



MCDOWALL STATE SCHOOL COUNCIL

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

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Chairperson: Soraya Bews

Secretary: Sally-Ann Summers

MEMBERSHIP:

	Name	Membership		
	Bruce Fogarty	Official – Principal		
	John Bradley	Official – P&C President		
	Kayleen Morgan	Elected Staff (2019-21)		
	Annabelle Allon	Elected Staff (2019-21)		
	Heath McDonald	Elected Staff (2018-20)		
	Sally-Ann Summers	Elected Staff (2018-20)		
	Paul Johnson	Elected Parent (2019-21)		
A	Jennifer Walker	Elected Parent (2019-21)		
	Soraya Bews	Elected Parent (2018-20)		
A	Maryanne Humphries	Elected Parent (2018-20)		

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 18th March, 2019.	7pm – 8pm.	School Staffroom.
Monday 10 th June, 2019.	7pm – 8pm.	School Staffroom.
Monday 19 th August, 2019.	7pm – 8pm.	School Staffroom.
Monday 14 th October, 2019.	7pm – 8pm.	School Staffroom.
Monday 11 th November, 2019.	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 11th November, 2019. SCHOOL STAFFROOM. 7.00pm-8.00pm.

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

1. Welcome – By School Council Chairperson

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2. School Council Membership Apologies

- Jennifer Walker
- Maryanne Humphries

3. Confirmation of Minutes of previous School Council Meeting

- Confirmation of previous School Council Minutes dated 19th August, 2019.
- Moved by: John Bradley
- Seconded by: Sally-Anne Summers

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.)

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 & Balance Sheet Summary Report

School Budget tabled: Draft at 18th March and Final at 22nd March, 2019.

Budget Overview Report: Tabled, issued and discussed.

Decision: Endorsed by all members.

▪ **School Council Meeting Dates 2020.**

Annually, the School Council seeks to meet five times each year, avoiding critical busy periods for the school while also seeking to meet key planning dates. Additionally, School Council seeks to avoid periods of member unavailability. Based on the existing calendar, the following meeting dates are proposed for 2020.

Mondays from 7pm-8pm 9th March, 8th June, 17th August, 12th October and 9th November, 2020.

Moved by: Heath McDonald

Seconded by: Sally-Anne Summers

Decision: Endorsed by all members.

▪ **Investing for Success 2020.**

The Investing for Success Initiative has now been operating for six years. The template for 2020 will soon be available. A copy of the Investing for Success 2019 (from the school website) was tabled. It is proposed that McDowall SS continue rolling out across P-6 the Speech Language Pathology and Teacher-Aide support programme designed to target (a) Student vocabulary extension (b) Student reading comprehension (c) Student writing. It should be noted that the annual grant of \$298,386 remains static (not having increased) so as salary costs increase, school enrolment fluctuates, etc the staff investment must decline. TA EB 2019 now requires teachers-aides to work to a pay structure where three different Role Descriptions apply, the employee being paid accordingly. This significantly reduces the teachers-aide hours available within the school from 2020.

- It is not proposed that Speech Language Pathology time be reduced. This specialist professional investment is both responsive to early literacy issues and informative regarding teacher intervention and support toward students.
- It is not proposed that the Administration Officer time be reduced from 24hrs (although some slight hours variation may be required) as this role attends to school newsletter, facilities hire, electronic message board and special school events management – all reducing work load on both Business Manager and other Administration staff focusing on core school operations. Eg. TA workforce.

Annually, the school uploads an Investing for Success Report to the school website so that parents may access tracked outcomes for the past year. Annually, the school uploads an Investing for Success Agreement (School Council Chair endorsement) so that parents can see how these funds are being expended.

It is proposed that the Investing for Success 2019 Initiative progress and continue into 2020, with the following amendments.

1. Teachers-aides are to be placed within the general Teachers-Aide workforce, not separated as I4S teacher-aides. They are to undertake duties as assigned to their official Role Descriptions, extending their influence across multiple Year Levels and within teachers-aide teams.
2. All Teachers-Aides need to account and report on their influence in extending the learning of all students. The Investing for Success Report will focus on how the Investing for Success increased Teachers-Aide time has delivered a more effective Teachers-Aide workforce (team delivery).
3. The Investing for Success Initiative targets student vocabulary acquisition, reading and reading comprehension – with benefits rolling over onto writing standards.
4. The School Council Chairperson needs to sign-off on the Agreement in February, 2020, so School Council agreement was sought and provided at this meeting.

Moved by: Soraya Bews

Seconded by: Kayleen Morgan

Decision: Endorsed by all members.

▪ **School Performance Data Sets 2019**

McDowall State School Headline Indicators have been released. These are 'Confidential' and are made available to School Council members during the meeting. This analysis enables School Council members to compare and cross-reference school performance. Further analysis will be completed by the Principal in both reviewing school performance in establishing 2020 targets and to inform the Investing for Success 2020 and School Improvement Plan 2020. These revised targets are used by teachers and staff to inform their Action Research and Performance Development Plans 2020.

Tabled and discussed.

Decision: Endorsed by all members.

▪ **School Curriculum Update.**

McDowall SS curriculum and assessment development is outlined within the School Plan 2018-2021. Ms Vanessa Crowhurst (Head of Curriculum) attended to provide School Council with an update on progress toward our next school review due in 2021. School Council members reviewed, discussed and asked questions regarding tabled documents and the Curriculum (draft) Model.

Soraya Bews thanked Vanessa Crowhurst on her clear presentation. As further curriculum develop revolves around both (a) Student engagement; and (b) Work Unit Topics; it was suggested that further information be made available to parents so that they may be increasingly supportive of teacher endeavours. It was requested that Vanessa Crowhurst attend a future School Council meeting in 2020 to further discuss school curriculum.

Moved by: Soraya Bews
Seconded by: Annabelle Allon

Decision: Endorsed by all members.

▪ **NAPLAN On-Line Update.**

NAPLAN is scheduled to occur on-line across all schools now from 2020. The Qld Education Minister has indicated that schools who don't feel ready, may delay their transition on-line until 2021. QCAA seek that all Queensland State Schools engage from 2020. McDowall State School engaged with a NAPLAN On-Line Readiness Test across Years 3 & 5 during the first week of Term 4. This test provided students with a 'play' within the NAPLAN On-Line environment while the school tests its technical capabilities. The success of this experience would suggest that McDowall State School should implement NAPLAN On-Line from 2020. Heath McDonald (Year 5) reported that teachers were delighted with how smoothly the NAPLAN On-Line experience was conducted. Parent information will be issued early 2020.

Moved by: John Bradley
Seconded by: Paul Johnson

Decision: Endorsed by all members.

▪ **School Enrolment Management 2020+.**

EQ Demographics regularly monitor current and future enrolment trends. McDowall SS has 40 classrooms made available for class use. Other spaces are used to support specialist programmes. Eg. Specialist staff, Learning Support, Special Education, etc. In Term 3, 2019 student enrolment numbers increased, warranting the appointment of a 41st class teacher who now works across six existing Year 2 classes to reduce workload. There is every reason to believe that 41 x classes will be sustained into 2020 with likely reduction from 2021. This means that in 2020, 12 will be brought on-line as a classroom.

The most recent Demographics Report on 29th July, 2019, previously tabled at School Council and provided to both

School Council Chairperson and P&C Association President, highlighted EQ concern about the continuing numbers of out-of-catchment students within the school population.

- School enrolment is currently 1,030 students.
- Enrolment Management applies Years 1-6 with few, if any out-of-catchment enrolments possible.
- In 2020, of 144 possible Preparatory Year enrolments, 135 reside within-catchment. Vacancies are held open for Christmas Vacation movement + out-of-catchment enrolments.
- Increasingly, student transience rates are falling which means that once enrolled, student numbers are retained. Complicating this issue, is that accepted out-of-catchment enrolment siblings then also subsequently seek enrolment. So enrolling one student to justify a teacher salary results in 2, 3, 4 additional students in other Year Levels.
- From 2020, Kelvin Grove State College are seeking to prohibit 'out-of-catchment' student siblings to automatically be considered for enrolment. It is recommended that McDowall State School also do so.
- Should McDowall SS enrolment growth not be contained, the Principal will need to reduce Preparatory Year enrolment down to 5 x classes so that progression through the school will reduce school enrolment overtime?

School Council requested that the Principal draft an amendment to the McDowall SS Enrolment Management Policy to restrict 'out-of-catchment' student siblings from being automatically considered for future enrolment. This redraft is to be tabled at a future School Council meeting for review.

Moved by: Bruce Fogarty
Seconded by: Heath McDonald

Decision: Endorsed by all members.

Post Note: Principal discussed this matter with Assistant Regional Director. He indicated that the Kelvin Grove State College request was unlikely to be approved.

▪ **Time Capsule Inclusions.**

What items should School Council prepare for inclusion with the School Time Capsule which is to be buried early 2020 and not reopened until 2035? Soraya Bews will draft a brief "Letter to the Future" on behalf of the School Council. Some Tartan Uniform material will be included. School Council photograph, Minutes and School Plan 2018-2021 will also be included.

Decision: Endorsed by all members.

▪ **Questions for Discussion and Recommendation.**

Both the Education Act and EQ Policy changes are occurring presently with view that the School Council assumes an increasing strategic oversight of various school policies. The existing Responsible Behaviour Plan for Students is to be phased out in 2020. All schools are to draft a new Student Code of Conduct with School Council to authorise and P&C Association to be used as the consultative forum. Policy inclusions will require the discussion and a clear established position on a number of issues. Questions have been tabled below to prompt future School Council discussion.

- Should students be permitted to bring mobile phones to McDowall State School?
- Should students be permitted to wear in-line capable wrist watches at McDowall State School?
 - How should this be enforced? What should the consequence be if a breach occurs?
- Which Year Levels should be permitted to engage within the BYOD Initiative? Currently Years 5-6.
- Should the McDowall State School continue with a Homework Policy?
 - How should this be enforced? What should the consequence be if a breach occurs?
- Student Suspension and Exclusion provisions remain within the Education Act and Regulations.
- McDowall SS will establish an additional Year 3 Strings class in 2020. Should this be annually retained and progress across Years 3-6?
- Identify strategies that would promote P-2 prompt departure from the school grounds.
- Outline the extent of works that should happen to refurbish and sustain the school oval.

- Meeting closed at 8.15pm.

11. Next Meeting ... 9th March, 2020.

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

- Refer to School Council Charter 2018-2021.

MEETING MINUTES PREPARED BY:

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

DATE:

MEETING MINUTES CONFIRMED AT NEXT SCHOOL COUNCIL MEETING

CHAIRPERSON SIGNATURE: Soraya Bews
Over-sign please.

DATE: