



Holy Rosary School School Advisory Council Agenda and Minutes

Minutes and agenda are confidential

Term: 1	Date: 15 February 2023	Location: Staffroom	
Time Beg. 6:30	Time end:		
Apologies:			

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. Rach to look into an image for facebook post for working bee
4. Pilar to put something in for the new newsletter to promote working bee

Item No:	Topic	Name	Time Allocation	Main Discussion points	Actions/Outcomes (Who and when)
1.	Prayer Acknowledgement of Country	Maria			
2.	Principal Report	Chris		<ul style="list-style-type: none"> ❖ Insurance Update ❖ Forecast of the year ahead 	<p>Start of the year update: Welcome</p> <p>Enrolment of 254</p> <p>4 new staff members -</p> <p>Liturgy to be conducted by the school on Monday 20 Feb 2023. Will have year 6 leaders receive badges but wont receive their jerseys.</p> <p>Insurance update: Not prepared to do carpets without repairs. Repairs will take too long - large amount.</p> <p>Organizing a plan for assistance for fixing the roof.</p> <p>School wants their own quote to do carpeting upstairs.</p>

					<p>Having trouble finding tradies.</p> <p>Looking at quotes for front gate but no one wants to come and give quotes.</p> <p>All areas that need work are reliant on each other.</p> <p>Lino in toilets done over the holidays and it was painted.</p> <p>Christine's office is being used as a meeting room.</p> <p>Meeting to be held down stairs.</p> <p>Andrea has been back to the clock tower to look at other dates. Can do the 30th October or the 1st. Possibility of having two nights.</p> <p>4 tickets per family. - Monday 30th October</p>
3.	Communication	Laura/ Christine		<ul style="list-style-type: none"> ❖ Update on communication platform ❖ Timings - look at new dates ❖ Communicating the plan 	<p>Training with office team in November. Pulled more things that were needed in the website.</p> <p>Work with office team to find out what is actually needed.</p> <p>ACTION: Meet with the Office Team to see what needs to be sorted out.</p>
4.	Working Bee	Rach/Pilar		<ul style="list-style-type: none"> ❖ Confirming dates ❖ Promoting working bee 	<p>Look at reducing jobs.</p> <p>Removing the working bee in term 4</p> <p>Look at last week to tidy up.</p> <p>Look at timings - maybe just a few hours with BBQ or afternoon tea.</p> <p>Term 2 a bit larger - look at the garden</p>

					Action: Newsletter update - meet with Christine to discuss dates and jobs
5.	Class Host Update/ Social and Fundraising Team	Maria/ Leona /Damien		<ul style="list-style-type: none"> ❖ Upcoming events / updates ❖ Can the date for the school production be changed as it is on Halloween? 	<p>Change the name - Year Level Representative</p> <p>Look at getting families to help with jobs during the week - can possibly use parents' helpers.</p> <ul style="list-style-type: none"> - set up a get together - Help with working bee - Availability from current parents <p>ACTION: Leona to put flyer together to promote Year Level Representative</p>
6.	AGM	Christine		<ul style="list-style-type: none"> ❖ What is to be included in the upcoming AGM ❖ Promoting the AGM to encourage attendance 	<p>Rename - Advertise for the wider group</p> <p>New date 29th March - start at 7PM, but food from 6:30 catch up on 22 to plan for AGM.</p> <p>Agenda - Maria - acknowledgement Ask Andy - Wilma's dad</p> <p>ACTION: Laura to organise agenda</p> <p>Speak to Erin - whats planned, history and forward planning, possibly recruiting, where the money is going.</p> <p>Will need to be an RSVP'd event</p>
7.	Other items	All			<p>Funds - HR beanie - possibly fundraising opportunity More bars -</p>