

*Langley Primary School (1275)*  
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*"Growing and Learning Together"*

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**LANGLEY PRIMARY SCHOOL COUNCIL MEETING-**  
**Tuesday 13<sup>th</sup> June 2017**  
**Minutes**

Meeting commenced: 6:15pm

**Present:** Jo, Amanda, Emma, Kayla, Roslyn, James, Pauline, Jalna

**Apologies:** Nicki

7:00pm Ben Johnstone-Mccloud to discuss Principal Selection

**1. WELCOME**

**2. MINUTES OF PREVIOUS MEETING**

**Moved:** Amanda

**Seconded:** Emma

**3. INCOMING CORRESPONDENCE:**

- 1) School Bulletins
- 2) DET memos
- 3) Advertisements etc.
- 4) Payments and invoices
- 5) AEU correspondence
- 6) Schools Update: May
- 7) Workshop notes
- 8) PCA bulletin 8 June
- 9) Schools Update: June
- 10) Proposed Agreement: Victorian Government Teaching Service.

**4. OUTGOING CORRESPONDENCE:**

- 1) Excursion notices
- 2) Newsletters
- 3) Payments
- 4) Correspondence – Jo will send a thank you to Michelle Laws mother for the recycling bins.

*Respect, courtesy, responsibility, co-operation, community and tolerance.*

## **5. Safe Schools – report and updates:**

Jo and Vicki will complete a review of the child safety standards. This is to be included in each school council agenda/minutes.

Moved: Kayla

Seconded: Amanda

## **6. FINANCE REPORT:**

- General business-amendments and approvals
- Financial report – May 2017

**Motion:** That school council accepts the financial statements for all accounts form May 2017, as presented and that all payments including investment transfers, financial reports and cheques for that month are ratified and approved.

Moved: James

Seconded: Emma

## **7. BUILDINGS AND GROUNDS REPORT:**

There is continuing work being undertaken around the school, a few trees have been cut and pruned, the large tree near the big room no longer needs to be removed. Thank you to George Ferguson for fixing the retaining wall near the sandpit so that the posts are no longer exposed. A mower will come in during the school holidays and water will be filled and dumpster emptied.

**Motion:** Reports and updates are accurate and true

Moved: Amanda

Seconded: Roslyn

## **8. FUNDRAISING:**

- Fundraising- 2017 activities and ideas – Pauline’s idea of holding a movie night at the school was raised. Potentially early October.
- Will be asking the Uniting Church for a small donation to put towards the swimming program.

**Motion:** Reports and updates are accurate and true

Moved: Amanda

Seconded: Emma

## **9. P.R REPORT:**

Livia is updating the website. Policies will be included on the website. RE: SMS – too many contact numbers keep changing. Will put updates on the facebook page.

*Respect, courtesy, responsibility, co-operation, community and tolerance.*

**Motion:** Reports and updates are accurate and true

Moved: Roslyn

Seconded: Emma

## **10. PRINCIPAL'S AND TEACHER'S REPORT:**

**Teacher's report:** Parent teacher interviews will be held the third week of Term 3.  
The Museum excursion was a terrific day, great feedback was received.

Updates: Stacey was offered an ongoing position and accepted it.  
The Indonesian position was offered to Allie Marnie for 6 months until the end of this year, fixed term contract.

Strategic Plan and AIP: Discussion re a breakdown of the pre-review self-evaluation report.

Approval of Policies – First aid policy and Administration of medication policy and care arrangements for ill students and students with medical conditions proformas

**Motion:** That school council approves the First Aid and Administration of Medication policy.

Moved: Pauline

Seconded: Amanda

**Principal appointment:** Ben Johnstone-Mccloud attending to discuss the process with school council.

## **11. GENERAL BUSINESS:**

- Please inform Joanne or Emma, before the meeting.

Next meeting: Wednesday 26<sup>th</sup> July, 6:30 finance, 6:30 fundraising, 7:00pm meeting