

## Goonawarra Primary School

### School Council Minutes

#### Meeting Details

<b>Date</b>	4 <sup>th</sup> May 2015	<b>Time</b>	6.30pm
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#### 1. Attendees & Apologies:

Attendees: ✓	Apologies: x
X 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> <b>12 Members of the Junior School Council</b> <b>Lauren Milliard</b> <b>Stephanie Coakley</b>
✓ Jing Li (Anthony Yammouni – Prep F) (JA) (2)	
<b>Community Member</b> X 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				

#### JUNIOR SCHOOL COUNCIL:

Twelve members of the Junior School Council were welcomed to the SC meeting.

They introduced themselves and then proceeded to present many ideas for school improvement. Some of these were \_

- Construction of a bike shed
- Improve the school oval – watering system
- Canteen to be open 3 days per week
- Have a crossing supervisor at the front of the school
- Install soccer and football goal posts
- Improve the Grade 5/6 basketball court
- Install new play equipment for Grades 5/6
- Install door mats at the exterior door to the student toilets to minimise water & dirt from coming into the toilets
- Install nets on basketball rings
- Develop seating where the old portable was removed.
- Crazy Hair Day, Dress Up Day, PJ Day, Big Breakfast Day, Book Swap Day, Out of Uniform Day

The JSC then spent time with SC members over supper discussing the various suggestions. The interaction was well received and most valuable.

**1. Minutes of Previous Meeting:**

**Motion:** That minutes of the School Council meeting held on 16<sup>th</sup> March 2015 be accepted.

**Moved:** MB

**Seconded:** JA

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

**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 April 2015	\$59,850.35	
Payments for April 2015	\$30,000.00	
Balance as at 30 <sup>th</sup> April 2015 stands at		\$107,300.37

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

Receipts for April 2015	\$44,186.82	
Payments for April 2015	\$38,660.56	
Balance as at 30 <sup>th</sup> April 2015 stands at		\$18,393.80

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

Balance as at 30 <sup>th</sup> April 2015 stands at		\$30,762.77
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\*Note: Investment Account - This has been reinvested up to May at 2.9% at the Commonwealth Bank.

**The balance of all three accounts as at 30<sup>th</sup> April 2015 is - \$156,456.94**

**Moved: SH** That the above-mentioned payments for **April 2015** be ratified.

**Seconded: MR** 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>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total Funds available		\$253,762	\$2,475,589
Credit to Cash	\$2,221,827		
Projected Expenditure	<b>\$2,161,550</b>	\$253,762	<b>\$2,415,312</b>
Projected Balance	<b>\$60,277</b>	<b>\$0</b>	<b>\$60,277</b>
Surplus available to school	<b>\$60,277</b>	<b>\$0</b>	<b>\$60,277</b>

- The above funding has now been adjusted to reflect an enrolment of 320 students.
- The surplus brought forward figure above of **\$0** will change to approx. \$25,000 following the reconciliation conducted in April. Will know actual figure in May.
- 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.
- Revenue and Expenditure data for the High Yield and Official Accounts is tabled for approval.

### 5.3 Principal's Report (AF)

#### The year so far –

- Current enrolment is 320 students.
- **Preps = 57    Gr 1 = 39    Gr 2 = 54    Gr 3 = 44    Gr 4 = 39    Gr 5 = 53    Gr 6 = 34.**
- **Males – 148    Females - 172**
- The average class size across the whole school is **21.3**
- The Prep Transition Program timetable has been established for the rest of the year. Information Sessions commence tomorrow.
- A bank of new laptops have been leased. This will allow the current ones to be used in the lower grades.
- The visit from the African Children's Choir was a highlight for students, host families and the wider community. Many thanks to Sonja for her organisation of the event.
- This year is our year of review. This means that an external reviewer will analyse all the data for the last three years which will lead to directions for the future being planned. This will be a large undertaking for the school, but hopefully there is lots to celebrate from the past and lots to look forward to in the future as we establish new goals and directions.
- **Monitoring Electricity Usage & Cost – includes lighting, computers, appliances & air conditioners.**  
This current bill = \$1,053 - Average daily use 179kWh. Total Average Daily cost - \$33.99  
Same account last year = \$1,769 - Average daily use 260kWh. Total Average Daily cost - \$57.08  
  
Saving of \$716 for March – 81kWh. A daily saving of \$23.09.

### 5.4 Curriculum Sub Committee members: KR

#### Assessment and Reporting

##### Reporting to parents

- QuickVic phased out by DET. Schools are now responsible for sourcing their own school report format. Gerald has spent time looking into this and we will now be working with ACCELERUS as our reporting program.
- Gerald will undertake PD on Wednesday 6<sup>th</sup> May re using ACCELERUS for reporting writing.
- Gerald will then instruct staff on how to use this program and ensure that all is ready for mid-year report writing.

##### PAT (Progressive Achievement Tests)

- Staff PD / information on this at curriculum day.
- Followed up with other Sunbury schools and as a result of PD and these discussions we have decided that we will use the PAT assessment as our whole school assessment. Other means of assessment which are currently used will remain in place with the exception of ON DEMAND tests which will be phased out.

##### NAPLAN

- These National assessments are scheduled to take place next week on the 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> of May with Years 3 and 5.

##### Professional Development

- Stephanie Coakley and Jessica Dunn attended a whole day professional development at New Gisborne Primary School. The PD was titled '7 Steps' and was aimed at motivating students to write through a variety of different strategies. Both Steph and Jess have trialled some strategies in their classrooms and will be presenting a summary of the day to staff at
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staff meeting. They will also speak to teachers at team meetings so they can pass on relevant information and resources at each year level.

- Kellie Trevaskis and Jess Dunn will attend first aid PD this term. All staff will then be up to date with FA training.
- Sonja recently attended a PD session sponsored by ZART ART which will be useful for future planning.
- Alan, Sue, Jo, Marita and I attended a full day PD related to the School Review Process.
- Liz also attended PD on aspects of LOTE.

### School Review:

- School review will take place this year.
- Alan has received quotes from companies who have staff who make up part of the team that undertakes reviews within schools. Our team will consist of an accredited reviewer and two peers whom we nominate.
- Our timeline / tasks for the review:
  - Collection & evaluation of data from last Strategic Plan period.
  - Collection of new data from Staff, Parents and Students – Positives and Next Steps in Achievement, Wellbeing, Engagement and Productivity.
  - Evaluate Reviewers financial quotes – select a Reviewer.
  - Write Self Evaluation Document.
  - Compile all the policies required for registration.
  - Write the local procedures for all the policies.
  - **Pupil Free Day – 21<sup>st</sup> May** – collation and evaluation of data
  - Commence work on Terms of Reference document.
  - Select Review date – late Term 3.
  - Invite external peer reviewers – 2 Principals.
  - Pre Review visit by Reviewer.
  - Post Review presentation to staff and School Council by Reviewer.
  - Write Strategic Plan for 2015 – 2018
  - Write Annual Implementation Plan for 2016.
- Whether schools undertake a Peer or Priority Review is decided on the school's performance against Threshold Standards (data below)
- We will be undertaking a peer review.

Outcome and Dimension	Domain and Measure	Year levels	Latest year		4 year average	
			Absolute	Adjusted	Absolute	Adjusted
<b>Achievement</b>						
<b>Academic Performance</b>	English (AusVELS: % C & above)	P to 6				N/A
	Maths (AusVELS: % C & above)	P to 6				N/A
	Science (AusVELS: % C & above)	P to 6		N/A		N/A
	Reading (NAPLAN: % in top 3 bands)	3 and 5				
	Numeracy (NAPLAN: % in top 3 bands)	3 and 5				
<b>Learning Gain</b>	Reading (NAPLAN)	3 to 5				
	Numeracy (NAPLAN)	3 to 5				
<b>Engagement</b>						
<b>Participation</b>	Attendance (Average days absent per student)	P to 6				
<b>Environment</b>	Connectedness to school (student attitude)	5 and 6				
<b>Wellbeing</b>						
<b>Safety</b>	Safety (student attitude)	5 and 6				
<b>Productivity</b>						
<b>Workforce</b>	School climate (staff)	Whole school			N/A	
<b>Viability</b>	Workforce bridging finance	Whole school				

Legend:



- Goonawarra Primary School meets the threshold performance standard for this measure.
- Goonawarra Primary School does not meet the threshold performance standard for this measure.
- Headline measure and threshold standard

## Events:

- We are hosting the Bright Futures program which is co-ordinated by Ashtyn from SCHC. Michele Pinti and Ben Smith are involved with this program.
- 23<sup>rd</sup> April – Kinder / Year 5 BBQ and activity night.
- 4<sup>th</sup> May – interschool cross country.
- 5<sup>th</sup> and 7<sup>th</sup> May – Parent information sessions for student beginning school in 2016.
- 7<sup>th</sup> May – Mothers' Day stall.
- 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> May – Years 3 and 5 NAPLAN.
- 18<sup>th</sup> – 22<sup>nd</sup> May – Education week. On the 18<sup>th</sup> we will have an open morning and school tours will be available. We will also have a whole school rotational activity day where students in multi-age groups will take part in fun activities.
- 21<sup>st</sup> May – Pupil free day.
- 29<sup>th</sup> May – Winter Lightning Premiership.

## Karen Reilly / Marita Ryan Curriculum Committee

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

- **Sensory Garden** – Plants will be put in next week. Weeds are constantly being sprayed.
- MAL Paving Pty Ltd - Concrete grinding along paths. (\$1,280.00). Grinding approved and was undertaken during the last holidays.
- Carpark linemarking has been completed.
- The Termly 'School Community Clean Up will be held next Monday. The tasks will include planting many plants in the Sensory Garden.
- Girl's Infant toilet cubicles need repairing. Quote for \$1,445.
- Front counter and parts of the office surfaces are being re-laminated – a face lift! - \$1,200.
- 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. – A crossing is required. – A Prep Dad (concreter, will do it for us at cost). Permit needed from Hume Council.**
  - **New laminex on front counter. Work to be undertaken by Mrs Milligan's husband.**
  - Painting – inside & out – various parts of school.
  - Replacement of veranda posts around the buildings. – request in Newsletter.
  - 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.
  - Western Water have installed two Data Loggers to monitor the use of water.

### 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 this week.
- A Movie Night for women coming up.
- Gnome Hunt to be conducted in Term 2 holidays.
- Goona Warrior type event is being planned.

Allison Crozier.  
President

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

Information was gathered by Nicole from the recently held canteen food expo. The committee is considering adding mini pies to menu. A raffle was won, the prize being \$85 of meatballs. They were cooked and served as free taste testers – thinking about options for adding these to menu – by themselves, or with a sauce.

Following a request from the teaching staff, sandwiches have been made and stored in the staffroom freezer compartment to be provided to students who have no lunch. This is to replace the previous provision of cheese and biscuits. Thanks Nicole for organising it.

Sharing the canteen facility with Extend is running fairly smoothly. Mopping of floor is not being done however after spillages.

Volunteer numbers now include a few prep parents. \$5 per family vouchers still being offered to parents who participate. This has only been word of mouth though. Suggestion put forward that this information possibly put in newsletter to attract more volunteers.

Sales are generally stable, although it has dropped a little on Fridays.

Discussions have commenced as to whether a trial period of opening on Mondays be implemented – possibly in Term 3.

Pie warmers, while still functioning, are reported to be inefficient. Some research will be done into newer models which are quicker in their function, and safer in their use. The replacement of the current warmers does need to be considered as a part of a more long term plan.

Thanks to Nicole and her team of volunteers for continuing a great service.

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

The style of the Grade Six (2015) jumpers has changed. Orders should arrive shortly.

Karen presented various styles of blue sport shorts and long grey pants.

The blue sport shorts could be worn by both boys and girls. This would replace the idea of skorts.

The long grey school pants are seen as an alternative to the blue tracksuit pants.

Karen presented a draft Student Dress Code Policy for consideration. This will be further explored with staff and SC.

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

Members invited to this meeting.

### ***ACCEPTANCE OF REPORTS***

**Moved: SH**

**Seconded: MB**

**That the above-mentioned reports be accepted.**

**Carried**

<b>Dates of School Council meetings – Mondays at 6.30pm in the staffroom</b>		
<b>Term 2</b>	<b>15<sup>th</sup> June</b>	
<b>Term 3</b>	<b>20<sup>th</sup> July</b>	<b>17<sup>th</sup> August</b>
<b>Term 4</b>	<b>19<sup>th</sup> Oct</b>	<b>16<sup>th</sup> Nov</b>

**GENERAL BUSINESS:**

<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.	5.3	School Council approves the MAL Paving Pty Ltd quote to grind all the uneven concrete along the paths around the school – cost - \$1,280 plus GST. *Task was delayed until Relocatable Building temporary fencing was removed.	15 <sup>th</sup> Sept 2014	AF	Completed
3.		A Working Bee will be organised on Friday of the second week of each Term for general maintenance. Next one – Monday 11 <sup>th</sup> May.	24 <sup>th</sup> Nov 2014	AF	Advertising to be conducted on a regular basis.
4.		Research on the need for a Defibrillator available within the school. Cost is approx. \$2,350		AF	
5.		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	
6.		Watering of oval – quote obtained for 32,000 litre tank, pump etc - \$8,000. To be installed at back of hall.			
7.					

**Meeting Closed: 9.05pm**