

Goonawarra Primary School

School Council Minutes

Meeting Details

| | | | |
|-------------|----------------------------|-------------|--------|
| Date | 20 th July 2015 | Time | 6.42pm |
|-------------|----------------------------|-------------|--------|

1. Attendees & Apologies:

| Attendees: ✓ | Apologies: x (1) & (2) = years left on SC. |
|--|---|
| x Gary Hoiles Annie 5/6, Cate 2/3S (GH) (1) | ✓ Alan Fairweather Principal (AF) |
| x Gwenda Griggs Chloe 5/6 (GG) (2) | x 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) | Visitors: |
| ✓ Jing Li (Anthony Yammouni –Prep F) (JL) (2) | |
| Community Member ✓ Allison Crozier Oliver 2 & Hamish 5/6 (AC)(2) | |

| | | | |
|-----------------------|-----------------|------------------|-------------------|
| President | Gwenda Griggs | Treasurer | Jing Li |
| Vice President | Shawn Hindmarsh | Secretary | Michelle Bowerman |

Sub Committees:

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

1. Minutes of Previous Meeting:

Motion: That minutes of the School Council meeting held on 15th June 2015 be accepted.

Moved: MR

Seconded: MB

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, JL)

| | | |
|-------------------|--|---|
| Grants: | New Leaf Christian Centre | \$2,000 for Chaplaincy Program |
| | Building Resilience in School Communities Grants Program | \$5,000 |
| | DET for School Review process | \$5,000 |
| Donations: | Sunbury Chaplaincy Committee | \$9,000 throughout the year - \$6,000 so far. |

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

| | | |
|--|-------------|-------------|
| Receipts for June 2015 | \$10,629.69 | |
| Payments for June 2015 | \$30,000.00 | |
| Balance as at 30 th June 2015 stands at | | \$60,408.78 |

5.1.2 Official Account: (Day to day working account)

| | | |
|--|-------------|-------------|
| Receipts for June 2015 | \$44,955.08 | |
| Payments for June 2015 | \$31,016.53 | |
| Balance as at 30 th June 2015 stands at | | \$41,531.43 |

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

| | | |
|--|----------|-------------|
| Receipts for June 2015 | \$198.78 | |
| Balance as at 30 th June 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 30th June 2015 is - **\$132,901.76**

Moved: That the above-mentioned payments for June 2015 be ratified.
 Seconded: Carried

5.2 Finance: Sub Committee members: AF

Staffing budget – as 14th July 2015

| Summary | Credit | Cash | Total |
|---|--------------|-----------|-------------|
| Budget - Current Year | \$2,237,185 | \$253,762 | \$2,490,947 |
| Surplus B/F from previous year | \$30,189 | \$0 | \$30,189 |
| Credit to Cash Transfers | (\$40,000) → | \$40,000 | \$0 |
| Total Funds available | \$2,227,374 | \$293,762 | \$2,521,136 |
| Projected Expenditure | \$2,187,164 | \$293,762 | \$2,480,926 |
| Projected Balance | \$40,210 | \$0 | \$40,210 |
| Surplus available to school or deficit to be repaid | \$40,210 | \$0 | \$40,210 |

- The above funding has now been adjusted to reflect an enrolment of 320 students. Actual enrolment now is 331. We do not get funds for these additional students.
- The surplus brought forward figure from the Credit account is **\$30,189. – surplus in staffing budget.**
- So following the census and the reconciliation processes, there is a current surplus of \$80,210. This figure will vary as the year progresses with staff leave, possibly more integration funding and new students or staff.
- \$40,000 has been moved from Credit to Cash as seen above. It will appear in the High Yield Investment Account. \$20,000 has been transferred so far. A surplus of \$40,210 still remains in the Credit account.
- Revenue and Expenditure data for the High Yield and Official Accounts is tabled for approval.
- 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).
- We were successful with another grant entitled Building Resilience in School Communities Grants Program. Part of this money will be used to engage an outside organisation to survey resilience within our students and the rest will be used to train staff and run programs to support students.

5.3 Principal's Report (AF)

The year so far –

- Current enrolment is 330 students.
- **Preps = 58 Gr 1 = 40 Gr 2 = 55 Gr 3 = 46 Gr 4 = 42 Gr 5 = 56 Gr 6 = 33.**
- **Males – 154 Females - 176**
- The average class size across the whole school is **22**.
- Seven new students commenced this 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?? So far 37 have officially enrolled. Total school enrolment for the start of next year will be around 340 – 350. No new relocatable buildings (portables) will be available until we reach an enrolment of 400 (one classroom per 25 students). By using the computer lab we will have 16 classrooms (16 X 25 = 400).
- The annual Parent Opinion Survey will be conducted over the next two weeks. 53 randomly chosen families will be selected from the office computer data base to participate in the survey. Results will be made available when returned to the school later in the year.
- Approval for a Pupil Free Day on Thursday 30th July is requested. The day will focus on the School Review process and CPR training.

Motion: That School Council approve the Pupil Free Day on Thursday 30th July.

Moved: AF

Seconded: AC

- This year is our year of Review. The external reviewer has been arranged. Date is the 8th September. The required data from the last four years has been collated and summarised. The Pupil Free Day on Thursday 30th July will finalise the Self-Assessment document and will outline the Terms of Reference for the direction for the next four years.
- The school is playing host to a teacher from Canada for the next two weeks. Mrs Carla Knezevich will shadow Mrs Jess Fry during this time.
- A Defibrillator has been purchased for use at school through St John Ambulance for a community discount price of \$1,800. Normal pack worth \$2,600. Signs will be displayed where Defibrillator is mounted.
- **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

5.4 Curriculum Sub Committee members: **KR, MR, GG**

School Review:

- The evaluation of performance section of the school's self-evaluation document is still being completed by staff. The engagement section has been completed and we are working to draw together the following areas:
 - Achievement
 - Wellbeing
 - Productivity
- **Pupil free day on the 30th of July will give staff the opportunity to:**
 - Complete any parts of the self-evaluation document that are still incomplete.
 - Reflect on the self-evaluation document to ensure it accurately reflects what has been happening in our school during the course of the strategic plan.
 - Identify areas for future improvement – ownership by staff important as the terms of reference for future will come from these areas.

5.3 Grounds & Buildings: Sub Committee members: AF, GH, SH, JA

- Names of students have been added to the Honour Board. It is now up-to-date.
- 'No dunking' signs have been obtained to go on Grade 5/6 Basketball back boards. Boards need to be painted first. **Question: Can they be taken down to be painted?**
- Quote for heating and cooling the gym (\$10,200) has been obtained and accepted from the same company that installed six of the same units in the Senior Building.
- Staff toilets have been painted. (Gotta love the colour!!)
- Plumber currently investigating the large pool of water on the path between the new and old buildings.
- The pipe work that feeds water to the evaporative cooling units on the roof sprung leaks due to the frost on the weekend. Thank you to Allison & Clint for identifying and fixing the problem. This has happened before. I suggest all the water piping on the roof be replaced with modern weather proofed piping. Plumber to investigate tomorrow.
- **Term 3 Working bee date – To be confirmed. Activities – Spread mulch, weeding, clean out gutters, construct post & rail fence where portable was.**
- Here is a list of all external items that need attention –
 - **Garden development – various locations including front entrance.**
 - **Develop an overflow carpark beside BER Building. – need concreter**
 - Painting – inside & out – various parts of school.
 - Replacement of veranda posts around the buildings. (parent has volunteered)
 - 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 - \$1,573.97
- A Movie Night for the ladies - \$190 approx.
- Gnome Hunt conducted in Term 2 holidays. A great success. Approx \$1,700
- Father's Day Stall – 3rd Sept.
- Goona Warrior event is being planned for Term 4.

PS – A huge thankyou to Allison, Heidi and other helpers for the great work in organising the Gnome Hunt.

Allison Crozier.
President

5.6 Canteen: (Sub Committee members: EH, AC)

Price being obtained to install a split system (heating & cooling) in Canteen at the same time as the gym units are being installed. I assume the price will be approximately \$2,000 installed.

Motion: That School Council approve the installation of a split system in the canteen.

Moved: AF

Seconded: EH

5.7 Uniforms: Sub Committee members: KR, MR, AC.

Karen has been investigating variations to the uniform.

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

Karen has organised suppliers and notified parents with a new Uniform Policy.

Further discussion has been 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.

UPDATE:

- Updated uniform policy distributed to all families at the end of Term II. Letter explaining what could be purchased at our school uniform shop and what could be purchased at the PSW shop was sent with this policy.
- PSW promised additional uniform pieces would be in the PSW shop during the recent holidays. This did not happen. Subsequent 'promises' made re: availability and the provision of a price list have also not come to fruition.
- We will continue to attempt to resolve our problems with PSW and will inform parents as soon as uniform pieces are available at the PSW store.

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

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

A meeting was held with a representative from Camp Australia. They operate Before & After School Care at many schools across Australia. Their proposal is –

In summary from our meeting, we propose the following for School Councils review and consideration...

- BSC: 7.00am-8.45am/ Fee: \$20.00 (current: \$20.75)
- ASC: 3.30pm- 6.00pm/ Fee: \$26.50 (current: \$28.70)
- Payment to school of \$4,000 per annum, paid quarterly in arrears and reviewed annually with the school
- Recruit, train and place a new Coordinator for your program in conjunction with the school
- Ongoing professional development and training for your staff
- A dedicated Regional Manager for your program
- Hardship support of \$1,000 per annum through the Camp Australia Foundation E.g. Financial support for families who can't afford to send children on camp
- Conduct a Holiday Club survey to gauge the interest in a program on site

Extend were asked to comment today on whether a rebate could be paid to the school. Their response was –

'We do value the partnership and opportunity to deliver services for your school community. Although the program remains relatively small. Term 2 had a before school care attendance of 6.7 children per day and after school care was 14.6 children per day. Regrettably, these numbers don't leave us a lot of opportunity for payments to the school in the current fee structure.'

I remember the Council decided not to include rental to the School for 2015, which means we have not included provision for this in our existing fee structure.

But could I ask how much of a fee the School needs and then we can try to include in a term 1 2016 fee review for parents?'

- **This would mean parent fees would increase to cover the rebate to the school.**

Summary –

Cheaper fees for parents at CA than Extend.

CA would provide a rebate of \$4,000 to the school. Extend will only do it if parents fees are raised.

CA would provide \$1,000 to assist needy students.

Both offer to help at fairs, fun days etc.

A change would mean a change in staff, equipment, enrolment & booking processes for parents. CA has an online booking process.

CA would be happy to operate in the current space provided.

Changing provider would take approx. 42 days.

Contractual arrangements with Extend would need to be investigated.

CA would want a 3 – 5 year contract to give it time to build the program.

Questions Raised by School Council to be put to Camp Australia –

What is the notification policy on cancellations?

How long will the proposed fee structure remain in place?

Are there casual and permanent rates? If so, what are they?

Late booking arrangements? Higher fees?

Do bookings attract credit card fees?

5.9 Junior School Council: Sub Committee EH

JSC has not met this Term so far.

ACCEPTANCE OF REPORTS

Moved: SH

That the above-mentioned reports be accepted.

Seconded: MB

Carried

Dates of School Council meetings – Mondays at 6.30pm in the staffroom

| | |
|--------|---|
| Term 3 | 17 th August |
| Term 4 | 19 th Oct 16 th Nov |

GENERAL BUSINESS:

- **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. **CARRIED OVER TO NEXT MEETING.**
- **Raised dots on footpath next to crossing have become slippery. AF to contact Hume Council.**
- **AC will have a quote for the concrete driveway this week.**
- **Suggestion to have the library open at lunch times. Will be considered by staff.**
- **The condition of the school oval was discussed. JA to provide a proposal about the way forward.**

| Action items | | | | |
|--------------|---|----------------------------|--------------------|---|
| | Action / Decision | Date raised | Action assigned to | Date to be resolved |
| 1. | Placing 3 fire alarm speakers in the BER building will be \$6,190.00. | 17 th June 2013 | AF | To be undertaken in 2015 if required |
| 2. | A Working Bee will be organised on Friday of the second week of each Term for general maintenance. Next one – ??? | 24 th 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 | 15 th June 2015 | AF | Purchased 30 th June 2015 |
| 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. | Quote of \$10,000 to lay new pipes on oval, connect to mains water and have provision for tank water to be used. | 20 th July 2015 | AF | |
| 7. | Motion: That School Council approve the Grade 5/6 Anglesea Camp for 9 th – 11 th Sept 2015. Moved: JA Seconded: MB | 15/06/15 | MR | 15/06/15 |
| 8. | Motion: That School Council approve the supply and installation of split systems (heating & cooling) in the school gym / hall. Moved: AF Seconded: SH | 15/06/15 | AF | TERM 3. |

Meeting Closed: 8.15pm