



Coolbellup Community School & Coolbellup Learning Centre
Joint Schools' Council
MINUTES 1st December 2020
School Boardroom

Attendees: *Pauline Winrow (Principal CLC)*
Juliette Stratton (Staff Rep CLC)
Ray Knight (Principal CCS)
Alex Robbins (Staff Rep CCS)
Donna Buckley (Parent Rep CCS)

Visitor: *Helen Gandossi*

Apologies: *Michaela Driessen (P&C Rep)*
Lina Castro (Parent Rep CLC)
Claire Suter (Community Representative)

Absent: *Nil*

Chair: *Ray Knight*

Minutes: *Juliet Stratton*

Meeting Opened: 9.10am

1.0 Welcome:

All members were welcomed to the meeting. Ray introduced Helen Gandosi (CCS MCS) as a guest to the meeting. Apologies were noted.

2.0 Minutes Previous Meeting:

That the minutes from September 2020 be accepted as a true and correct record.

Moved: Juliette Stratton

Seconded: Pauline Winrow

Carried

3.0 Matters Arising from Previous Minutes:

Nil

4.0 Correspondence:

Nil

5.0 Special Programs

Pauline tabled the Centre's Autism Spectrum Disorder (ASD) Program's and the Alternative Augmentative Communications (AAC) Semester 2 Special Programs' reports.

MS Winrow spoke briefly to each report highlighting the program achievements, highlights and recommendations for 2021.

Moved: **That the CLC ASD and AAC Programs Reports be accepted as presented.**

Moved:

Seconded

Carried

6.0 Contributions and Charges/Student Requirements 2021

Helen Gandossi presented the CCs documentation for discussion. It was noted that the CCS would continue to have separate documents for each year level outlining the student requirements for the year.

No changes to the Voluntary contribution fees for either school for 2021.

Pauline Winrow presented the CLC documentation. It was noted that there were \$10 increases to cover transport costs for both excursions and Swimming lessons.

Moved: That the CCS & CLC Contributions and Charges and Student Requirement documents for 2021 as presented be accepted.

Moved: Seconded:

Mrs Gandossi left the meeting

7.0 Principal Reports –

7.1 CCS Ray Knight

Ray outlined the following - School Review CCS held in Term 4 Week 6 – outcome was that another review be held in 2021. He believes that they needed to take a wider view rather than focus on a specific area. (Term 2 2021 June 4th)

P& C requested a Play Pod Shed to house the free play equipment – this is being installed at the back of the UCA.

Camp was successful – some initial issues around lifeguard ratios – difficult to find trained people.

Week 8 students going to the beach

Week 9 Friday – Volunteers Morning Tea

Week 10 – Tuesday is movie day – al CCS off site.

Canteen stove being updated – requires a commercial size oven.

7.2 CLC Pauline Winrow

Pauline tabled her report (see attached)

Main areas discussed included:

Staffing: Workers' Compensation cases

Merit selection process for EAs in term 1 2021

Mrs Sason may be back in 2020.

Projected enrolments for 2021 looking positive at 48, have 12 students waitlisted.

Playground: Tenders almost complete – hope to have start date during the holidays.

“That the CCS & CLC Principals' reports be accepted”

Moved: Donna Buckley

Seconded: Juliet Stratton

Carried

8.0 General Business

7.1 Review of Terms of Reference of Council – circulated by email

Ray Knight outlined the process of reviewing the Terms of Reference.

Pauline Winrow outlined the new format provided by DoE. Each document had been emailed previously to all members.

Ray spoke to possible changes in parent representative numbers Items 6.1a & 6.3

– there was a discussion on how these are selected and the effect on quorum.

Process for inquorate meetings are also now addressed in the new format.

It was agreed to work through the new document and update with our information. Pauline Winrow agreed to update and make the necessary changes.

Agreements:

The following changes were agreed:

- each school will now have 2 parent representatives
Membership being:
 - 1 member of the general community
 - 1 staff member from each school (CCS & CLC) in addition to Principals
 - 2 parents from each school (CCS & CLC)
 - 1 member of an association of the school referred to in SEA s149....
 - The Principal of each school (CLC & CCS)
- the total number of members of the Joint Schools' Council 10.
- There would be a minimum of 4 ordinary meetings per year
- The Chair would provide a minimum of 7 days' formal notice of ordinary meetings
- That the medium for formal notice is by email.
- The Chair would give a minimum of 14 days' formal notice of a special meeting
- That the quorum for meetings is 60%
- The Chair person must be given 14 days' notice of a motion to be passed at a meeting
- The Chair person will give 7 days' formal notice to members of a motion being proposed
- The means of voting will be by show of hands

It was further agreed that Pauline would follow up to clarify what constitutes 'another association of the school' as outlined in 6.5 IV of the new ToR format.

"That the changes to the Terms of Reference as listed be accepted"

Moved: Donna Buckley

Seconded:

Carried

That the minutes of this meeting be circulated to members via email and that a voting option be provided to accept all motions in order for all modifications to the Terms of Reference can be enacted.

Moved: Pauline Winrow

Seconded: Donna Buckley

Carried

Membership Process 2021:

The timing of advertising for new Council members was discussed.

The following proposals were put:

That the process for the selection of new parent reps begin in week 2 of term 1-8th – 12th February and be completed by March 5th 2021. Further, that the staff rep positions be completed in week 1 term 1 2021.

That Mrs Claire Cox be invited to serve as the Community Rep. for 2021.

Moved:

Seconded:

Carried.

8.0 Next Meetings: Week 5, Term 1 2021

Meeting Closed: 10.40am

Minutes Endorsed: _____ (Chairperson) Date: _____