



## CHAPEL HILL STATE SCHOOL

----- Striving for Excellence -----

### School Council Meeting

## MINUTES

Time:	8am	Date:	16 March 2022
Apologies:			
Attendees:	Stewart Jones, Shelley Pamment-Fanning, Carene Hogg, Rebecca Kierle, Martina Horn, Binny de Saram		
Guest/s:			
Confirmation of previous minutes:	Moved: Seconded:		
Reports:	I4S Annual Implementation Plan		

## MINUTES OF MEETING 16 March 2022

No.	Minutes of each agenda item
1.	<p>Meeting opened at 8:00am</p> <p>Welcome by Stewart. Noted tumultuous start to the year, glad things are getting back to normal.</p> <p>Quick note re. facilities: Department requested tests showed ovals are contaminated with E.coli following the recent flooding event, hence oval and netball areas are shut. Process is short mow, sunlight, and time, managed by EQ. Clippings need to be removed to allow sunshine on dirt. Following a week of sunshine we will retest and hope for it to be cleared. If not clear, ovals will need soil turned. We had minimal water damage as a result of all that rain. We now have a routine of gutter cleaning each term which seems to have resulted in the protection of the buildings from flooding. Drainage issue at tuckshop, which caused water egress, will be looked at in the short term. Children have shown impressive resilience with the challenges of term 1.</p> <p>Covid cases have increased over this week, however our numbers are much fewer than surrounding schools. A number of schools are also losing teachers, which makes operations far more challenging. We have a large number of support teachers we can draw on if needed. EQ will close cohorts (class/year/school) if needed.</p> <p>Curriculum: School is under the pump to finish the term where we were hoping to be but feel the school is on track to start term 2 where we need to be.</p>

No.	Minutes of each agenda item
2.	<p><b>Nominations of Chairperson 2022</b></p> <p>Previous years Shelley has been the chairperson. Many thanks to Shelley for her help. Principal and P&amp;C President/delegate are ineligible to be chairperson. Stewart has called for nominations for the Chairperson.</p> <p>Carene has nominated herself.</p> <p><b>Seconded:</b> Rebecca Kierle</p> <p><b>Vote Unanimous</b></p> <p>Carene will be Chairperson</p>
3.	<p><b>2022 I4S</b></p> <p>Stewart noted that the document was planned at the end of last year. Explained how the I4S payment from the government originated and why the school has access to these funds.</p> <p>Initial calculations granted CHSS \$259 251, which has not changed despite school growth for approximately 7 years. This process has not been increased. A decision between SC, P&amp;C, SLT identified.</p> <p>With facilities, we are considered to be at 100% capacity at 870. The dept has said that we currently do not qualify for further builds at this time. If we did, we would be keen for blocks similar to the year 6 building. ISS recently had extensive renovations funded completely by the State Gov. Binny asked if there was anyway for SC to advocate for an increase in our I4S funds. ISS sits in a marginal seat. Binny will discuss with the P&amp;C a letter of advocacy to submit to the Qld Government. Rebecca asked about a Master plan for CHSS KSS KSSS.</p> <p><b>2022 Annual Implementation Plan</b></p> <p>Stewart has been using the same icons to assist with clear communication aligning with our AIP. There is a lot of work around professional teaching and learning development. We have 3 teachers attending PD at sister schools, and more attending tomorrow. There are 9 teachers currently accredited and the mentor will identify when staff are ready for accreditation. There has difficulty with the mentor attending CHSS (Karen Mackay from Victoria) with Covid and then floods. We expect everyone to be on the journey to accreditation. Carene asked if we can determine how many are seeking accreditation this year. Martina noted that Janet Hoek will have that information and she will bring it to the next meeting. She also noted that as an accredited teacher you are able to support your colleagues in their journey. Martina explained that accredited teachers are required to ensure they maintain their status through ongoing professional development.</p>
4.	<p><b>IPS Conference</b></p> <p>There is an IPS Conference coming up in addition to an annual membership. The school has invested in a single membership at \$1800. Being in the alliance provides support to school councils. Stewart likened it to RACQ insurance. Carene has been previously, but is unsure as to whether it adds value. Carene asked for IPS alliance information to be shared with council members</p>

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5.	<p><b>Admin refurb</b></p> <p>School council oversees the use of funds to ensure they are used to benefit the school's Strategic Plan. The SC last year agreed to direct funds to the admin refurb and identified it as a necessary project.</p> <p>The refurb is a joint cost between EQ and the school, with school needing to contribute approx. \$300000. By adding the refurb to roof maintenance repairs (paid by the department), we have been able decrease the refurb costs and getting maximum economic efficiency for our budget. Carene discussed that having extensively reviewed the budget, and identified that funds for this project have been accumulated over many years.</p> <p>Parent suggestion: to communicate with department officials in order to provide clarity around the reasoning behind CHSS needing to self-fund while similar schools requiring a similar fit-out are being fully funded by the Dept.</p>
6.	<p><b>Day 8 Numbers</b></p> <p>Day 8 figures are important to determine staffing for the school. 2022 Day 8 was complicated by the delayed start, parents keeping students at home with COVID concerns, etc. Dept. decided to use November predictions for day 8 numbers due to the flux in enrolments at the start of the year. All our classes are below Dept recommended maximum numbers. Binny asked if an increase in numbers triggers an extra staff member – it will not. Rebecca asked what it would take to increase staffing. Stewart explained some intricacies of class mixes and composition.</p>
	<p><b>Budget</b></p> <p>Still refining, budget is nearly finalised. Carene asked if we need to have another meeting to approve the budget? Stewart suggested a flying minute via email once it is prepared.</p> <p><b>School sign:</b></p> <p>OH&amp;S issue with design of sign have necessitated an EQ direction to lower all signs until an inspection is completed and it is deemed safe. Stewart interested in council's view regarding a replacement sign. KSS sign used as an example – it is electronic and generates funds, but an electronic sign does cost up to \$70k. Our location limits ability to use for advertising due to minimal passing traffic. EQ won't invest any money in school signs.</p> <p>ACTION: Carene asked Rebecca to investigate parent feeling as to replacing a sign and where to place it.</p> <p>Previous discussions at school council members being responsible for a particular item on the plan to report back to meetings.</p> <p>ACTION: Carene will meet with each member to discuss this further and identify what component of the Big Five (part of the Strat Plan) they may be interested in.</p> <p>Carene ran through the role of School Council's role, not there to interfere with day to day running, really need to focus on strategic plan.</p>
5.	Meeting closed by Stewart at 08:45am