

# LEONGATHA SECONDARY COLLEGE

## SCHOOL COUNCIL MEETING MINUTES

### FEBRUARY 21, 2024

**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 Challis, Montana Kranen, Alana Lopez-Freeman, Bodhi Abernathy Student Representatives: Chloe Stoops, Georgia Bell In attendance: BM Gabe Windsor, and AP Tanya Chalmers

Time: Meeting commenced 5.30pm  
 Venue: Leongatha Secondary College, 115 Nerrena Rd. Leongatha Vic 3953  
 Chair: Tracy Vanderzalm – President  
 Attendees: Brad Hutchinson, Warwick Ford, Lynn Grabham, Kate Kuhne, Ray Young, Marsha Livingstone (arrived late), Sarah Kerwick (online for portion), Joel Langstaff, Amber Bell, Natalie Meadows, Caitlin Cooper, Chloe Challis, Alana Lopez-Freeman, Georgia Bell, Gabe Windsor, Tanya Chalmers

Minute taker: Business Manager – Gabe Windsor  
 Apologies: Tracy Vanderzalm, Chloe Stoops, Ray Young, Montana Kranen, Bodhi Abernathy  
 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>	<p>Chaired by Vice President Amber Bell</p> <p>Acknowledgement by Georgia Bell</p>
2. Apologies	<ul style="list-style-type: none"> <li>Tracy Vanderzalm, Chloe Stoops, Ray Young, Montana Kranen, Bodhi Abernathy</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 DECEMBER 5, 2023 were previously distributed.</li> </ul>	<p><b>Motion:</b> "That the Minutes of the meeting held on DECEMBER 5, 2023 be accepted as a true and correct record".</p> <p><b>Moved:</b> Amber Bell</p> <p><b>Seconded:</b> Warwick Ford</p> <p><b>Carried</b></p>
6. Business arising from the minutes	<ul style="list-style-type: none"> <li><b>LSC Upgrade &amp; Modernisation:</b> Currently in the 8-week schematic design phase. Undertaking a Bunerong Land Council meeting Feb27 and investigating options for community funding to enhance rebuild options.</li> <li><b>LSC Uniform Items:</b> Discussion held around the intention of utilising current sport shorts options as everyday uniform. If approved, documentation with clear outline (pics) of uniform options along with Uniform policy be distributed to families. It is intended new shorts rule will come into effect start of term 2.</li> </ul>	<p><b>Advice only</b></p> <p><b>Action - Motion:</b> "The School Council recommends that all three (current) sports shorts options, become available to students to wear as everyday uniform"</p> <p><b>Moved:</b> Amber Bell</p> <p><b>Vote:</b> Majority in favour <b>Carried</b></p>
7. Priority Items 7.1	<ul style="list-style-type: none"> <li><b>Welcome 2024 School Leaders:</b> Leader's present (Chloe &amp; Alana) outlined one of their major focuses for this year around the ATSS and level of student connectedness. Hoping to improve this particularly linking junior to senior students. Will update as this work continues.</li> <li><b>Secretary's Marrung Awards:</b> One of our Wellbeing team (Bec Cooke) has been nominated for this award considering the work</li> </ul>	Advice only

	<p>she has undertaken developing last year's Campfire Connections, along with continued work supporting our Koorie students.</p> <ul style="list-style-type: none"> <li>• <b>Suzanne Larrett Lab Tech Award:</b> Our science faculty nominated our Lab Tech Mark McPherson for this Statewide award, and he has won. Feedback received from judges is that they have never seen a more worthy recipient, given the scope of work that Mark undertakes at LSC.</li> </ul>	
<p><b>8. Reports</b></p> <p><b>8.1</b></p>	<p>The following reports were detailed to members at meeting. Brief outline of discussions is noted.</p> <ul style="list-style-type: none"> <li>• Principal's Report: Priority for start of term was to settle students into classes quickly and we accomplished this. Have undertaken several Leadership days, Yr7 Activity Days (alternate to camp previously held). Have undertaken whole school testing (obtaining data for staff) to undertake further work with inclusion and extension. Staff PD Day and swim sports already completed, a busy start to term.</li> <li>• Teaching &amp; Learning: As per previous</li> <li>• Student Voice &amp; Agency: Respectful Relationships / SPARK.</li> <li>• Student Wellbeing: Live with an information page online, assisting school community putting faces to names. Programs continue, Resilience Project &amp; Live4Life</li> <li>• Child Safety:</li> <li>• Buildings &amp; Grounds: Storm damage to locker sheds. Tree inspection to be repeated for safety assurance</li> </ul>	<p><b>Motion:</b></p> <p>"That the reports as tabled are accepted and recommendations endorsed".</p> <p><b>Moved:</b> Amber Bell</p> <p><b>Seconded:</b> Kate Kuhne</p> <p><b>Carried</b></p>
<p><b>8.2 Finance Reports</b></p> <p>Finance subcommittee: If a school has a Finance subcommittee, the school council need only receive the Balance Sheet</p>	<ul style="list-style-type: none"> <li>• Finance sub-committee meeting minutes, verbal report and slide show forwarded to members, prior to SC meeting.</li> <li>• School Council Members were forwarded details of Operating Statement, Balance Sheet, SRP Budget Management Report for each end of month</li> <li>• <b>November &amp; December 2023 and January 2024</b> <b>End of Month:</b> Full details and reports provided to</li> </ul>	<p><b>End of Month NOVEMBER 2023 -</b> <b>Motion:</b> "That Finance Committee recommend School Council move \$203,798 payments &amp; \$250,000 transfer be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of November 2023"</p> <p><b>Moved:</b> Joel Langstaff</p> <p><b>Seconded:</b> Amber Bell</p>

and the Operating Statement.	<p>members prior to meeting. See copy of slide show attached to these minutes for further detail.</p> <ul style="list-style-type: none"> <li>• <b>2023 Financial Commitment Summary:</b> Full details provided at subcommittee meeting, copy of report provided to all members</li> </ul>	<p><b>End of Month DECEMBER 2023 - Motion:</b> "That Finance Committee recommend School Council move \$10,726 payments be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of December 2023"</p> <p><b>Moved:</b> Joel Langstaff</p> <p><b>Seconded:</b> Lynn Grabham</p> <p><b>End of Month JANUARY 2024 - Motion:</b> "That Finance Committee recommend School Council move \$3,314 payments be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of January 2024"</p> <p><b>Moved:</b> Joel Langstaff</p> <p><b>Seconded:</b> Caitlin Cooper</p>
<b>8.3 SRC / Enrichment</b>	<p>Student leader present discussed SRC update:</p> <ul style="list-style-type: none"> <li>• No further news at this stage, first meeting not held as yet</li> </ul>	Advice only
<b>8.4 Excursions / Events</b>	<p>Each event information, itinerary and risk assessment provided by organizing staff member. Whilst Principal approves details of event, staffing required and all risk assessments, School Council must approve any overnight event that incurs a cost past onto students:</p> <ul style="list-style-type: none"> <li>• Later this week will be emailing members seeking approval for Toyama Visit &amp; SGSMP tour</li> </ul>	Advice only
<b>9. General business</b>	<ul style="list-style-type: none"> <li>• <b>2024 School Council Elections:</b> These will be published Feb28, and close March 13. Seeking 3x Parent, 2x DET &amp; 1x Student representative for the next 2 year term.</li> </ul>	Advice only
<b>9.1</b>	<ul style="list-style-type: none"> <li>• <b>LSC Logo rebrand:</b> Currently investigating options to update our school logo design for merchandise such as banners, cloths etc. Will update members as this continues and obtain feedback.</li> </ul>	Advice only

<b>10. Correspondence</b>	Nothing Currently	Advice Only
<b>10.1</b> Incoming		
<b>10.2</b> Out-going	Nothing Currently	Advice only
<b>11. Policies</b>	Nothing further currently. Anticipate Uniform, Mobile & Sun Smart policy updates at future meeting.	
<b>11. Next Meeting:</b>	<ul style="list-style-type: none"> <li>AGM Wednesday March 28, 2024</li> </ul>	Advice only
<b>12. Closure of meeting</b>	The chairperson declared the meeting closed.	Meeting Closed: 6.35pm

**Open discussion – parent representatives raised the following points/feedback:**

- Thanks to the school leaders today who presented awards at LPS on short notice
- Discussion on how our peer support leaders may be able to further assist Year 7s, perhaps in classrooms.
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Signed by the Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

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