line but removing Child Needs & Special Education Team space, Teacher Planning (HoC & MT) space and Music space.

Simplistically:

- 7 Years x 144 = 1,008 students.
- 7 Years x 120 = 840 students (Where enrolment was in 2006)
- 7 Years x 140 = 980 students (4 students less that a full teacher salary. Equivalent to 5 x 28 students)
- These projections do not factor in transience during the school year or change in economy.

Issues for Consideration:

- If potential out-of-catchment area parents believe that McDowall SS enrolment is closed, this is a difficult perception to change. Parents seek certainty. Potential out-of-catchment area enrolments are required for the sustained enrolment levels within the school. Eg. 57% of enrolment is drawn from in-catchment. School funding, salaries, facilities, resources and regional programme investments are funded per capita. McDowall is a suburb in transition – affecting school operations and quality experience …. Stability is drawn from out-of-catchment enrolments.
- McDowall SS students benefit from full-time Specialist Staffing (economy of scale) rather than Specialist Teachers being drawn from a State Schools circuit. Eg. PE, Music, Japanese, Child Needs, Speech Pathology, GO (0.5), Instrumental Music, etc.
- Third DP appointed if school sustains 950+ enrolment for 8 months+. Out-of-School Hours Care, with new Sports Centre, can accommodate parent demand, within licence.
- School accessibility: Parents expect to use their car to set down / pick up students. Bus numbers are declining.

School Discussion Points

- Students do not enrol in neat bundles of 24 or 28 students (Teacher/Student Ratio). In an enrolment growth scenario, the Principal may easily constitute class sizes of 24 or 28 students. But as we are seeking to contain (indeed lower) school enrolment, losses are determined through either student transfer to another school or by reducing Preparatory Year intake. This likely will result in Multi-Age Class configuration somewhere within the school.
- School Council indicates a preferred student enrolment option of 980 students. Do not want loss of ‘economy of scale’ programmes yet are concerned with 1,000 student enrolment and whether infrastructure can adequately provide quality experience for enrolled students.

School Plan 2014-2017

- In 2013, McDowall SS progressed through a formal school review (a) Administration Audit (b) Curriculum and Teaching / Learning Audit (c) Discipline Audit (d) Grounds Shed Audit.
- In 2013, School Council endorsed a School Plan 2014-2017 which builds on recommendations drawn from these audits toward the next suite of formal audits due anytime in 2017. The School Plan also draws on the Expression of Interest lodged by the school in becoming one of the first IPS State Schools in Queensland.
- Principal has outlined a clear interpretation of the School Plan for practical implementation within the school. This document is called “Annual Implementation Plan Checklist 2015” and is a working / unofficial document not made available to the general public or outside this school. This interpretation is a ‘massive’ undertaking by the professional leadership and teaching staff of this school. What is not fulfilled will be reviewed and included within the next School Plan.
Staff Action Research & Performance Development Planning 2015-2016
- Building on the documents stated above, all teachers are involved in Staff Action Research (How to professionally address issues that may be adversely affecting the achievement of heightened student achievement?) and Performance Development Planning (What do staff need to know and be able to do better, in delivering on our heightening student achievement agenda?)
- Sequential copies are located on the staffroom wall for staff cross-referencing.
- Management Forum monitors and oversees this process.

School Programming 2016 (No firm decisions made yet)
- In 2015, both Specialist PE and Music Teacher Programmes were extended into the Preparatory Year.
- In 2015, the Instrumental Music Immersion Programme Years 3-6 was begun. We are committed to continuing this programme into 2016 and beyond. We have made professional contact with Dr Anita Collins (Associate Professor in Music Education at Canberra University) to assist us measure the effect that this programme has on student achievement. [Working through Education Queensland]
- In 2014, EQ stated that their policy expectation was that LOTE would be extended P-6 within 10 years.
- In 2016, it is possible to extend Specialist Japanese Programming P-6? **OR**
- In 2016, it is possible to extend Specialist PE Programming at an additional 1hr per week across P-3? This would mean a reduction of Japanese to Years 4-6. It is mandatory to teach Japanese at 1.5hrs week across Years 5-6 at present. When EQ extends this mandatory provision, the PE teacher will need to be transferred from McDowall SS. **OR**
- From 2016, it is possible to develop a PE / Sports Programme like the Instrumental Music Immersion Programme but for P-6 (all classes). Given the economy of scale, it **may** be possible to deliver such an extra-curricula programme at a **much cheaper** rate. This would be in addition to that already provided by Mr Paul Henderson. We could explore opportunities to dovetail into other Sports Organisations Programmes. We already have such contacts but we would need to ‘lock in’ arrangements soon. No details available yet as no real planning has begun. There are many issues to be resolved concerning this proposal. We are simply in the ideas phase.

School Council Discussion Points
- School Council members were invited to peruse the Action Research & Performance Development Plans located on the Staffroom pin board. Members were impressed with the work being undertaken by teachers.
- School Council members indicate favourable parent community support toward the Instrumental Music Immersion Programme.
- Should it be possible (?) School Council members indicated a preference for PE to be extended at an additional 1hr per week across P-3.

The Principal is working with Regional HR to review Teacher Applications for McDowall SS 2016 and address Teacher Transfer Requirements from McDowall SS 2015. To appoint the ‘right’ people, the Principal needs to have answers to many of the issues raised in this discussion agenda. This agenda should generate some very interesting ideas. The question is: What should the student experience at McDowall SS be like during the years ahead and how should we deliver it, knowing that our primary role must always be to heighten student achievement across the school? There will always be tension between vision and practical reality. This is why we meet as a School Council.

10. Meeting Closure

- Meeting closed at 8.15pm


- Responsible Behaviour Plan for Students 2016-2018
- Student Dress Code
- Homework Policy Hours
- Workplace Reform Proposals.
**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 Council Information Module and Code of Conduct, Enrolment Management Planning Review, Responsible Behaviour Plan for Students.
  - 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

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**MEETING MINUTES PREPARED BY:**

<table>
<thead>
<tr>
<th>SECRETARY SIGNATURE:</th>
<th>Sandra Davies</th>
<th>DATE:</th>
<th>Over-sign please.</th>
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**MEETING MINUTES CONFIRMED AT NEXT SCHOOL COUNCIL MEETING**

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