



Holy Rosary School School Advisory Council Agenda and Minutes

Minutes and agenda are confidential

Term: 2	Date: 7 June 2023	Location: Staffroom	
Time Beg. 6:30	Time end:		
Apologies: 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

Previous Agenda action items

1. Laura to write an intro for a newsletter about the new platform.
2. SAC to look at getting more information out to parents about downloading app
3. Timings for Class Hosts
4. Rach/Erin and Chris to set up a list of Parent led and school led activities in newsletter
5. Laura to organise one or two idea to workshop ideas to take to fundraising group

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.	Principal Report	Chris		<ul style="list-style-type: none"> ❖ General update ❖ School photos discussion 	<p>Traffic inspectors - changing signage - looking at drop and go.</p> <p>Mothers day feedback - gathering was great to get together. Literage should be before school and too long.</p> <p>prep enrolments - 28 enrolments to date. Cut off 16 June - second cut off date will now be august. Giving more time for parents.</p> <p>Keeping it open for KCCC to visit Holy Rosary.</p> <p>Auditions for productions.</p> <p>Walk safely to school - generous to woolworths</p>

					<p>Science fair -</p> <p>Swimming - all going well</p> <p>SRC - Going well. Have committed well. Come for lunch - 2nd half. Being the best they can be. Lots of suggestions in the suggestion box.</p> <p>More play area in the hall and bean bags for the hall for lunch time.</p> <p>Webinar - No feedback as yet. 33 parents registered.</p> <p>Photos - School photos. Advanced Access</p> <p>School Pix - other options for school photos</p> <p>Requirement = check the photos before you purchase.</p> <p>Leona - Send across the links for photos for feedback</p> <p>Communion - Look at changing the date to Saturday evening at 5:30PM -</p> <p>Changing mass times - no more Saturday night masses.</p> <p>Insurance company for the mass</p>
3.	Communication	Laura/ Christine		<ul style="list-style-type: none"> ❖ Update on communication platform - new provider Nforma ❖ Next steps 	<p>Nforma - Chris had a session with the company. In the long run will be a better option. Will be able to integrate all of the office systems.</p> <p>Ability to look at student, class and school levels. Have reports and absence. Assessment for children and medical forms as well.</p> <p>Payment system and messages to be sent. Teachers to send to class groups. Newsletter is least developed.</p> <p>Will delay things for up to six months. Still taking feedback.</p>

					<p>Damien's school uses Nforma. Its local and know the needs to melbourne school. Very responsive. Things happen a bit slower. Easy to use.</p> <p>Calender has been updated.</p> <p>Parent reps to do Google reviews.</p> <p>Update on facebook. Very happy with the content.</p>
4.	Year Level Update	Maria/ Leona		<ul style="list-style-type: none"> ❖ Upcoming events / updates ❖ Year level catch ups - breaking into sections 	<p>Conducting Prep - 2 Senior catch up - Get to know SAC and fundraises</p> <p>In the newsletter ready for next term</p> <p>SAC and fundraising people to come along to Prep orientation.</p> <p>Look at recruiting for mothers day stall. Skills are transferable.</p> <p>Possibly skills share at orientation.</p> <p>Erin - provide a copy of the skills. Rach to draw up a form Nadia to send out information packs</p>
5.	Fundraising/social event	Laura and Chris Rach		<ul style="list-style-type: none"> ❖ Update on Framework ❖ Friday fun day update 	
	Working Bee	Rach/Chris		<ul style="list-style-type: none"> ❖ Working bee update ❖ Induction/children not on site (Sarah OH&S training) 	<p>No children on site Induction - everyone needs a site and task induction Possibly just one thing Revise dates and long term planning Have nice front in preparation</p>
6.	Other items	All		<ul style="list-style-type: none"> ❖ Commutes for school excursions ❖ Information about school musical 	<p>26 July next meeting</p> <p>How far is reasonable for kids to walk Accessibility There needs to be risk assessment School will need to make alternate arrangements</p> <p>There are no guidelines about distance</p>

					<p>Buses would change where could go and limit the excursion</p> <p>Continue to bring up reasons why .</p>
--	--	--	--	--	--