

## Goonawarra Primary School

### School Council Minutes

#### Meeting Details

<b>Date</b>	15 <sup>th</sup> June 2015	<b>Time</b>	6.30pm
-------------	----------------------------	-------------	--------

#### 1. Attendees & Apologies:

Attendees: ✓	Apologies: ✗	(1) & (2) = years left on SC.	
✗ Gary Hoiles Annie 5/6, Cate 2/3S (GH) (1)	✓ Alan Fairweather	Principal	(AF)
✓ Gwenda Griggs Chloe 5/6 (GG) (2)	✓ Karen Reilly	Assistant Principal	(KR) (2)
✓ Shawn Hindmarsh Hamish 2 / 3S Amelia Prep (SH) (1)	✓ Marita Ryan	Grade 5/6	(MR) (1)
✓ Michelle Bowerman Riley 2/3S & Xavier 5/6 (MB) (2)	✓ Liz Hornby	LOTE / Reading	(EH) (2)
✓ Jane Alexander Elizabeth 2, Lachlan 2/3S & Joshua 5/6 (JA) (1)	<b>Visitors:</b>		
✗ Jing Li (Anthony Yammouni –Prep F) (JA) (2)			
<b>Community Member</b> ✓ Allison Crozier Oliver 2 & Hamish 5/6 (AC)(2)			

<b>President</b>	Gwenda Griggs	<b>Treasurer</b>	Jing Li
<b>Vice President</b>	Shawn Hindmarsh	<b>Secretary</b>	Michelle Bowerman

#### Sub Committees:

Finance	Buildings & Grounds	Canteen	Uniform	Curriculum	After Hours Care
Alan	Alan	Liz	Karen	Karen	Alan
Jing (Janine)	Jane	Allison (Nicole)	Marita	Gwenda	Michelle
	Shawn		Allison (Jacinta)	Marita	
	Gary				

#### 1. Minutes of Previous Meeting:

**Motion:** That minutes of the School Council meeting held on 4<sup>th</sup> May 2015 be accepted.

**Moved:** MR

**Seconded:** SH

#### 2. Business Arising from Previous Minutes:

Covered in agenda of this meeting.

#### 3. CORRESPONDENCE:

As per Principal's and other reports.

## 5.0 REPORTS:

### 5.1 Treasurer's Report (AF)

**Grants:** New Leaf Christian Centre \$2,000 for Chaplaincy Program  
**Donations:** Sunbury Chaplaincy Committee \$9,000 throughout the year - \$3,000 so far.

#### 5.1.1 High Yield Investment Account: (Account where DET cash funding is placed before being put into Official Account)

Receipts for May 2015	\$2,478.72	
Payments for May 2015	\$30,000.00	
Balance as at 31 <sup>st</sup> May 2015 stands at		\$79,779.09

#### 5.1.2 Official Account: (Day to day working account)

Receipts for May 2015	\$47,592.45	
Payments for May 2015	\$38,393.37	
Balance as at 31 <sup>st</sup> May 2015 stands at		\$27,592.88

#### 5.1.3 Investment Account:\* (Funds which can be invested for a period of time)

Receipts for May 2015	\$198.78	
Balance as at 31 <sup>st</sup> May 2015 stands at		\$30,961.55

\*Note: Investment Account - This has been reinvested up to November at the Commonwealth Bank.

**The balance of all three accounts as at 31<sup>st</sup> May 2015 is - \$138,333.52**

Moved: AF                                      That the above-mentioned payments for May 2015 be ratified.  
 Seconded: SH                                  Carried

### 5.2 Finance: Sub Committee members: AF

#### Staffing budget – as at 16<sup>th</sup> March 2015

Summary Section	Credit Section	Cash	Total
Budget	\$2,221,827	\$253,762	\$2,475,589
Surplus B/F	<b>\$???</b>	<b>\$0</b>	<b>\$???</b>
<b>Total Funds available</b>		\$253,762	\$2,475,589
Credit to Cash	(\$40,000)	\$40,000	\$0
<b>Projected Expenditure</b>	<b>\$2,170,457</b>	<b>\$293,762</b>	<b>\$2,464,219</b>
<b>Projected Balance</b>	<b>\$11,370</b>	<b>\$0</b>	<b>\$11,370</b>
<b>Surplus available to school</b>	<b>\$11,370</b>	<b>\$0</b>	<b>\$11,370</b>

- The above funding has now been adjusted to reflect an enrolment of 320 students.
- The surplus brought forward figure above of \$??? will change to approx. \$25,000 following the reconciliation conducted in April. Will know actual figure in June / July?
- So following the census and the reconciliation processes, the school should be showing a surplus of approximately \$70,000 - \$80,000. This figure will vary as the year progresses with staff leave, possibly more integration funding and new students or staff.
- \$40,000 has been requested to be moved from Credit to Cash as seen above. It has not been transferred as yet. It will appear in the High Yield Investment Account.
- Revenue and Expenditure data for the High Yield and Official Accounts is tabled for approval.
- The 2015 Budget is tabled for approval. There have been a few changes to reflect the Confirmed Budget based on 320 students. (The Indicative Budget was based on 304 students – each student is worth approx. \$6,000).

- A \$5,000 grant has been provided by DET to offset the cost of the Review process. (Reviewer – \$3,500 plus CRTs to replace staff for professional training on the process).

### 5.3 Principal's Report (AF)

#### The year so far –

- Current enrolment is 324 students.
- **Preps = 58      Gr 1 = 40      Gr 2 = 54      Gr 3 = 44      Gr 4 = 41      Gr 5 = 54      Gr 6 = 33.**
- **Males – 152      Females - 172**
- The average class size across the whole school is **21.6**
- Two more Grade 3 students to commence next Term and one Grade 5 student to start in Term 4.
- Prep interviews for next year continue to be requested. The Prep Transition Program timetable has been established for the rest of the year. Projection could be 40 – 50??
- A bank of new laptops is currently in use. The original bank of 30 green netbooks is now being used in the Prep – Gr 3 classes.
- This year is our year of Review. The external reviewer has been arranged. Probable date is the 8<sup>th</sup> September. The information gained from the recent parent, student and staff surveys and the Pupil Free Day is being collated and summarised.
- Approval required for Grade 5/6 camp to Anglesea on 9<sup>th</sup> – 11<sup>th</sup> September.

**Motion: That School Council approve the Grade 5/6 Anglesea Camp for 9<sup>th</sup> – 11<sup>th</sup> Sept 2015.**

**Moved: JA**

**Seconded: MB**

- Two more Grade six students today had the opportunity to be Principal for a Day.
- **Monitoring Electricity Usage & Cost – includes lighting, computers, appliances & air conditioners.**  
This current bill = \$1,425 - Average daily use 240kWh. Total Average Daily cost - \$45.98  
Same account last year = \$2,162 - Average daily use 322kWh. Total Average Daily cost - \$69.77  
Average daily use 320kWh (2013)

Saving of \$716 for March – 82kWh. A daily saving of \$23.09.

Saving of \$737 for May – 82kWh. A daily saving of \$23.79

- Not successful with a Commonwealth Bank Grant to support the Chaplaincy Program. Waiting on the outcome of a DET grant to support welfare. Also waiting on ACCESS Ministries to release a grant application to support Chaplaincy.

### 5.4 Curriculum Sub Committee members: KR

#### Assessment and Reporting

##### Reporting to Parents:

- Gerald instructed staff on how to use the ACCELERUS program, our new report writing program.
- Student Reports have been finalised and are now with Alan for comments / signature.
- Parent / teacher discussions to take place next Wednesday 24<sup>th</sup> June. Appointments can be made online.

##### Assessment:

- Initial PAT (Progressive Achievement Tests) have been completed. Staff positive about their usefulness.
- NAPLAN completed in may

##### Professional Development:

- Stephanie Coakley and Jessica Dunn presented the first session to staff on '7 Steps' which aims at motivating students to write. Steph and Jess will undertake more sessions with staff in the future.
- Dani and Jess Dunn attended AEU PD.

##### Other Programs:

- We hosted the Bright Futures Program which was very well received by students and parents.
  - Literacy Information morning and evening sessions were well attended by parents and the feedback was positive.
-

### School Review:

- Documents as attached.

### Karen Reilly / Marita Ryan Curriculum Committee

#### 5.3 Grounds & Buildings: Sub Committee members: AF

- **Sensory Garden** – Area has been planted and plants are developing.
- The Termly 'School Community Clean Up has been conducted. The tasks included planting many plants in the Sensory Garden.
- Bunnings sent three workers with plants and timber railings to give 'new life' to the garden area near the senior toilets.
- New carpet has been laid in corridor near Grade 2 – 3 classrooms. The cost of this is being covered by an insurance claim through the cleaning company.
- New lighting has been fitted in the corridor near the gym entrance and the walk way near the canteen.
- Girl's Infant toilet cubicles have been repaired.
- Front counter and parts of the office surfaces have been re laminated.
- 'No Smoking on Premises' signs have been installed at all gates as per new regulation.
- Names of students to be added to Honour Board have been obtained.
- 'No dunking' signs have been obtained to go on Grade 5/6 Basketball back boards. Boards need to be painted first.
- One set of football goal posts have been put up on the oval.
- Quote for heating and cooling the gym has been obtained from the same company that installed six of the same units in the Senior Building.

#### Quotation to supply and install Actron Air inverter Split Systems to GYM

Supply and installation of 3 x Actron Air Inverter SWB 82 C/E 8.2kw cool 9kw heat condensers mounted on roof cost \$2850.00 per unit inc plumbing & electrical connections, Note recommend cages to be fitted over units to protect from damage from balls \$ 550 per gal cage.

**TOTAL PRICE INC GST \$10,200.00**

*NOTE: Quotation includes all plumbing and electrical connections.*

#### Motion: That School Council approve the supply and installation of split systems (heating & cooling) in the school gym / hall.

Moved: AF

Seconded: SH

- I have been having lunch with groups of four Grade 5/6 students at a time in my office recently. The students have been presenting many creative ideas for developments around the school. Lunch time news broadcasts is one idea that has been embraced. Another one was to remove the Grade 5/6 play equipment under the shade sail and replace it with seats and benches. Also lunch time LOTE sessions – a different language each Term – run by parents – supervised by staff.
  - I am in the process of compiling a list of all external items that need attention. This may include –
    - **Garden development – various locations including front entrance.**
    - **Develop an overflow carpark beside BER Building.**
    - Painting – inside & out – various parts of school.
    - Replacement of veranda posts around the buildings.
    - Developing area where Relocatable Building was removed – seats, cover, ground surface
    - Extend covered way to BER Building.
    - Gr 5 / 6 Basketball surface – replace / repair
    - Modernise adventure playground equipment.
    - Library roof needs attention – slope / water leakage.
    - Gutters need constant cleaning out.
-

### 5.5 Parents & Friends: Sub Committee members: AC

- The whole school disco was a great success – raised approx. \$500
- Easter Raffle went well – \$469 profit.
- Mother’s Day stall went well - \$??
- A Movie Night for the ladies was held last week - \$190 approx.
- Gnome Hunt to be conducted in Term 2 holidays.
- Goona Warrior type event is being planned.

Allison Crozier.  
President

### 5.6 Canteen: (Sub Committee members: AF, EH)

Discussion in regard to opening the canteen on Mondays as well as Wednesdays and Fridays. (This will not occur in Term 3).

### 5.7 Uniforms: Sub Committee members: Jacinta, Alan

The official Grade Six jackets have arrived. The students have two to choose from.

Karen has been investigating variations to the pants in the uniform.

Following the research, the changes and additions to the uniform have been finalised.

Karen will organise suppliers and notify parents.

Discussion was held on the longevity of the school based uniform shop and the existing supplier as opposed to moving the service to the Primary School Wear shop located in Sunbury.

### 5.8 Goonawarra Out of School Hours: Sub Committee members: AF, MB, Extend

Both programs, Before & After School Care continue to operate effectively.

Program has been relocated into the gym. Extra storage in the gym area has been created. Canteen is being used.

Library, art room and computer lab are available for the program’s use.

### 5.9 Junior School Council: Sub Committee EH

Suggestion of Budget packs of lunch orders from the Canteen.

### ACCEPTANCE OF REPORTS

Moved: MB

That the above-mentioned reports be accepted.

Seconded: SH

Carried

Dates of School Council meetings – Mondays at 6.30pm in the staffroom		
Term 3	20 <sup>th</sup> July	17 <sup>th</sup> August
Term 4	19 <sup>th</sup> Oct	16 <sup>th</sup> Nov

### GENERAL BUSINESS:

Research on the need for a Defibrillator available within the school. Cost is approx. \$2,350

**Motion: That the school proceed with purchasing a defibrillator.**

Moved: AC

Seconded: MB

### Discussion in regard to payment of regular volunteers at school.

Who would qualify? What would be the pay rates? Would it be per hour or a set number of hours per week?

Karen & Alan will come up with a proposal for the next School Council meeting.

---

<b>Action items</b>					
	<b>Decision Item #</b>	<b>Action / Decision</b>	<b>Date raised</b>	<b>Action assigned to</b>	<b>Date to be resolved</b>
1.		Placing 3 fire alarm speakers in the BER building will be \$6,190.00.	17 <sup>th</sup> June 2013	AF	To be undertaken in 2014 if required
2.		A Working Bee will be organised on Friday of the second week of each Term for general maintenance. Next one – Monday 20 <sup>th</sup> July	24 <sup>th</sup> Nov 2014	AF	Advertising to be conducted on a regular basis.
3.		Research on the need for a Defibrillator available within the school. Cost is approx. \$2,350		AF	Passed for purchase 15/6/15
4.		Moving one of the security cameras to a better location as well as purchasing a new one for higher security. Two quotes have been obtained - \$1,459 and \$2,132.		AF	
5.		Watering of oval – quote obtained for 32,000 litre tank, pump etc - \$8,000. To be installed at back of hall.		AF	
6.		<b>Motion: That School Council approve the Grade 5/6 Anglesea Camp for 9<sup>th</sup> – 11<sup>th</sup> Sept 2015.</b> <b>Moved: JA</b> <b>Seconded: MB</b>	15/06/15	MR	15/06/15
7.		<b>Motion: That School Council approve the supply and installation of split systems (heating &amp; cooling) in the school gym / hall.</b> <b>Moved: AF</b> <b>Seconded: SH</b>	15/06/15	AF	TERM 3.

**Meeting Closed: 9.00pm**