

# BEAUMONT ROAD PUBLIC SCHOOL



## Minutes of Beaumont Road Public School Council Meeting 7:45am – 9:00am, Friday 29 July 2016 Library

Present: M McDonald – Executive Member and Principal; Jane Coad - President; T Jenkins – Secretary; C Francis P&C Appointed Member; Mary Ellen Green – Teacher Representative; Punam Wahan - Alternate Teacher Representative

Apologies: Jayna Hirani -Teacher Representative; Alister Henskens – Community Member

1	<p><b>Prior meeting minutes and business arising</b></p> <p>President welcomed Council members to the first meeting of Term 3 2016. Noted minutes of last meeting of 3 June and resolved to accept minutes as a true and correct record.</p> <p>Noted all actions arising from, or carried forward from, the 3 June meeting were covered on the agenda for this meeting.</p> <p>Council also noted that, after subsequent liaison between the President, P&amp;C Chair and Principal, the decision to form a Finance Sub-Committee (Item 4, Minutes 3 June 2016) should be reviewed following consideration of the roles and responsibilities of the Principal, P&amp;C and Council. This item will be carried forward for consideration at August meeting.</p>
2	<p><b>Buildings &amp; Facilities Master Plan</b></p> <p>Noted papers presented to 3 June Council meeting, including BRPS Campus Master Plan – Buildings – Locations and Functions report and accompanying site map, as prepared by the Buildings and Grounds Sub-Committee. Noted that the report scope is buildings – locations and functions and that the remaining themes will be subject to further planning at a later stage.</p> <p>Also noted these had been presented to school staff. P&amp;C President advised that P&amp;C members have not been presented with the final document.</p> <p>Council resolved to accept the Campus Plan as tabled, noting that as this is a guidance document, it is not appropriate for Council to formally approve the Plan. The Campus Master Plan would be used by the Principal to guide future decisions (and associated budget planning) regarding buildings and infrastructure on the school campus.</p> <p>Further noted there was an expectation that the school community should be able to access the final report (as it is a public document), and that the report and associated site map would be either posted on the school website (which currently has the draft report), or be available by request from the Principal.</p> <p><b>Action:</b> President.</p>
3	<p><b>Term of Council</b></p> <p>Noted paper prepared by Secretary for this item which was based on the paper carried forward from the 3 June meeting, but updated to reflect a fourth option for the term of Council.</p> <p>After discussion, and to ensure continuity of activity that would allow a smooth transition to a new Council at the same time as the beginning of Term 1 2017, Council resolved by majority decision to extend the term of the current Council until Term 1 2017.</p>

<p>4</p>	<p><b>Role of Council</b></p> <p>President noted that Item 6, 3 June meeting resolved to prepare a RACI matrix regarding Council, Principal and P&amp;C roles and responsibilities in order to ensure that the Principal, Council and P&amp;C worked together collaboratively and without omission or duplication. Further Council would consider a facilitated three-way exercise after a RACI had been prepared and further information on the envisaged process was available.</p> <p>Subsequent to the meeting a letter from the P&amp;C Executive requested that this exercise be expedited, and so a facilitated session was held involving the Principal, selected P&amp;C Executives, and the Council Parent Representatives on 29 June.</p> <p>Council noted that this had been a helpful session, and, whilst a formal delineation of roles and responsibilities had yet to be documented, a draft had been prepared, and a shared understanding reached that the role of Council was centred around ensuring guidance and support for the Principal and school community. The Principal provided further clarification as to how he saw the role of School Council in supporting him, the P&amp;C, parents, students and teachers. It was noted that P&amp;C decision making is through a member voting process.</p> <p>Resolved that the selected P&amp;C Executives and Council Parent Representatives should look to formalise suggested respective roles and responsibilities ahead of the next P&amp;C and Council meetings, so that the ongoing role of Council be formally resolved at the next Council meeting, and guidance provided as to how the Council Constitution be generally interpreted to ensure effective ongoing governance of the school.</p> <p><b>Action:</b> President, P&amp;C Representative to progress documentation.</p>
<p>5</p>	<p><b>Library Fund</b></p> <p>Council had previously resolved the constitution for Library Fund should be reviewed. Noted the Library Fund Constitution as it presently stands and that the Library Fund was a matter for the Principal to ensure was appropriately run and constituted so it could retain its taxation status. Noted Council was available should the Principal need guidance or assistance, and could provide a management committee to assist with its governance (perhaps to meet immediately subsequent to a selected Council meeting once a year, or as required).</p> <p><b>Action:</b> Principal to review and amend draft Constitution for review by DEC Finance before presentation at next Council meeting.</p>
<p>6</p>	<p><b>Financial and School Update</b></p> <p>Noted that the Principal had prepared an interim school financial update for tabling at the meeting. Requested that this be distributed for consideration by all Council members, and be discussed at the next Council meeting. Further requested that to the extent possible going forward financial updates be distributed with the agenda papers so as to permit consideration prior to the Council meeting.</p> <p><b>Action:</b> Principal to provide copies of tabled documents to Council members following the meeting. Principal to provide financial updates each term for inclusion in future agenda papers.</p>

7	<p><b>P&amp;C Update</b></p> <p>Noted P&amp;C update prepared by P&amp;C President. Council acknowledged the value in update being prepared in this format, provided the P&amp;C Representative continued to be willing to take the time to do this. Suggested that the P&amp;C Representative should in the future highlight if there were any items where the P&amp;C thought Council could provide counsel and support. It was noted that the Principal or P&amp;C President may table items on the Council agenda in advance if Council advice is required.</p>
8	<p><b>Communications</b></p> <p>No items arising from meeting.</p>
9	<p><b>Other Business</b></p> <p>No other business.</p>
	<p>Meeting closed at 9:00am.</p> <p>Next meeting scheduled for Friday 26 August, commencing 7:45am, subject to confirmation.</p>