



Holy Rosary School School Advisory Council Agenda and Minutes

Minutes and agenda are confidential

Term: 3	Date: 31 August 2022	Location: Staffroom	
Time Beg. 6:30	Time end: 8.01PM		
Apologies: Maria and Rachel			

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

Agreed Meeting Protocols

1.

Item No:	Topic	Name	Time Allocation	Main Discussion points	Actions/Outcomes (Who and when)
1.	Prayer Acknowledgement of Country	Sarah			
2.	Principal Report	Chris		<ul style="list-style-type: none"> ❖ Update on recent school activities ❖ Changes to year six leadership 	<p>Current Events</p> <ul style="list-style-type: none"> ● Learning- P-3 staff had a day of PD for writing. Significant improvement seen in children’s writing P-2. Podcasts in 3/4N recommended for listening. (on newsletter) ● Wonder of Living Yr 5/6 - Exploring other options after feedback from staff and parents. Needs to reflect our Catholic ethos. ● Eucharist and Confirmation- Successful, especially Confirmation, except for singing. Working to enhance the singing following a long period of not singing/Masses onsite. ● 5/6 camp at Phillip Island very positive experience. Feedback provides some minor adjustments to activities specifically cooking and more time for initiatives, medication process to help with leaving punctually ● Book Week- keep focus on simple costumes with sustainability. Children excited and engaged with short listed books. Parents thanked for their support and attendance. ● Classes going to Parish Mass each Friday

				<ul style="list-style-type: none"> ● Canteen- Thank you for parent support. Donuts and cheese and bacon rolls <p>Upcoming Events</p> <ul style="list-style-type: none"> ● 3/4 camp - Year3-4 camp - the days were chosen because of booking and availability. ● HR Day Mass, activity and Mercy Spirit Award ● Hot Dog/Footy Colours Day ● Child Protection Week- personal safety network ● Father's Day ● Carols- Yr 6 students ● Student Free Days for RE and Writing (in line with our Annual Action Plan) ● Butterfly Foundation-please spread the word <p>Action: Class hosts to promote the initiative</p> <p>Other Information</p> <ul style="list-style-type: none"> ● Covid numbers are non-existent at the moment (Touching wood) ● Leadership Yr 5/6 program <p>Year 5 - 6 leadership program will be changing slightly - Year 5's to be more involved from the start of the year. Hand over from sixs to fives in term 4. Early leadership handover - mass in term 1. More information at the next meeting.</p> <p>Prep enrolments are down. Challenges because the number of people have moved out of the inner city.</p>
3.	Communication	Laura/ Christine	<ul style="list-style-type: none"> ❖ Update on communication platform ❖ Website presentation ❖ Launch plan 	<p>Demonstration from Laura on how the new website and app will look.</p> <p>Carter creative and Co - ready to go with all products but recommended to space out implementation to ensure better success rate.</p> <p>Best way to implement the platform:</p> <ul style="list-style-type: none"> ● Website and app ● Newsletter ● Parent portal <p>When the website is created - the app can be downloaded</p> <p>*Must ensure everyone allows notifications*</p>

					<p><u>Proposed Dates and timings:</u></p> <p>September: Website and app training possibly September for teachers and SAC October: Train the trainer - start spreading the news (trainers to train class hosts, teachers, fundraising group etc)</p> <p>At carols Event possibly have a training stand for the app</p> <p>QR scan code Reward for the kids if parents have the app</p> <p><u>LAUNCH DATES:</u></p> <p>16 November - Launch website/app</p> <p>7th November - First newsletter</p> <p>March 2023 - Parent portal goes live</p> <p>Action: Laura to confirm order of newsletter: Push notification or email first</p> <p>Action: Laura talk to Tanaya for training for parent portal training early 2023</p> <p>Action: Chris to confirm staff/SAC training dates for the program</p> <p>Action: Damien to put riddles in newsletter about the exciting event that's coming (new website/app/parent portal)</p>
4.	Working Bee	Rach/Pilar/Christine		<ul style="list-style-type: none"> ❖ Update on working bee ❖ Can you help section in the newsletter 	<p>Pilar and Rach completed a walk through with Chris with a list of items that need fixing/amending.</p> <p><u>Proposed date of working bee: 12 November 2022</u></p> <p>Action: Rach to provide full list to Chris by early term 4</p> <p>Action: Chris to set up school events google calendar and include working bee/ carols etc</p>

					<p>Action: Pilar to set up list of items to be completed via the online booking system.</p> <p>Action: Damien to run the thank you BBQ on the day of the working bee.</p>
5.	Class Host Update	Maria/ Leona		<ul style="list-style-type: none"> ❖ Update on help provided ❖ Looking at special skills 	<p>Class hosts have helped around the class rooms and have assisted with lunches and Maria organising the school books.</p> <p>There has been a push to get more volunteers to assist the fundraising group. At this stage, very limited numbers to help with Disco day.</p> <p>Class Hosts to continue engaging with parents via various means of communication - whats app/facebook.</p> <p>Special skills register to be put on hold as the parent help has dropped considerably.</p> <p>Look at commencing an event early in term 4 and try and encourage parent assistance.</p> <p>Action: Prep information sessions coming up in the next few weeks. SAC/parent hosts to speak and give a bit of information.</p> <p>Action: Chris to advise on the date</p>
6.	Social and Fundraising Team	Leona/ Damien		<ul style="list-style-type: none"> ❖ More assistance to be provided ❖ Should there be so much activities 	<p>Upcoming events:</p> <p>21 October: School Disco 26 November: Election BBQ</p> <p>Action: Speak to Erin about circulating a list of activities that parents assistance is needed.</p> <p>Action: Talk to the team and suggest that we maybe limit the activities as parents may be burnt out.</p> <p>Action: Chris to put out request for help on the front of the newsletter</p>

7.	Other items	All			Nothing new to report on Bike project
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