



## St. Ambrose Parish School

14-17 Templeton Street, Woodend  
PO Box 450, Woodend Vic 3442

T: 03 5427 1285  
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E: office@sawoodend.catholic.edu.au  
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### Minutes for School Advisory Council MEETING No 2, Wednesday 3<sup>rd</sup> May, 2023

9.30 am in the St Ambrose Library.

**Meeting Opened:** 9:35 am

**Present:** Rilla Healey, Jodie Warner, Mike Boudrie, Danielle Perrin & Fr. Martin

**Apologies:** Michelle Lancefield, Ellen Vernon &  
Libby Nuttall

**Minutes:** Debbie Geisler

**Prayer:** Debbie

**Chairperson:** Mike Boudrie



We respectfully acknowledge that we are meeting on the traditional country of the Dja Dja Wurrung people. We pay our respect to Elders past, present and emerging and thank them for sharing this beautiful land with us. We recognise and respect their cultural heritage, beliefs and relationship with the land, which continue to be important to the people living today.

1. Welcome

Bronwyn

2. Correspondence In / Out:

- Positions & Minutes – held over to next meeting.
- New newsletter Format – a fresh look. Made on the Canva platform. Have had some teething problems, as it has been going into 'spam'. We are currently rectifying it. It is our main platform to communicate with our families. Can we use Operoo? This means that it only goes to one parent, and there are some people outside the school who receive it. Trying not to double up and reduce the content by noting some important information is in previous newsletters. Everything relevant is in the newsletter. The calendar is updated regularly.

3. School Masterplan & Building Project Update

Bronwyn

Canteen set up and ready to go. Admin and staffroom are now under construction making the area more compliant and catering to the larger staff. There has been a hold up with the installation of the NBN. We hoping to be in mid this term, but not it is looking more like mid Term 3. Budget wise we are doing okay, tracking well. Hoping to get the whole school re-carpeted like the new section and re-painted. We have also upgraded our whole PA system, and Wifi. Bag hooks have been installed undercover and the junior children



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are bringing their lunch boxes into the classrooms. Also, a small sports shed has been built and all the schools equipment is now no longer in the corridor.

4. 2022 Annual School Report to the School Community Bronwyn  
Annual Report is submitting in May, and we only get the template in April. It will be shared with the SAC members. Mike will give Bronwyn a small piece about the setting up of the SAC last year.
5. Policies: EMP (Emergency Management Plan) - held over. Debbie
6. Reports & Operational Matters Bronwyn
  - **Canteen** – Katie D has cooked up a storm. Menu is ready to go. Super Sushi is back on board.
  - **New Agreement Time in Lieu** – A big focus has been on teacher workload. There has been a lot of teachers leaving the profession and a lot of movement. We now have to provide TIL for staff who work more than their 38-hour week. We have to be very mindful of Staff Meetings, Professional Learning Team meetings ...etc. There are some times when TIL will need to be applied, such as, school camps, parent/teacher interviews, Sacraments and School Production. Decisions need to be made regarding camps and out-of-hours events such as Mother's and Father's Day celebrations.
  - **Camps** – Due to TIL, as a Leadership group we are thinking of ways of running camps so that they are affordable. One possibility is having a Grade 3/4 Camp for one night and a Grade 5/6 Camp for two nights every second year. This means students would either go on camp in year 3 & 5 or 4 & 6. Grade 5/6's camp would take place in Term 1 and Grade 3/4's in Term 4. Some schools are no longer doing camps. We know of a school who also give a TIL day for the staff and students the day following the camp. It is quite complex, as we need to be fair to all staff, as not all staff are accruing the same amount of TIL. It will be important to communicate with our parent community regarding this and look at the range options available before a decision is made. We do need to book in for 2024 asap.
  - **Mother's Day and Father's Day Celebrations** – If we continue with breakfasts, we would have to give TIL to staff to run these. Maybe the PFA might like to take it over...this will be discussed at the P&A meeting? The afternoon tea option has been popular so we could continue with this and staff run it as it is during the working day. It is



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felt that going forward both Mother's and Father's day celebrations should be the same. Mother's Day this year is an afternoon tea and liturgy, so we will run Father's Day the same. Bronwyn will communicate this in the newsletter so families can plan for these events.

In relation to Mother's and Father's Day gifts, we are moving away from bought gifts and being more sustainable, and made by the students. This has been helped by having the kiln and opportunities for students to be creative.

- **Ambrose Care** – Up and running again this year. Excess lasagnes from Canteen will be donated to Ambrose Care.
- **Communication & Confidentiality** – Just a reminder that not everything can be communicated in relation to classrooms. Families can trust that the school is has everything in place and that all students are safe
- **Staffing** – held over.
- Principal's report Term 1 2023 – attachment to these Minutes.
- Finance report – The school's finance is all in order
- Maintenance Plan – held over. Debbie

7. St. Ambrose Parents and Friends Association Bronwyn

- Committee
- Fundraising
- Social Events – Student Disco
- School fair – The Parents & Friends Association (PFA) will be meeting soon, and at this point we will find out if we have enough parents to organise a School Fair, also what type of fair that we can run.

8. Parish News Fr. Martin

9. Any Other Business

10. Next meeting – Tuesday the 6<sup>th</sup> of June from 5:30 – 7:00 pm Mike

11. Meeting Closed Mike



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### **Term 2 2023 dates:**

Wednesday, May 3rd, 9.30 am - 11.00 am

Tuesday, June 6th, 5.30 pm - 7.00 pm

### **Term 3 2023 dates:**

Wednesday, August 2nd, 9.30 am - 11.00 am

Tuesday, September 5th, 5.30 pm - 7.00 pm

### **Term 4 2023 dates:**

Wednesday, November 1st, 9.30 am - 11.00 am

Tuesday, December 5th, 5.30 pm - 7.00 pm