Neutral Bay Public School

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**SCHOOL COUNCIL MEETING**

**Wednesday 15th August 2018 8.00am**

Present: Nadia Tobia, Genevieve Carnegie, Kim Thompson, Jillian Skinner, Rachel Partis, Julia Hudson, Lauren Irvine

Apologies: Jess Keen

Minutes: Rachel Partis

MEETING OPENED by Kim Thompson (President) at 8.05 am

PREVIOUS MINUTES

* Previous minutes approved by Kim Thompson
* Action from previous minutes;
	+ Action: Letters to Sharon Sands, Anthony Manning and Hon Robert Stokes MP drafted and sent.
	+ Action: BASC grant update. Moved to next meeting in Term 4 once Project Reference Group has been set up by NSW DoE.
	+ Action Code of Conduct & Grievance Policy: Review moved to next meeting in Term 4 after appointment of new Principal. Rachel Partis to circulate revised copy of both documents with NBPS School Council wording prior to end of Term 3.

AGENDA ITEM 1: DECLARATIONS OF INTEREST

Nil.

AGENDA ITEM 2: PRINCIPAL’S UPDATE

Bullying Information sheet is being re-drafted, Nadia requested feedback on existing resource from Council to include in amendments. Action: Council to provide input in this.

Discussed possible survey to parents to review the various methods of communication NBPS currently uses to communicate to the parent community ( Facebook, website, newsletter, app, pupil post, text ) and their effectiveness. Action: Rachel and Jess to provide feedback on the format of this.

Staff had a very successful Visible Learning PD day and a number of initiatives were discussed that would be actioned in Term 4 and beyond.

Nadia advised that 2018 NBPS Financial Plan to be reviewed in the next meeting.

Nadia advised that Sally Hogan ( current Principal at Middle Harbour PS ) will be acting in the role of relieving Director of Schools while Sharon Sands is on medical leave for 6 weeks.

AGENDA ITEM 3: NBPS FUTURE PLAN

Update regarding the funding allocation to NBPS and the NBPS Future Plan, NSW DoE notified the Principal that a Project Reference Group is to be formed by NSW DoE to run the project. The PRG will consist of the Director of Schools, Principal, Department of Schools Infrastructure representatives including a project manager and architect and NBPS representatives.

NBPS Council is required to nominate a parent representative to sit on the Project Reference Group in addition to a member of the NBPS P&C.

Action: Council to nominate representative.

Action: Nadia to advise Council when NSW DoE have set up Project Reference Group and share details of first meeting.

AGENDA ITEM 4: BASC GRANT

Discussion moved to first meeting in Term 4 when new Principal has been appointed.

Action: Rachel to discuss with Libbie at NBCAG regarding next steps and to seek opinion of NBCAG committee.

AGENDA ITEM 5: CODE OF CONDUCT

Review of Code of Conduct and Grievance Policy moved to first meeting in Term 4 when new Principal has been appointed.

Action: Rachel to adapt wording for NBPS School Council and circulate by the end of Term 3.

AGENDA ITEM 6: OTHER

1. Regional P&C Meeting at North Sydney Demonstration Primary School on 25th June. Discussion topics included asset management review of local NSW Primary and High schools. Anthony Manning spoke about NSW DoE’s new approach for working with schools to alleviate over crowding and pressures on enrolment numbers across NSW. NBPS School Council members Kim Thompson and Rachel Partis attended.
2. Announcement of an election for a new parent representative to replace David Jackson was confirmed as follows;
* Vacancy and election process to be advertised in NBPS newsletter weekly until close of nominations on 31st August.
* Election to take place at P&C meeting on 12th September.
1. Rachel Partis requested clarity regarding NSW DoE procedure re notifying parents of students who did not arrive at school following the raising of this topic at the Regional P&C. Nadia advised that school policy was not to contact parents if children did not arrive at school, there is not capacity to verify which parents have informed the school of absences and which haven’t. It is the parents duty of care to ensure their children arrive at school.

NEXT MEETING: 7th November 2018