

# LEONGATHA SECONDARY COLLEGE

## SCHOOL COUNCIL MEETING MINUTES

### 21 JUNE 2023

**SCHOOL COUNCIL MEMBERS:** DET Representatives: Brad Hutchinson, Warwick Ford, Lynn Grabham, Kate Kuhne, Ray Young Parent Representatives: Marsha Livingstone, Sarah Kerwick, Joel Langstaff, Tracy Vanderzalm, Amber Bell, Natalie Meadows Community Co-Opt Members: Caitlin Cooper, students: Chloe Goff, Lily Hume Student Representatives: Chloe Stoops, Georgia Bell In attendance: BM Gabe Windsor, and AP Tanya Chalmers

Time: Meeting commenced 5.35pm

Venue: Leongatha Secondary College, 115 Nerrena Rd. Leongatha Vic 3953

Chair: Tracy Vanderzalm – President

Attendees: Brad Hutchinson, Kate Kuhne, Ray Young, Marsha Livingstone, Joel Langstaff, Amber Bell, Caitlin Cooper, Chloe Goff, Lily Hume, Gabe Windsor, and AP Tanya Chalmers, Tracy Vanderzalm, Lynn Grabham, Warwick Ford, Sarah Kerwick

Minute taker: Business Manager – Gabe Windsor

Apologies: Chloe Stoops, Natalie Meadows

Visitor: None

Conflict of Interest: None outlined

#### Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

#### Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
  - during the discussion unless invited to do so by the person presiding at the meeting
  - when a vote is taken on the matter
- may be included in the quorum for that meeting



# MINUTES

| Item  | Details   | Actions/ Recommendations  |
|---|---|---|
| 1. Welcome                                  | <ul style="list-style-type: none"> <li>The Chair welcomed all members &amp; undertook an Acknowledgement of Country</li> </ul>  | Chaired by President Tracy Vanderzalm   |
| 2. Apologies                                | <ul style="list-style-type: none"> <li>Chloe Stoops, Natalie Meadows</li> </ul>   | Advice only   |
| 3. Quorum                                   | <ul style="list-style-type: none"> <li>The chairperson noted that a quorum was present.</li> </ul>  | Advice only   |
| 4. Conflict of interest                     | <ul style="list-style-type: none"> <li>None reported</li> </ul>   | Advice Only   |
| 5. Minutes of the previous meeting          | <ul style="list-style-type: none"> <li>Minutes of the meeting held on MAY 24, 2023 were previously distributed.</li> </ul>  | <p><b>Motion:</b> "That the Minutes of the meeting held on MAY 24, 2023 be accepted as a true and correct record".</p> <p><b>Moved:</b> Marsha Livingstone</p> <p><b>Seconded:</b> Kate Kuhne. <b>Carried</b></p> |
| 6. Business arising from the minutes<br>6.1 | <ul style="list-style-type: none"> <li><b>Uniform items:</b> Buxwear have received our approved house polos signed off for production &amp; will advise timeline for families to commence ordering shortly.</li> <li><b>Website:</b> Thank you to Kate for updating the website calendar, members very happy with result. Will forward details to school community. Minutes from each SC meeting are now published to website</li> </ul>  | Advice only   |
| 7. Priority Items<br>7.1                    | <p><b>Uniform Options:</b> Outlined the Student Dress Code Policy. Liz from Buxwear had forwarded a storyboard of current uniform items available and thoughts on alternative offerings based on what other schools are undertaking.</p> <p>Members went through these and offered the following thoughts:</p> <ul style="list-style-type: none"> <li>Need to consider shoes and their style/requirements that will inform direction of uniform clothing style</li> <li>Rather than a seasonal uniform, should we have a more formal and casual options</li> <li>Puffer Jacket or Softshell Jacket could be a good addition. Current Jacket not popular, like to change</li> <li>Should we introduce a hoody, not just for Year 12's (year 12's not keen, want to earn the right)</li> <li>If including undergarments (long sleeve tees etc) in uniform, they should be navy</li> <li>Can we investigate a navy crewneck/windcheater as an alternative option</li> <li>Should socks be plain black or white – no logos</li> </ul> | <p><b>Action:</b> Will forward link to Buxwear website to enable members to investigate uniforms offered at other schools. Discussion to continue at next meeting.</p>  |

- Current summer dress, neckline feels too low
- Pom pom beanie could be a good addition, beanie would need to be navy and fairly plain

## 7.2

**College Upgrade & Modernisation:** Following the announcement made at last meeting, Brad outlined the first stage of these works. Are to submit a stage 1 Asset Management Plan (AMP1) that provides details on current state of facilities and what we believe would be the optimal learning environment for our students in the future.

Input from whole school community to be undertaken. Brad provided survey for members to complete during meeting and took on feedback around how this can be improved before forwarding to students and families. This input will assist inform the AMP1 submission due 13/07/2023

**Action:** Brad will send out AMP1 survey to school community prior to end of term. This will remain open for 5 days to receive submissions.

Brad and Gabe will be working on the AMP1 submission over the holiday break and will bring final draft to school council for approval at special meeting set for 11/07/2023

## 8. Reports

In writing and sent with Agenda

### 8.1

The following reports were emailed to members prior to meeting.

- Principals Report
- Teaching & Learning
- Student Voice & Agency: Respectful Relationships / SPARK
- Student Wellbeing
- Child Safety
- Buildings & Grounds

### Motion:

"That the reports as tabled are accepted and recommendations endorsed".

**Moved:** Tracy Vanderzalm

**Seconded:** Lynn Grabham

**Carried**

### 8.2 Finance Reports

Finance subcommittee: If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.

- Finance sub-committee meeting minutes, verbal report and slide show forwarded to members, prior to SC meeting
- School Council Members were forwarded copy of Operating Statement, Balance Sheet, SRP Budget Management Report for each end of month
- Finance reports provided on May end of month, Profit & Loss Reports for Canteen (T1, 2023) and Camps/Excursions (T4, 2022 & T1, 2023)

### End of Month MAY 2023

**Motion:** "That Finance Committee recommend School Council move \$357,440 payments & \$368,500 transfer be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of May 2023"

**Moved:** Joel Langstaff

**Seconded:** Tracy Vanderzalm

**Carried**

|                                |  |             |
|--------------------------------|--|-------------|
|                                | <ul style="list-style-type: none"> <li>Revised Cash budget is due for release today; therefore budget alterations will be presented at next meeting</li> </ul>   |             |
| <b>8.3 SRC / Enrichment</b>    | <p>Student leaders present discussed topics from recent SRC meeting.</p> <p>Uniform Review high on agenda. The last SRC meeting involved students considering questions to be included on a survey, wishing to send out to students around uniform choices. Given we have discussed this at length at school council, Brad requested SRC to provide proposed questions to SC members prior to sending out.</p> | Advice only |
| <b>8.4 Excursions / Events</b> | Nothing further to report currently  | Advice Only |
| <b>9. General business</b>     | Nothing further to report currently  | Advice Only |
| <b>9.1</b>                     |  |             |
| <b>10. Correspondence</b>      | <ul style="list-style-type: none"> <li><b>Melina Bath MP:</b> Advised she will be working on an inquiry into the Vic Education System, particularly around improving student learning outcomes, mental health &amp; wellbeing, teacher recruitment, training and retention. Reaching out to all relevant schools offering assistance</li> </ul>  | Advice Only |
| <b>10.1 Incoming</b>           |  |             |
| <b>10.2 Out-going</b>          | <ul style="list-style-type: none"> <li><b>LSC 2024 Application – School for Student Leadership:</b> Brad advised we are wishing to apply for another 6 places to this program, running T2+3 in 2024. This will be 3 male &amp; 3 female places. Discussed in future there may be privilege places offered to Koorie students. Members support application.</li> </ul>  | Advice only |
| <b>11. Policies</b>            | None currently   | Advice only |
| <b>11. Next Meeting:</b>       | <ul style="list-style-type: none"> <li>Special ONLINE School Council Meeting (AMP1 submission) Tuesday July 11th at 5.30pm</li> <li>Regular onsite SC meeting Wednesday July 19th at 5.30pm-7.30pm</li> </ul>  | N/A         |

**12. Closure of meeting**

The chairperson declared the meeting closed.

Meeting Closed: 6.47pm

**Open discussion:**

- Well done on the update of the websites calendar
- Thank you to the school for continuing to send our students to the School for Student Leadership

Signed by the Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

President or person who presided at the previous meeting to sign once minutes have been approved by school council