

BEAUMONT ROAD PUBLIC SCHOOL



**Minutes of Beaumont Road Public School Council Meeting
8:00am – 9:00am, Friday 3 June 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 (Items 1 and 2 only); Punam Wahan – Alternate Teacher Representative

Apologies: A Henskens, MP, Community Member, Jayna Hirani – Teacher Representative

Visitors: Rob Turchini (Items 1 to 3 only), Meredith Holt, David Coad (items 4 onwards only)

1	<p>Prior meeting minutes</p> <p>President welcomed Council members and visitors to the second meeting of Term 2 2016. Noted minutes of AGM also held on 6 May and resolved to accept minutes as a true and correct record. Also noted minutes of last general meeting of 6 May and resolved to accept minutes as a true and correct record.</p>
1a	<p>Review of actions (not covered elsewhere in agenda)</p> <p>11/3/16 Minute Item 2 – carried forward – Constitution of Library Fund still to be reviewed. Action: President and Principal</p> <p>6/5/16 Minute Item 6 - Noted Council has provided updates to two school bulletins since the last meeting, and would look to provide at least 1 bulletin update a term as part of its regular operating rhythm. Action: Closed</p>
2	<p>Campus Master Plan</p> <p>Council noted meeting paper for Item 2 Campus Master Plan May 2016 and the attachments BRPS Campus Master Plan – Buildings – location and functions, May 2016 and BRPS Campus Master Plan – Site Map, May 2016 as prepared by the Buildings and Grounds Sub-Committee, and presented by Rob Turchini.</p> <p>The meeting paper contained three recommendations – in summary to approve the plan, to use the plan in budget planning and decisions regarding buildings and infrastructure and to communicate the plan.</p> <p>The Principal and P&C representative advised that they could not vote on the recommendations until further consultation with teachers and P&C.</p> <p>Following discussion, resolved that the report should be presented as soon as practicable for consideration by (a) school staff and (b) the P&C, prior to approval of the Plan by Council.</p> <p>Action: (a) Principal and (b) P&C Representative to progress and use best endeavours to revert by the end of Term 2.</p>

3	<p>Building Cost Estimates</p> <p>Noted paper for Item 3 Building Cost Estimates and attached MBS Quotes for building and installation costs for a pre-fabricated multi-purpose building.</p> <p>The paper recommended that Council base budget planning on an estimated of \$300,000 for the pre-fabricated multi-purpose building project.</p> <p>Council voted to accept the recommendation for budgeting purposes.</p>
4	<p>Finance Sub-Committee</p> <p>Noted the paper for Item 4 Finance Sub-Committee and the Finance Sub-Committee TOR.</p> <p>In particular noted the intention of the Finance Sub-Committee is to assist the Principal with preparation of the draft budget plan for the school. It does not include giving any direction on the use of P&C funds.</p> <p>Resolved to form a Finance Sub-Committee the terms of reference and composition of the Finance Sub-Committee of which will be agreed following preparation of a RACI (responsible: accountable: consulted: informed) matrix which should support clearer understanding of the roles of Council, the P&C and the Principal.</p> <p>Action: President to liaise with P&C Chair and Principal</p>
5	<p>Council Term</p> <p>Noted paper for Item 5 Term of Council which set our options three options and implications of each for the term of current the Council given the two year term expires before the start of a school year, something not contemplated by the Council Constitution.</p> <p>P&C Representative suggested there may also be a fourth option for consideration.</p> <p>Item carried forward given need to close the meeting shortly as a Council quorum could not be maintained beyond 9 am.</p> <p>Action: P&C Representative to provide fourth option to Council, and item to be carried forward to next meeting.</p>
6	<p>Other Business</p> <p>Item raised by P&C Representative requesting Council to participate in a facilitated three-way exercise to determine the roles and responsibilities of the Principal, Council and P&C (email of 2 June from CF).</p> <p>Noted request and concurred with importance of ensuring the Principal, Council and P&C work collaboratively, and without omission or duplication.</p> <p>Resolved that this suggestion should be considered, but only after preparation of the RACI envisaged in item 4 above and with addition information on the process envisaged.</p>
	<p>Meeting closed at 9:00am.</p> <p>Next meeting scheduled for 8am on 29 July 2016 in the Library, subject to confirmation.</p>