



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@mc Dowallss.eq.edu.au

Chairperson: Soraya Bews
Secretary: Sally-Anne 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)
A	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)
A	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 07 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 8th March, 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
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2. School Council Membership Apologies
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- Heath McDonald
- Maryanne Humphries
- Jennifer Walker

3. Confirmation of Minutes of previous School Council Meeting

- Confirmation of previous School Council Minutes dated 16th November, 2021.

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: Tabled for Endorsement on 08.03.21.

School Budget Overview Report 08.03.21 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.

Moved by: Kayleen Morgan

Seconded by: Annabelle Allon

Decision: Endorsed by all members.

▪ **School Council News Update 2021.**

- ✓ Please note the School Council Meeting dates and times for 2021.
- ✓ Honeywill Consulting has progressed K Block Extension & Toilet Refurbishment to tender after plans were endorsed by Department of Education. Contractor tour of facility was held last week. We are now awaiting tender closure and preferred tender recommendation (with final price).
- ✓ Honeywill Consulting has progressed (a) Duplication of Kiss-and-Ride Facility structure (b) Replacement Access Pathway from Kiss-and-Ride Facility to School Buildings (c) Sealing and guttering of School Oval Car Park; to tender after plans were approved by the Principal. Tenders are due within a fortnight. School awaits arborist report on native tree removal.
- ✓ No further news regarding the Department of Education acquisition of additional land.
- ✓ Developer has bought the acreage along the School Oval western fence-line and is currently seeking access to storm-water drains inside the school grounds.
- ✓ P&C Association decided at its General Meeting on 22nd February, 2021 that the Building Fund will acquire and store tax deductible funding toward a proposed full-sized steel-structure covering a multi-purpose netball court beside the School Oval – including retention works and a tennis practice wall.
- ✓ Year 6 Celebration Dinner and Awards Presentations were successfully held at the Eatons Hill Hotel and Function Centre on 8th December, 2020. It has been proposed by the P&C Association that this should be an annual event, pending cost increases as COVID-19 vacancies become less prevalent.
- ✓ School start for Day 1, 2021 received positive parental feedback. P&C Association proposed that a similar strategy be implemented in 2022.
- ✓ Parent Information Evenings were held over 8th & 11th February, 2021 and were well attended within only one parent attending.
- ✓ Teacher Parent Interviews were held over 22nd February to 5th March, 2021.
- ✓ Discussions have occurred during School Council meetings regarding Homework (a) Changes to Act and Regulations (b) Department of Education amendments to Queensland P-12 Curriculum & Assessment and Reporting Framework. Homework policy is a school-based decision and can be linked to the Student Code of Conduct. The Department of Education Policy is being removed from their website, reference being made within the QCARF revised document Home Work or Flipped Curriculum or Home Study (preparations) should be linked within meaningful School Curriculum Work Units. Eg. Yes, some routine reading, research, project work, instrument practise, etc but generally investigations that best prepare students for their formal studies within the school day. This does not include sending home weekly Work Sheets that require teacher marking (taking them away from quality teaching). The concept of extending the school day into ‘home hours’ has been rejected previously by School Council and parental survey during previous deliberations. Teachers see little advantage in home work without direct parent supervision and engagement resulting in quality home instruction. A revised McDowall SS Homework Policy will be forwarded to School Council members within the fortnight for perusal and comment. [Refer to previous School Council Minutes regarding this topic]
- ✓ It is planned for a draft Student Code of Conduct document to be forwarded to School Council members by conclusion of the Easter Vacation (if not earlier) for perusal and comment. [Refer to previous School Council Minutes regarding this topic]
- ✓ Department of Education is now requiring all State Schools to be formally reviewed by up to three Senior Principals (Reviewers) every four years. The McDowall SS Plan 2018-2021 now requires review. A formal School Review will be held 15th – 18th June, 2021. To best provide all needed school-based information, McDowall SS will initiate an ‘internal’ School Review early Term 2 and make available information to the School Review Team. They will then independently work across the school. The School Review Team will seek to speak with both the School Council Chairperson and P&C Association President.

Decision: Endorsed by all members.

▪ **McDowall State School Annual Improvement Plan 2021**

The McDowall SS AIP 2021 is the fourth and final plan drawn from the School Plan 2018-2021. Document copy was made available to each School Council member. Principal provided an overview and moved for document endorsement prior to upload onto the school website.

Moved by: Sally-Anne Summers

Seconded by: Paul Johnson

Decision: Endorsed by all members.

▪ **McDowall State School Workforce Plan 2021 (Confidential)**

The McDowall SS Workforce Plan 2021 aligns with the School Plan 2018-2021 and AIP 2021. Document copy was made available to each School Council member. Principal provided an overview and moved for document endorsement.

Moved by: Annabelle Allon

Seconded by: Sally-Anne Summers

Decision: Endorsed by all members.

▪ **McDowall State School Investing for Success Agreement 2021**

The McDowall SS Investing for Success Agreement 2021 aligns with the Workforce Plan 2021 and the School Plan 2018-2021. This agreement required review due to the 'Fixed Term Employment Directive 09/20' to reduce financial liability against McDowall SS from 2021 and to engage a five year transition plan to further decrease liability. Consultation occurred with the School Council Chairperson so that Commonwealth funding could be expedited. Document copy was made available to each School Council member. Principal provided an overview and moved for document endorsement prior to upload onto the school website.

Moved by: John Bradley

Seconded by: Annabelle Allon

Decision: Endorsed by all members.

▪ **McDowall State School Teacher Aide Time Analytical 2021 (Confidential)**

The McDowall SS Teacher Aide Time Analytical 2021 is closely aligned to the Workforce Plan 2021. Document copy was made available to each School Council member. Principal provided an overview and moved for document endorsement.

Moved by: Paul Johnson

Seconded by: John Bradley

Decision: Endorsed by all members.

▪ **McDowall State School Budget 2021 (Confidential)**

The McDowall SS Budget 2021 (Draft) funds and supports implementation of the School Plan 2018-2021 and AIP 2021 while aligning with Workforce Planning 2021. Strong partnership linkage occurs with P&C Association funding. Document copy was made available to each School Council member. Principal provided an overview and moved for document endorsement.

P&C Association President confirmed that he would move that the P&C Association invest a further \$50,000 into the School Budget 2021 in supporting capital works (preferably the Kiss-&-Ride Facility Structure) with payment due Term 2. Principal further noted some minor amendments to be made.

Moved by: John Bradley
Seconded by: Paul Johnson

Decision: Endorsed by all members.

▪ **McDowall State School Principal Professional Development Plan 2021 (School Council Chairperson only)**

The McDowall SS Principal annually lodges a 'Performance Development Plan' with his supervisor. As a courtesy, he has also requested that the School Council Chairperson peruse and co-sign this document as the Principal's work closely aligns the School Plan 2018-2021 and AIP 2021. Document copy was made available to the School Council Chairperson for perusal and endorsement.

10. Meeting Closure

Principal advised School Council members that they would be welcome to attend / participate within the School (Informal) Review. John Bradley shared his experience of the School Review 2017.

▪ Meeting closed at 8.10pm.

11. Next Meeting ... 7th June, 2021.

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

- Refer to School Council Charter 2018-2021.
- McDowall SS Home Studies Policy.
- McDowall SS Student Code of Conduct.

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: