



OFFICIAL

Williams Primary School

- School Council Meeting Minutes -

24 March Term 1 2026

Meeting: 9.00am Staffroom

ATTENDEES: Ben Kirk, Merranie Beal, Bec Higham, Gemma Haddrick, Nick Panizza, Ben Steicke, Kerry Lobb (minute secretary)

APOLOGIES:

1.0	Welcome and apologies	ACTIONS
1.1	Acknowledgment of Country, We respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Wiilman people. It is a privilege to be standing on Wiilman country. We also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.	
1.2	Welcome, Open Meeting	
1.3	Correspondence in	Nil
2.0	Disclosure of interest	
2.1		
3.0	Minutes of previous meeting	
3.1	Minutes from Meeting Dated:	Moved: Nick Second: Bec
4.0	Business arising from previous meeting	
4.1	School Photos	Families do not need to be onboarded to Compass for us to manage the administration side of school photos. We operate our own ordering and communication system, so everything can still run smoothly even if families are not yet using Compass. If Compass is implemented later, we can certainly work alongside it, but it's not required for our service to operate. Try for a term 3 date for photos and go ahead if a date suits.
4.2	Terms of Reference	Reviewed and a copy provided for each member.
4.3	Code of Conduct	Copy provided for each member and a copy for the file.
4.4	Response for clarification of 'Staff' and "Employee of the Department" in Terms of Reference.	You are correct in that a parent member can be on the board if they are a staff member of DoE (for instance at another school). If they are employed at the same school however, they can only be on the board as a staff member. In terms of casual staff members, technically the definition is anyone that is on the school's payroll, so casuals could be considered a staff member. If they were only a casual for only 1 day a week, it would depend on the community's perception - would they be considered as a staff member of the school? If the answer is yes, then it would not be recommended for transparency's sake. It's about managing conflicts of interest - real or perceived. School Council to consider if necessary during the next nomination round.
5.0	Reports and operational matters	
5.1	Principal's Report	On file Tanks: Solenoid boxes are very deep on the oval. They need to be raised and then the grass will grow back over them. We will then have their locations triangulated on the plans.

OFFICIAL

		Business Plan NAPLAN, Faction Swimming Carnival, Annual Report
5.2	Deputy Principal's Report	NAPLAN completed Golf clinic with Megan Henry on Wednesdays for years 3-6. Funded by Sporting Schools Solar Car Challenge – 2 teams attended. Did well with one team going to the semi finals. Leadership conference was very good, students had a great time. Booked is going well for parents to book appointments for next week. RRISE program has be rejuvenated this year. A ticket system is in place.
5.3	Manager Corporate Services Report	One Line Budget Report Contributions %
6.0	Other business	
6.1	Business Plan	Relationships & Partnerships collated information. Discussed in the Principals Report. Suggestion to explain "The Williams Way" withing the document.
6.2	School Funding Agreement	Printed Reviewed and signed to be filed.
6.1	Grounds Update	Water Tanks – discussed in Principals Report. Possible access to Newmont grants if more funding is required. Water Leak – Been found and additional works are being repaired. Community Use Grant – Has been approved. Awaiting next moves.
6.2	Annual Report	Endorsed by School Council
6.3	Workforce Plan	Review document sent on email. No print copy being provided.
6.8	Face to Face Training for Term 3 Forms Reflection Survey	Merranie's Collegiate Principal is a facilitator and has indicated that the face to face training is worthwhile. Will look into if they provide a group meeting for multiple council's.
6.9	Camp	Nat is currently working through activities. Kerry is investigating transport options.
6.10	Training & PL	Completed
	Meeting closed:	10.30am
	Next meeting:	Wednesday 13 May 2026
Signed Chairperson:		Date: