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Williams Primary School

- School Council Meeting Minutes -

25 February Term 1 2026

Meeting: 9.00am Library

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	Welcome Bec Higham
1.3	Correspondence in	Letter from DoE advising of Public School Review. Validation is 4 August 2026.
2.0	Disclosure of interest	
2.1		
3.0	Minutes of previous meeting	
3.1	Minutes from Meeting Dated:	Moved: Gemma H Second: Ben S
4.0	Business arising from previous meeting	
4.1	Water Tank	Slowly progressing. Tradesman is confident that they can plumb 90% of the schools runoff to the tanks.
4.2		
5.0	Reports and operational matters	
5.1	Principal's Report	On file
5.2	Deputy Principal's Report	Upcoming events listed as publicised on the school website calendar. Mrs Whitting is teaching both Brass and Woodwind this year. PEAC has begun. One student attending on alternate Wednesdays. Open Parachute - Health & Wellbeing Program. We have received funding for this. P&C have funded the Yr Leadership Conference.
5.3	Manager Corporate Services Report	One line budget statement does not show much as it reflects the January figures.
6.0	Other business	
6.1	Nominations for School Council Chair	Ben S has been nominated for Chair and has accepted. Clarification sought for whether 'employee of the department' means that a parent employed at another school can't be a parent representative. Casual employees at the school where their children go?
6.2	Tenure decision for Bec Higham	Term of 1, 2 or 3 years available. This should determine what the next two positions are advertised as to allow for a staggered forward plan. Bec is happy to take on the three-year term.
6.1	Communication Policy and Guidelines	School Council has reviewed the guideline and are happy to adopt this. Guideline will be taken to staff meeting and any changes will be emailed through to School Council before being published on the website.

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6.2	Business Plan	Discussed the process we have been taking to develop our new Business Plan. Staff have been heavily involved in developing the plan. Today the School Council are working on the Leadership & Use of Resources portion of the plan. Merranie to collate and email to members and send Nurture information.
6.3	Review Council Terms of Reference & Code of Conduct	Changes and adjustment made to refer to Williams PS. Kerry to update and email. Printed copies will be available for the next meeting.
6.4	Annual Report	Review draft Annual report. Pictures to be updated.
6.8	Public School Review	Term 3. As we get closer to the review, we will meet to discuss what this process looks like for our Council members.
6.9	School Photos	Conversation around possibly changing providers to MSP as they have an agreement with Compass. Kerry to send information as soon as it arrives to the School Council for feedback.
6.10	Uniforms	Jackets & Hats. Examples given to members to have a look. The Council added a School Jacket / Jumper to the Dress Code at the last review. Discussion around the community / sporting jackets and jumpers. Proposal to add a line stating that hooded jumpers and jackets are not permitted.
	Meeting closed:	11.25 am
	Next meeting:	Week 8 24 March 2026

Eligibility engaged representative