

Port Lincoln Special School

2023 Ordinary Governing Council Meeting

Date and time: 20th June 2023 – 1PM
Chair: Kylie Steed
In Attendance: Julie Sampson, Kerry Cunningham, Matt Syme, Jane Radford, Bronwyn Warland, Emily Wardle, Petta Mundy, Carmen Elliott
Apologies: Delice Sheehy, Meredith Lindsay, Sam Varney

Governing Council meetings are held twice per term and are preceded by a finance committee meeting and 7-day notice by the chair
Membership: Majority of members must be parents
Quorum: majority of filled positions i.e., 7 in 2023
Voting: majority of those present

Agenda	Discussion	Decisions	Actions
Minutes of previous meeting	Tabled	Minutes of meeting 3/4/23 reconfirmed as a true and accurate account Proposed - Bronwyn Seconded – Julie Approved	
Business Arising			
Induction	Matt went through induction checklist. Received from: - Julie, Kerry, Bronwyn, Emily New evacuation plan - now evacuating to bike track. Kylie the Health & Safety Rep Kylie is the First Aider on site. Governing Council training is recommended. Preferably face to face with other Governing Councils which is how they used to do it.	Face to face GC training with other GCs best Proposed Petta Seconded Kylie Approved	Follow up - Matt Induction checklist to be given to Delice and Sam at the next meeting – Matt Collect all completed induction checklists at next meeting - Matt
Site redevelopment	\$300,000 in building plan Ideas listed and voted on. Learning Environment Opportunity Study – cost \$8000		Votes to be obtained from absentees – Matt Process LEOS project commencement form - Matt
Finance Committee Report	Minutes of previous finance committee report		End of year budget vs actual to be reported at next AGM – Matt A copy to be placed in GC folder - Matt
	2023 Final Budget tabled with amendments to RES income made	Proposed – Kerry Seconded – Carmen Approved	Inform Finance Officer to update Budget

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			status on Site Budget Planning Tool - Matt
	<p>Outstanding debts and accounts receivable: School fees discussed again- No response to letters sent</p> <p>Centrelink – information to parents in an email re Education Supplement and Pension for children over 16.</p> <p>Also, Centrelink can put payment plans in place for families with outstanding debts, where a certain figure is agreed upon to come out of their Centrelink payment each fortnight.</p>	<p>\$571 of school fees and \$58.80 of swimming from past students/families to be written off</p> <p>Fees for current families to be sought</p> <p>Proposed – Bronwyn</p> <p>Seconded Kerryn</p> <p>Approved</p>	<p>Matt to ask Sarah to call individual families to discuss their debt as no response to letters</p> <p>Matt to ask Sarah to make up Fee Collection checklist for when chasing debtors – for Governing Council to approve.</p>
Funding model for special schools	<p>Pupil Free Day Plan for 2023 tabled and discussed</p> <p>31/7/2023 – Monday Wk2</p> <p>Removing Barriers to Learning – to upskill teachers on the language used for RAP applications and One Plans to gain the most support for the children.</p> <p>4/9/2023 – Student Pathways – ready for next year.</p> <p>24/11/2023 – school closure day</p> <p>27/11/2023 – Site Improvement day – analyse and review student data to provide clarity on where kids are at moving forward into 2024.</p>	<p>PFD Plan approved</p> <p>Proposed – Matt</p> <p>Seconded – Jane</p> <p>Approved</p>	<p>Inform staff, families via newsletter and ED via email - Matt</p>
Sensory Garden project	<p>Emily and Matt met with Wax Design, now need to consult staff to provide a clearer brief to WAX</p>		
New Business			
Constitution Update	<p>Letter for Kylie Steed endorsed by the Education Director and approved by the Dept.</p> <p>1 ex officio, 8 parent members, 1 staff member, 3 community reps.</p> <p>In future – elect parent members first, then open vacancies for others.</p>		<p>Replace previous constitution with new one - Matt</p>
Lumination Lab at PLHS	<p>Lumination Lab update – Matt going 21/6/2023 to High School Stem Wing to view the virtual reality studio. Our kids can access the lab also.</p> <p>We would like to get a kit for our school to have.</p>		

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One in Four Reforms	<p>Dept – Support & Inclusion Team – Letter tabled, new flexible options program. Student Support Services</p> <p>Cultural Capacity Information</p> <p>Positive Behaviour Support Policy – no special schools involved.</p> <p>Expulsions/suspension/exclusion – not ideal to exclude, however HW&S is important too and may require this.</p>		
Finance Committee Report from meeting 15.6.23	Minutes tabled	<p>Reports for January, February, March and April approved</p> <p>May reports to be presented at next meeting</p> <p>Closing balances from EDSAS and opening balances from EMS tabled, signed and filed</p> <p>Delegations approved and filed</p> <p>Our resources plan approved</p> <p>Proposed – Kerryyn</p> <p>Seconded – Carmen</p> <p>Approved</p>	<p>Confirm delegations and our resources plan with finance officer – Matt</p> <p>Playground inspection cost - \$3000, Matt to chase up to see when its our turn to have that cost met by Dept.</p>
Student Use of Mobile Phones and Personal Devices Policy	Draft tabled	<p>Policy confirmed</p> <p>Proposed – Matt</p> <p>Seconded – Kylie</p> <p>Approved</p>	<p>Share as required, inform families and students – Matt</p> <p>Remove previous policy from website - Matt</p>
Principal's Report	Tabled		
National Student Wellbeing Program	<p>New procedure for engagement of pastoral care workers</p> <p>We will need to apply for 2024 to 2027</p>		Address at a future meeting - Matt
Next meeting		Week 3 Tuesday 8 th August at 1pm	Finance Committee to meet Thursday 3 rd August