

OFFICIAL



School Council Meeting Castlereagh School

DATE:	5 th March 2026	CHAIR PERSON:	Pauline Winrow
TIME:	9.15am -11.35	MINUTE SECRETARY:	Pauline Winrow

ATTENDEES:	Pauline Winrow (Principal), Katherine Huxley (Parent), Michelle Stiff (Parent), Cecilia Orchard (staff), Kelly Dubber (Parent)
APOLOGIES:	Tracey Coad (Community Rep) Claire Hegarty (staff), Tracey Walker (MCS ex officio)

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1	Welcome & New Members	Chair	Principal welcomed everyone to meeting.	
2	Apologies	Principal	Tracey Coad , Claire Hegarty	
3	Celebrations	Chair All members	Principal gave overview of highlights of 2025 including celebrations for 2026 including: Sensorium Theatre in for 5 weeks with Sensory Storytime. Partnerships with community groups growing. Fabulous work by Lee-Anne Sapina on the Yearbook Successful 2025 Graduations. Staffing supports around Community tragedy.	Congratulations to Lee-Anne Sapina for all her work compiling the 2025 Yearbook
4	Acceptance of previous minutes	Principal	Minutes tabled and discussed	That the Minutes of the previous meeting on the 14 November 2025 be accepted as a true and correct record". Moved: Katherine Huxley Seconded: Michelle Stiff Carried

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5	Correspondence	Principal	School review Letter from Director	Tabled
6	Business arising from previous minutes 6.1 B	Principal	<p>Donation from State Election has been received \$65000.00. Approx \$25 000 left to expend</p> <p>School Review- Completed and Report tabled.</p> <p>Hydrotherapy Pool - still awaiting answers to issues relating to the qualification required and costing of the Hydrotherapy Pool. Discussion held on process to get approval within Central. Support being sought by regional office.</p>	<p>Works completed. New equipment to be discussed by Playground Committee & Council.</p> <p>2nd Review to be held in Term 3 on the areas of Leadership and Finance.</p> <p>Principal has prepared documentation for approval by the Department. Regional Director is discussing with Central for sign off.</p>
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7	<p>Presentation of Reports 7.1 Principal's Report</p> <p>7.2 Cash Report (Comparative Budget Report)</p> <p>7.3 Council Finances</p>	Principal	<p>Principal's report discussed – key points included: Staffing, Enrolment 2026, Start of 2026 term one Staff & Community. Lockdown March 4th. PL for 2026, School Ball 2026 year 11 & 12 Special Schools. August 20th, 2026.</p> <p>Comparative Budget Report tabled at Council. Salary and cash budget is in the black.</p> <p>Discussion held on the Graduation Shirts for year 6 – the cost of which was accidentally omitted from the 2026 Charges list, and this was not previously costed to parents. This means the school will need to cover the cost.</p>	<p>Report was tabled.</p> <p>Council supports and endorses the Ed Support Schools Ball</p> <p>Moved: “That the Council notes the March Comparative budget as presented”. Moved: Michelle Stiff Seconded: Kath Huxley Carried</p> <p>Moved: “That School Council funds be used to cover the price of the graduation and Leavers Logo costs and half the cost of the year six grad shirts for 2026”. Moved: Michelle Stiff Seconded: Kelly Dubber Carried</p>

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8	Fundraising Committee	Principal Michelle Michelle Kelly Kath	<p>Discussion on current Fundraising for Term one – Easter – Cadbury Chocolate boxes. 2 types – Fun & Goody.</p> <p>Principal thanked members for response to emails to get this fundraiser underway in a short period of time.</p> <p>Agreement to look at term 2 – 4 calendars and plot events. Mothers' Day raffle for term 2</p> <p>Fundraising Goals for 2026 discussed. Priority to Playground – particularly new All Access Swing. Triple M \$1000.00 also to Playground fund as students requested swings. Any additional monies towards sensory items/needs.</p>	<p>Each box \$60 upfront payment Advertised in Newsletter and via letter home and messages.</p> <p>Pauline to draft planners and send out to Council members for further input.</p> <p>School to convene a Playground Committee – report to Council PW to organise.</p> <p>Pauline to place a questionnaire/survey into newsletter for parent feedback. Bring results to next meeting</p>
9	Finance Planning	Principal	<p>Assets Replacement Plans for items such as AV – Interactive whiteboards, iPad etc being developed by school finance committee.</p>	<p>Draft at next meeting.</p>
10	Newsletter	All Members	<p>Discussion on the Newsletter, how to get people to read it. Discussion on surveys within the newsletter – great for feedback but need more readers. Discussion on translation of text for non-English speakers Publisher soon to be removed from DoE computers – need a new format.</p>	<p>Pauline to get process on alternative online Newsletters. SchoolZine etc Pauline to extend survey response time in current newsletter. Members to encourage parents to read and respond.</p>
11	School Photos	All members	<p>General discussion on School photos – highs and Lows around experience with companies. Main reason for professional school photos being stopped was that no one – very few parents were purchasing them and therefore companies stopped wanting to visit Castlereagh. Also, their ability to capture true photos of our students was not good or consistent – hence parents not wanting to purchase. Some other schools choose to take their own photos and spend a few terms to get the good pics. School based photos could be collated vetted and then printed at a lower price – electronic copies could be made available via USB.</p>	<p>Principal to discuss school-based photos for 2026 with staff and establish a timeline for production. “That School Council assist with costs for photo production for 2026” Moved: Katherine Huxley Seconded: Kelly Dubber Third: Michelle Stiff Carried</p>

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12	Student Council	Principal	<p>Establishing a Student Council was previously raised as an idea for 2026.</p> <p>Principal agreed it was a great idea and has had discussions with a few schools in terms of how they are running.</p> <p>Discussion of Student Council and Head Girl/Boy Factions and Faction Captains.</p>		<p>Principal to bring proposal to next meeting after discussion and planning with staff and students.</p> <p>That School Council funds be used to purchase required badges for Councillors and student office bearers as required"</p> <p>Moved: Kelly Dubber Seconded Michelle Stiff Carried.</p>
13	Reporting to Parents Day	All members	<p>Discussion on Newsletter article and survey.</p> <p>Understanding of difficulties possibly associated with a pupil free day for parent meetings.</p> <p>Positive and negatives were discussed e.g. more time to meet, able to meet without deadline of return to class, where more than one teacher works with child both may be able to attend. Allows teachers to get more meetings and planning done and shortens the Case Conference weeks across the school.</p> <p>Feedback so far includes:</p> <p>More time to meet in depth chats about child, values the role of teacher to give time in a busy programme, preference for full day over half day, acknowledges teacher workload in collaborative planning etc.</p>		<p>Pauline to extend the survey online for another week.</p> <p>At the meeting: General support for trialling this approach by members of Council. Straw poll of those in attendance - Can you live with this decision- on a scale of 0 to 5? Placed at 3-4.</p> <p>Pauline to collate response and share with Council members.</p>
NEXT MEETING:	28 th May 2026 9:15am	MEETING CLOSED:	11.35am	SIGNED:	<p>Pauline Winrow</p> <p style="text-align: right;">CHAIRPERSON</p> <p style="text-align: right;">DATE</p>