Next regular meeting Wednesday 9th December 2015, 6.00pm followed by dinner at the Kent Hotel

<table>
<thead>
<tr>
<th>Summary of actions from meeting 7, 2015</th>
<th>To be actioned by:</th>
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</table>
| 1. Council asked for format changes to the Finance report from 2016:  
  - inclusion of a table of bank account movement history and a table of SRP movement history  
  - remove parent payments table on page 1 and include only the parent payment history table | Latham/Shelley |
| 2. 2016 Cash Budget to be finalised for Finance meeting 4th December | Latham/Shelley |
| 3. The DET policy on requiring parent volunteers to have a Working with Children Check to be confirmed. | Latham |
| 4. A process to be established from 2016 for maintaining an up to date register of CNPS parents with WWCC. Register to be accessible to teachers. | Shelley |
| 5. Information on how to obtain a WWCC to be made available through the newsletter, start of year information and on the website. | Latham/Shelley |
| 6. Draft policies to be distributed to the school community for feedback. Written comments to be asked for, to be directed to Latham. Revised drafts to be emailed to Council members by 4th December for consideration at the 9th December meeting. | Latham |
| 7. Cost estimates for a refurbishment and fitout of the art room to an Arts and Science resource centre and a refurbishment of the office window/reception area to be obtained and submitted to Finance Committee by end Term 1 2016. | Marcus/Latham |
| 8. Kath Andrews to be approached to confirm her willingness to help coordinate the 2016 fete. | Latham |

**Time** Meeting opened 6.30pm  
**Location** Staff Room  
**Present** Latham Burns, Marcus Coghlan, Imogen Richardson, Andrea Davis, Angela Carlucci, Elio Guarnuccio, Alma Gill, Mark Fermor, Mary Brett, Shelley Darmody (Business manager)

1. **Chair:** Alma Gill  
2. **Apologies:** Chris White, David Evans  
3. **Minutes of the previous meeting,** 11th September, 2015: accepted as read.  
4. **Business arising from minutes:** Previous action 1: Completed.

5. **Finance**  
The following documents were tabled:  
- 2016 draft cash Budget  
- CNPS Finance Committee October Report 2015.  
- Draft Parent Payment policy  
- Draft Excursion and Incursion Policy

Council noted the predicted end of year cash surplus of $51888.  
**Motion:** That the $52,500 MU Teaching Fellowship be transferred from Cash to Credit to cover 2015 deficit and provide funds for 2016 staffing. Moved Latham, seconded Elio. Passed  
**Motion:** That the 2016 MU Teacher Fellowship payment to be transferred from Cash to credit when received by the school. Moved Latham, seconded Alma. Passed  

**Action 1:** Council asked for format changes to the Finance report from 2016:  
- inclusion of a table of bank account movement history and a table of SRP movement history  
- remove parent payments table on page 1 and include only the parent payment history table

**Motion:** That the CNPS Finance Committee October Report 2015 be accepted by Council. Proposed: Alma, seconded: Imogen. Passed
Council discussed the proposed 2016 cash budget and also the tabled draft 2016 Annual Implementation Plan. The Literacy, Professional Development/Conferences, Courses, Seminars and Casual Relief Teacher budgets were discussed.

**Action 2**: 2016 Cash Budget to be finalised for Finance meeting 4th December.

Council discussed draft Excursion and Incursion policy and the draft Parent Payment policy.

**Action 3**: The DET policy on requiring parent volunteers to have a Working with Children Check to be confirmed.

**Action 4**: A process to be established from 2016 for maintaining an up to date register of CNPS parents with WWCC. Register to be accessible to teachers.

**Action 5**: Information on how to obtain a WWCC to be made available through the newsletter, start of year information and on the website.

**Action 6**: Draft policies to be distributed to the school community for feedback. Written comments to be asked for, to be directed to Latham. Revised drafts to be emailed to Council members by 4th December for consideration at the 9th December meeting.

6. **Principal’s report**

See tabled report.

**Motion**: For the Principal’s report to be received. Moved Andrea, seconded Mark. Passed

7. **Communication**

Parent Communication Survey from 2014 summary to be included in the newsletter. A graphical summary of communication at CNPS to be developed for parents for 2016. Implementation of Tiqbiz to occur term 2/term 3 2016.

8. **Education**

Committee reported on plans to embed teaching of Social and Emotional Learning competencies (self awareness, self management, social awareness, relationships, responsible decision making) using Kidsmatter resources and the Bounceback program to:

- Provide explicit information
- Opportunities for practise and feedback
- Classroom/real life application

9. **Building and Grounds**

South side landscaping work is completed and has been very well received. Council discussed the tabled forward planning document of capital and significant recurring costs over the next five years.

**Motion**: That Council approves seeking cost estimates for a refurbishment and fitout of the art room to an Arts and Science resource centre and a refurbishment of the office window/reception area. Moved Marcus, seconded Alma. Passed

**Action 7**: Cost estimates for a refurbishment and fitout of the art room to an Arts and Science resource centre and a refurbishment of the office window/reception area to be obtained and submitted to Finance Committee by end Term 1 2016.

10. **Fundraising**

Kath Andrews (parent) has offered to be involved at a high level in 2016 fete organisation.

**Action 8**: Kath Andrews to be approached to confirm her willingness to help coordinate the 2016 fete.

11. **General Business**

None

12. **Correspondence**

Letter from the Minister of Education, 14th September 2015

13. **Noting of issues for next Council meeting**

- 2016 Draft Cash Budget
- November Finance report
- Draft policies
- Council membership and succession planning

Meeting closed 8.35pm.

**Next regular meetings**:  
- **Council Wednesday 9th December, 6.00pm followed by dinner at the Kent Hotel**  
- **Finance Friday 4th December 4pm**  
- **Education TBC**  
- **Communication TBC**  
- **Building and Grounds  TBC**