



Holy Rosary School School Advisory Council Agenda and Minutes

Minutes and agenda are confidential

Term: 3	Date: 26 July 2023	Location: Staffroom	
Time Beg. 6:30	Time end: 8:04		
Apologies: Pilar Abou Haila Maria Sedunary			

Expectations of Council Members ([SAC Terms of Reference p.6](#))

Each council member is required to commit to the following:

- understanding the council's role
- having a positive and constructive attitude
- elevating any appropriate issues for consideration by the council
- declaring and not allowing any personal interests to conflict with the interests of the school and properly manage any conflict of interest in accordance with the School's Conflict of Interest Policy
- preparing for council meetings
- attending each council meeting, unless there are extenuating circumstances
- bringing expertise and views to discussions on behalf of the whole community
- participating actively and responsibly
- acting honestly and fairly, in good faith and in the best interests of the school
- acting ethically and with a high level of integrity
- conducting themselves professionally and treating other council members fairly, sensitively, consistently and with respect
- undertaking council work with reasonable care and diligence
- participating in council formation activities
- keeping confidential the information received in the course of service as a council member
- not taking improper advantage of their position as a council member
- abiding by the applicable MACS school governance policies and key documents including MACS Statement of Mission, Working Together in Mission, school's Child Safety Code of Conduct and Conflict of Interest Policy.

SAC Goals

The SAC will provide....

1. advice to the principal on important school matters on behalf of the school community

2. a point of connection between the wider school community, parish and school leaders
3. support the principal, school leadership and staff

Action items	Date Set	Accountable	Date due
Determine next steps for building Nforma platform for Holy Rosary, including attending demonstration.	24/7/23	Laura and Chris	Next meeting
Determine working bee tasks that need to be completed prior to family fun day - which can be done by parents and which need to be paid/tradesperson jobs.	24/7/23	Rachel and Chris	Next meeting
Arrange catering for parent catch up events on 11/8 and 18/8	24/7/23	Rachel	11/8/23
Give SRC overview at Prep parent evening	24/7/23	Laura	TBC
Promote Chaos to Calm webinar on 17/8 to parent community	24/7/23	All SRC	Prior to 17/8
Summary of Independent Education Union Victoria/Tasmania Catholic Education multi-year Enterprise Agreement 2022 vote in the newsletter https://www.ieuvictas.org.au/vca23resources	24/7/23	Chris	3/8
Distribution of Council's proposed Purpose and Vision to members and F&SC Chair	24/7/23	Laura	12/8
Provide feedback on Council's proposed Purpose and Vision to Laura so that it can be agreed at the next meeting. Laura to incorporate points where appropriate from PEC constitution.	24/7/23	Laura	Next meeting
Send the constitution of the prior iteration of Council (PEB) to Laura.	24/7/23	Damien	5/8

Item No:	Topic	Name	Time Allocation	Main Discussion points	Actions/Outcomes (Who and when)
1.	Prayer Acknowledgement of Country	Damien		<ul style="list-style-type: none"> ❖ Prayer ❖ Acknowledgement of country 	
2.	Priest update	Fr. Thang			There were technical issues on the Sunday Eucharist mass otherwise all went well.

					<p>There is currently an interim principal at St brendans. Process has begun to get a new Principal. Fr and Chris will be on the panel.</p> <p>There are some issues with the parish house gutter.</p>
1.	Communication	Laura/ Christine		❖ Update on communication	<p>Laura showed a short video of Nforma and what the platform will look like for teachers and parents.</p> <p>Action: Laura to follow up with Chris about attending demonstration</p>
3.	Working Bee	Rach/Chris		❖ Working bee update - preparation for Family Fun day!	<p>ACTION: Rach to meet with Chris about planing what needs to be done pre family fun day, more specifically, possible paid tasks.</p> <p>Family fun day is Saturday 16 November. Clean up at least a couple of weeks before.</p> <p>Possibility of a working bee on the week of 4/11/2023. This may include an induction for parents.</p>
4.	Year Level Update	Leona		❖ Upcoming events / updates	<p>Year Level catch ups in August.</p> <p>ACTION: Rach to organise food. Dates as 4/8 and 18/8</p> <p>There has been a lack of attendance for the Fundraising meetings. FFD - attendance can also be an issue What are we fundraising for? There is not Not out there enough</p> <p>Possibly set up another meeting to discuss attendance Induction session for parents coming into the class room. ACTION: follow up Chris with email Action: rach follow up with food for info sessions</p>
5.	Principal Report	Chris		<p>❖ General update</p> <p>❖ New Agreement and implications</p>	<p>Next years prep: 31 kids starting prep and 28 year 6's out</p> <p>Preps coming with parents at orientation</p>

				<p>❖ Happenings of the term</p>	<p>ACTION: Laura to talk during parent information night</p> <p>Mercy spirit award closes this Friday. Lots of Children have been named.</p> <p>SRC - very positive - making a difference. Having a say in Food choices and book choices.</p> <p>Religious education professional development for the teachers. First offsite was productive and second day will take place on August 4 - At Moonee ponds office. Has been positive for all staff.</p> <p>Building update: Supplementary grant is available. Chris still waiting to hear if successful in application.</p> <p>HR has a new financial partner from MACS who comes once a week.</p> <p>There is state government funding this year and Chris plans to submit an application for a grant for roof repairs.</p> <p>Chaos to Calm Webinar in August -</p> <p>ACTION: SAC members to promote</p> <p>New Teachers Award. There was a very positive Yes Vote</p> <p>It means teachers need time in Lieu for other activities they help outside of school. Give attention to what should be doing, focusing on the classroom. Keep the balance</p> <p>Finishing Friday 15 December - Teachers get time in Lieu the following week.</p> <p>Chris is going through all the activities where teachers do extra work. Depends on the school for time for finishing at 3:30 or 4:30.</p> <p>Cash reward is based on the school. No extra funds to cover the cost.</p>
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					ACTION: Chris to put something in the newsletter about the agreement - link to MACS website
6.	Fundraising/social event	Laura and Chris		❖ Update on Framework	<p>What are we fundraising for and our vision. Slides were presented.</p> <p>ACTION: Laura to send around presentation - Laura to send to Erin. Any questions or suggestions to be sent to Laura.</p>
7.	Other items	All		❖ Accepting previous minutes moving forward	<p>SAC agreed to agree on action items at the start of each meeting.</p> <p>Other: Parent skills register: Rach to follow up with Erin Events list to be provided. Parents and Teachers (events separated) Lock in week 8 for Teacher lunch</p>