



Onslow School Council

Minutes

Date:	26 th February 2024	Location:	STEM Room
Meeting opened:	5:00pm	Meeting Closed:	6:41pm
Chair:	Tara Colum		
Attendees:	Lisa Campbell, Tara Colum, Adele Marchment, Adam Conwell, Suzanne Wilson, Danielle Pell, Tamara Mott, Amie French		
Apologies:	Jess King		

Onslow

School is committed to quality teaching, high expectations and success for all students

Time	Item	Discussion/Progress Report	Action Items
5:00pm	Welcome	Tara opened the meeting. Previous minutes moved by Tara and seconded by Suzanne.	<ul style="list-style-type: none"> - Lisa to investigate possibility of renewal or replacement of Fogarty. - Positive update, a replacement is in the works, more information to follow.
5:05pm	Resignations	<ul style="list-style-type: none"> - Matt Bishop – Resignation letter received via email - Rachel Easton – Resignation letter received via email 	N/A
5:06pm	2 x parent representative vacancies	<p>Only one parent representative nomination received prior to meeting – Amie French.</p> <p>As per terms of reference, no need for election as nomination received, less than positions vacant. Amie was accepted as parent representative.</p> <p>Secretary role still needs to be filled by a member of the council.</p>	1/24 - Tara to email Cassie to commence criminal screening and school council nomination form completion.
5:10pm	1 x community representative vacancy	As per terms of reference, list of nominations received by Lisa. Members voted Tamara Mott into the position.	2/24 – Tara to email Cassie to commence criminal screening and school council nomination form completion.

5.15pm	School name change update	School name change documents are still sitting with the ministers office, Lisa to provide update when received.	Nothing to progress until response from minister's office.
5.20pm	Updated terms of reference.	Discussion around Terms of reference point 15.2. Question raised about how long we proceed with a member who provides a lack of explanation for not attending meetings. Members agreed that two meetings without explanation should be enough grounds. Was noted that members did not receive calendar invitation or teams invitation for this meeting. Moving forward this is essential.	3/24 – Calendar invites to be sent for each meeting including teams invitation for those who are unable to be in person.
5.25pm	Foundations of effective council or board PDF.	Document provided to all members, discussed that it provides a good snapshot of what an effective council looks like and easy to follow format.	No further action.
5.30pm	Online council and board workshop – May 2024	Registration completed for 17 th May – Lisa and Tara to attend.	No further action.
5.35pm	Review school council survey.	<p>School council survey results were shared electronically prior to the meeting and in hard copy format for those in attendance. Members discussed ratings and determined that scores 3 and above were reasonable and scores below 3 needed to be addressed.</p> <p>After review of the data, members agreed the following points were to be the focus points for improvement:</p> <ol style="list-style-type: none"> Raising awareness in community and responding to community needs. <ul style="list-style-type: none"> Name badges to be made for council members Council members photo to be added to new website and Onslow School FB Post End of year concert – school council to be included in the agenda Questions for our school council advertised on once a term newsletter. Questions to be raised at each meeting and answers published in the next newsletter. Induction process to be established for new members. <ul style="list-style-type: none"> Code of conduct to be created. 	<p>4/24 – School to create name badges for school council.</p> <p>5/24 – Photo to be taken of council members at next meeting and added to school website and FB Post.</p> <p>6/24 – QR code created and placed in school newsletter for questions for our school council.</p> <p>7/24 – Subcommittee to be formed to create a code of conduct.</p> <p>8/24 – Create induction pack and flow chart for new members as well as google drive for all members to access.</p>

	<ul style="list-style-type: none"> • Create an induction pack including ToR, code of conduct, flow chart, school council personal information form, online modules, criminal screening documents. <p>3. School plan – annual process and strategy development</p> <ul style="list-style-type: none"> • Clear description each meeting as to where it is at. • Budgets – more transparency and understanding of funding component. • More time to be allocated during meeting to discuss. 	
6.35pm	<p>12 month standing agenda (plus general business and community questions)</p> <p>With the inclusion of community questions to the council, we will move meetings to be held in W7 to allow for questions to be received.</p> <p>T1 W7</p> <ul style="list-style-type: none"> - Actions register - Annual Report feedback discussion - Business plan progress - Funding agreement - Review Chevron sponsorship - General business - Community questions <p>T2 W7</p> <ul style="list-style-type: none"> - Actions register - Business plan progress - Public school review - Census results - General business - Community questions <p>T3 W7</p> <ul style="list-style-type: none"> - Actions register - Budget review 	Set schedule for meetings.

		<ul style="list-style-type: none"> - Contributions and charges - Booklists - NAPLAN results - Business plan progress - General business - Community question <p>T4 W7</p> <ul style="list-style-type: none"> - Actions register - Business plan progress - End of year planning - General business - Community questions 	
6.39pm	Community questions	<ol style="list-style-type: none"> 1. Parent class representatives – school to push out notification out via school stream calling for parent representatives. School will announce parents for each class in the coming weeks. 2. Teachers carpark – concerns raised about parents parking nearly the early years classrooms in the teacher allocated parking, on neighboring property and curbside. School will issue communication to parents and continue to monitor. 	No further action – all operational requirements school will follow up external to council meeting.
6.41pm	Meeting closed	Next meeting – Week 7	

Meeting minutes accepted meeting 11th March 2024



Chair Signature _____

2024 Action Register

No.	Meeting date	Description	Status/Ongoing	Owner/responsibility	Due date
1/24	26/02/2024	Tara to email Cassie to commence criminal screening and school council nomination form completion		Tara	28/02/2024
2/24	26/02/2024	Tara to email Cassie to commence criminal screening and school council nomination form completion		Tara	28/02/2024
3/24	26/02/2024	Calendar invites to be sent for each meeting including teams invitation for those who are unable to be in person.		Tara	7 days prior to T1 W7
4/24	26/2/2024	School to create name badges for school council.		Lisa	T2 W7
5/24	26/2/2024	Photo to be taken of council members at next meeting and added to school website and FB Post.		Lisa	T1 W7
6/24	26/2/2024	QR code created and placed in school newsletter for questions for our school council.		Lisa	T2 W3
7/24	26/2/2024	Subcommittee to be formed to create a code of conduct. - Lisa, Tara, Adam and Danielle		Subcommittee	T2 W7
8/24	26/2/2024	Create induction pack and flow chart for new members as well as google drive for all members to access.		Tara	T2 W7

