

Admiral Westphal Elementary School

School Advisory Council

September 23rd 2025

Meeting Minutes

Item	Discussion
1	Call to order - Meeting was called to order at 6:05 PM
2	In attendance: Nick MacDonald - Principal Jenny Redman - Teacher Regis Dudley - Parent Seanna Morton - Parent
3	Approval of the agenda - Approved
4	New business - Establishment of the SAC: The attendees discussed the role of the SAC. The SAC June report was reviewed. Reviewed the procedures of SAC formation (By laws & Letter of agreement). The group will use email as the primary means of communication. An SAC Chair will be elected at the next meeting. Meetings will occur on the third Tuesday of the month. The group briefly discussed the SAC Conference scheduled for Nov. 28th
5	Principals Report Student Success Planning - Discussed the role of the SSP and how it supports student achievement and teaching practice via school goals in literacy, math and well-being. Assessment evidence is used to determine needs and next steps in instruction. Playground - Discussed the possibility of reconfiguring the playground area. Nick will make inquiries.

	<p>Communication-The group felt school-home communication thus far has been appropriate in frequency.</p> <p>Safe Schools Strategy - Introduced and discussed the Safe Schools Strategy, including the Code of Conduct and the Behaviour Matrix created by the school community. The matrix will be introduced to classes and explicitly taught to students.</p> <p>Finances- The group would like to explore purchasing a sensory path for the school as well as a fridge for the learning center.</p> <p>Nick shared that the school participated in a Terry Fox walk in September and will be planning a community walk as part of the recognition of Truth and Reconciliation Day. Mr. Erik (CYCP) has established a soccer club for grades 5 & 6. He and Ms. Christine (Schools Plus) have also been working with the garden club to harvest vegetables to use for cooking. We are also working to establish a leadership team for upper level students.</p>
6	Other - N/A
7	Next meeting (date, time): Tuesday, October 21st 2025 (Virtual)
8	Adjournment - 7: 10 PM