

## Goonawarra Primary School

### School Council Minutes

#### Meeting Details

<b>Date</b>	9 <sup>th</sup> February 2015	<b>Time</b>	6.35pm
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#### 1. Attendees & Apologies:

Attendees: ✓	Apologies: x
x Gary Hoiles Annie 5/6, Cate 2/3S (GH)	✓ Alan Fairweather Principal (AF)
✓ John Jinnette (JJ)	✓ Karen Reilly Assistant Principal (KR)
✓ Gwenda Griggs Chloe 5/6 (GG)	✓ Marita Ryan Grade 5/6 (MR)
x Dimitra Rech Elissa 5/6, Serena 3 (DR)	✓ Liz Hornby LOTE / Reading (EH)
✓ Shawn Hindmarsh Hamish 2 / 3S Amelia Prep (SH) ✓ Michelle Bowerman Riley 2/3S & Xavier 5/6 (MB) ✓ Jane Alexander Elizabeth 2, Lachlan 2/3S & Joshua 5/6 (JA)	<b>Visitors:</b>
<b>Community Member</b>	
✓ Allison Crozier Oliver 2 & Hamish 5/6 (AC)	

<b>President</b>	John Jinnette	<b>Treasurer</b>	Gwenda Griggs
<b>Vice President</b>	Dimi Rech	<b>Secretary</b>	Michelle Bowerman

#### Sub Committees:

Finance	Buildings & Grounds	Canteen	Uniform	Curriculum	After Hours Care
Alan	Alan	Liz	Karen	Karen	Alan
Gwenda	Gary	Allison	Jacinta	Marita	Extend
John	Jane	Marita	Allison	Jane	Michelle
Judy	Shawn	Nicole / Heidi	Dimi / Gwenda	Dimi	

#### 1. Minutes of Previous Meeting:

**Motion:** That minutes of the School Council meeting held on 24/11/2014 be accepted.

**Moved:** GG

**Seconded:** JA                      **Carried**

#### 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:

**Donations:** New Leaf Christian Centre \$2,000 for Chaplaincy Program / to be confirmed.

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

Balance as at 9 <sup>th</sup> February 2015 stands at	\$95,900.44
Payments for January 2015	\$40,000
Interest added to this account since last meeting	\$171.13

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

Balance as at 9 <sup>th</sup> February 2015 stands at	\$42,239.70
Payments for January 2015	\$35,305.03
Interest added to this account since last meeting	\$8.55

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

Balance as at 9 <sup>th</sup> February 2015 stands at	\$30,762.77
Payments for January 2015	\$Nil
Interest added to this account since last meeting	\$Nil

\*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 9<sup>th</sup> February 2015 is - \$168,902.91**

Moved: JJ That the above-mentioned payments for January 2015 be ratified.  
Seconded: KR Carried

### 5.2 Finance: Sub Committee members: AF

#### Staffing budget – as at 9<sup>th</sup> February 2015

Summary Section	Credit Section	Cash	Total
Budget	\$2,061,682	\$247,606	\$2,309,288
Surplus B/F	\$0	\$0	\$0
<b>Total Funds available</b>	<b>\$2,061,682</b>	<b>\$247,606</b>	<b>\$2,309,288</b>
Credit to Cash			
Projected Expenditure	\$2,143,261	\$247,606	\$2,390,867
Projected Balance	(\$81,580)	\$0	(\$81,580)
Surplus available to school	(\$81,580)	\$0	(\$81,580)

- The above funding is based on a student enrolment of 304. The actual figure will be 320 students. Each additional student over 304 will add another \$6,000 to the budget. The additional 16 students will add another \$96,000 to the budget following the census in late February.
- The surplus brought forward figure above of \$0 will change to approx. \$25,000 following the reconciliation later in February.
- So following the census and the reconciliation processes the school should be showing a surplus of approximately \$30,000. This figure will vary as the year progresses with staff leave, possibly more integration funding and new students or staff.

- The Student Subject Contribution amount has been paid by a very high percentage of our families. About ten families are paying by instalments. There may only be one or two families that have not contributed.
- Revenue and Expenditure data for the High Yield and Official Accounts is tabled for approval.

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

- **Sensory Garden** – The pathways have been topped up and ‘wackered’ down. Plants will be put in during Term 2.
  - **Relocatable Building** –Construction work on the restoration work, both inside and out, has now been completed. The end result looks very good. Use of the area needs to be investigated – seats , shade sail etc.
  - MAL Paving Pty Ltd - Concrete grinding along paths. (\$875.00). Grinding approved when relocatable building restorations are completed.
  - A tear has appeared in the new P – Gr 2 shade sail. A quote for \$2,800 has been obtained from the manufacturer and installer. It is covered by insurance with a \$250 excess. Work will be undertaken when the weather cools down.
  - The Termly ‘School Community Clean Ups commence this Friday. List published and distributed of tasks to be undertaken.
  - The front entrance was reshaped over the weekend as well as additional crushed rock added to the pathways to the Senior Building. The path along beside Rooms 5 – 8 was widened as well. Many thanks to the Crumps, Hoiles & Grover families for their time, energy and enthusiasm.
  - Three television monitors have been installed throughout the school – staffroom, computer lab and front foyer.
  - New plants have been added to the internal roundabout garden. Thank you Jane, again!
  - Security – For many years, Hilltop Security have conducted nightly patrols around the school checking doors and hopefully dissuading nightly visitors. The business has gone in to liquidation. The same manager is now operating under Melbourne Security Solutions and continues to patrol the school. I sought information from other Sunbury schools. \*\* Based on my findings and the fact that the service costs approx. \$3,500 per year as well as the nature of the present culture and climate, I can see no reason to keep the service, providing staff and cleaners are vigilant in closing and locking doors and windows. If an alarm is triggered DET will send out the required personnel. DET’s Emergency Management has no records of Hilltop ever contacting them in regard to an incident at school.
- I have discussed moving one of the security cameras to a better location as well as purchasing a new one for higher security. \*\*\* The total cost would be \$1,459. Another quote will be obtained.
- I am in the process of compiling a list of all external items that need attention. Factor into next year’s budget. This may include –

- **Garden development – various locations including front entrance.**
  - **Line marking in carpark. – quote being obtained today. If reasonable I will accept.**
  - **Develop an overflow carpark beside BER Building. – some work commenced. A crossing is required. – Quotes and permits? To be sought.**
  - New laminex on front counter. The ladies have already chosen the colour!
  - 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.
  - Watering of oval.
  - Gr 5 / 6 Basketball surface – replace / repair
  - Modernise adventure playground equipment.
  - Library roof needs attention – slope / water leakage.
  - Gutters need constant cleaning out.
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## 5.4 Curriculum Sub Committee members: KR

### Year's Start:

- Preps have settled in well. Sue, Dani and Jess are undertaking initial assessments with all prep students on Wednesdays in February.
- + Start Program – implemented again with all classes. Staff feedback from 2014's program addressed through minor changes.
- Whole school celebration at completion of program included an activities morning and a picnic with parents.

### Parent teacher meetings:

Thursday 19<sup>th</sup> February – opportunity for the exchange of information.

**Motion:** That students be dismissed at 1.30pm on the 19<sup>th</sup> February to allow for Parent & Teacher Discussions to commence at 2pm.

**Moved: KR**

**Seconded: JJ Carried**

- SSG meetings will be held prior to these – Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup>. There is no expectation that parents will attend both these initial meetings.

### Curriculum Day: Tuesday 10<sup>th</sup> March 2015

Currently investigating a number of options. These include:

- **ASSESSMENT** – moving away from ON DEMAND as a whole school assessment. Trialled Essential Assessment in 2014 but will not be using it this year.
  - TORCH / PAT assessments – online. KPPS and SWPS have looked into and are using these assessments and have offered to discuss pro and cons with us. Representatives involved with the production of these assessments will come and speak to staff.
- Visits to other schools for observation of programs eg CAFÉ reading program (Comprehension, Accuracy, Fluency, Expand Vocabulary).
- SHPS – Maths expert for PD.
- All staff have been asked for their input.
- **Motion:** That a Pupil Free Day be approved for Tuesday 10<sup>th</sup> March.
- **Moved: KR**
- **Seconded: SH Carried**

### School Review:

- School review will take place this year.
  - There are two distinct types of review. These are Peer Review and Priority Review. The type of review the school undertakes is dependent on its data in the School Performance Report and School Level Data. We will be undertaking a Peer Review. Schools undertaking a peer review will select two peers from across the system and an accredited reviewer to conduct the review.
  - Two curriculum days have been set aside for staff to work on the review process, Thursday May 21<sup>st</sup> and Thursday July 30<sup>th</sup>.

### Events:

- February 5<sup>th</sup> - + Start to School – activities and picnic
- February 9<sup>th</sup> – Visit by 9 Essendon Football players
- February 12<sup>th</sup> - House swimming sports
- February 13<sup>th</sup> – community clean-up day
- February 16<sup>th</sup> and 17<sup>th</sup> – SSG meetings
- February 19<sup>th</sup> – Parent / Teacher meetings
- February 23<sup>rd</sup> – Prep family morning
- February 24<sup>th</sup> – Western Water (Preps and Year 1s)
- February 26<sup>th</sup> – Interschool swimming sports 4:00pm
- March 4<sup>th</sup> – House Athletics
- March 10<sup>th</sup> - Curriculum Day
- March 13<sup>th</sup> Interschool school athletics

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

First meeting of the year to be held tomorrow. Agenda for year will be compiled. Any ideas?

Allison Crozier.  
President

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

- Canteen is now shared with Extend services – separate fridge and freezer)
- Gas heater is repairable, but not financially worth it.
- Pie warmer is not working effectively – electrician to investigate.

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

Great sales for this year already.

The style of the Grade Six (2015) jumpers has been finalised. Orders are coming in.

Suggestion to have a grey long school pants alternative to the blue tracksuit pants.- AC to investigate.  
Discussion was held on 'skorts' – shorts for girls with a covering flap in the front. Karen to discuss with Jacinta. See what stocks of current shorts for girls we are holding. (about 120). Blue skorts and grey long pants can be purchased at local clothing stores.

## 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 will be used. Library, art room and computer lab will be made available for the program's use.

## 5.9 Junior School Council: Sub Committee EH

Positions will be filled this week.

## 5.10 Principal's Report (AF)

The year so far –

- Current enrolment is 320 students.
- **Preps = 56      Gr 1 = 38      Gr 2 = 55      Gr 3 = 45      Gr 4 = 39      Gr 5 = 54      Gr 6 = 33.**
- **Males – 145      Females - 175**
- The average class size across the whole school is **21.3**
  
- **2015 Grade structure:**

Grades	No of Students
Preps	19
Preps	20
Preps	17
Gr 1	19
Gr 1	19
Gr 2	23
Gr 2	23
Gr 2 / 3	22
Gr 3	23
Gr 3 / 4	24
Gr 4	24
Gr 5 / 6	22
Gr 5 / 6	22
Gr 5 / 6	22
Gr 5 / 6	21
<b>TOTAL</b>	<b>320</b>
<b>Average class size</b>	<b>21.3</b>

- There has been a lot of positive comments in regard to the Prep Transition Program undertaken throughout last year. The preparation of the children for the step to school was greatly appreciated by parents and is very evident in the relaxed manner in which their children have started school.
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- Information is continuing to be sourced on moving towards more portable ICT devices – ipads, tablets etc. Plan to possibly have portable devices in lower classes.
- BER Building – The task of repairing defects on the new building has been passed on to another company – ARUP. They visited the school last week and went away to write a report. Most of their defects were in relation to the roof structure and finish. More details may emerge in the future. Minor items inside the structure will be our responsibility.
- LED lights - only the library globes need to be installed. See the last electricity bill to show decline in the electricity Kwh.
- **Monitoring Electricity Usage & Cost – includes lighting, computers, appliances & air conditioners.**  
This current bill = \$579.52. Same account last year = \$949.75                      Saving of \$370.23
- Information about the need to have a defibrillator available within the school has been brought to our attention. Cost is approx. \$2,350. I am seeking funding for it from community organisations.
- Damage was caused to copper pipes in the water tank compound. Police notified. Work was rectified.
- 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.
- Three new graduate teachers have commenced this year – Rhiannon Lo Bosco, Kellie Trevaskis & Jessica Dunn.
- School Chaplaincy - An application to support the Chaplaincy program at school was submitted but was not successful. In an attempt to keep Ben, our current Chaplain, we used the contribution from each family which was built into the Subject Contributions plus promised money from one of the local churches and a top up from school funds to secure Ben's service for Term One. This move has been greatly appreciated by many within the school community. To secure Ben for the rest of the year a further \$20,000 will need to be found. I have met with the head of the Sunbury Chaplaincy Committee to discuss becoming involved with them. Their support would include fundraising. I am attempting to find external sources of funds as well. Any ideas or other avenues of fund raising?

I have written to DEECD (now rebadged as DET) to be asked to be put on a waiting list if any schools that were given funding decline the offer. Various school families have started thinking of fundraising options. I am exploring grants that may be available. I am meeting with Josh Bull (local State MP) on 3<sup>rd</sup> March as well.

- Our next meeting will be the Annual General Meeting. The SC is made up of 7 parents, 4 DEECD employees and 1 community member – a total of 12.
- Various positions will become vacant at the AGM.

**The members who have completed their two years are** – John Jinnette, Gwenda Griggs, Dimi Rech, Michelle Bowerman, Allison Crozier (community member), Liz Hornby and Karen Reilly.

**Those members with one year still to serve are** – Gary Hoiles, Jane Alexander, Shawn Hindmarsh and Marita Ryan. As Principal, I do not have an expiry date!

- A call for nominations will be made in this week's Newsletter with a closing date of Monday 23<sup>rd</sup> February. If an election is required, it will take place after the 2<sup>nd</sup> March.

## ***ACCEPTANCE OF REPORTS***

**Moved: JJ                      That the above-mentioned reports be accepted.**  
**Seconded: MR                      Carried**

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

<b>Term 1</b>	<b>9<sup>th</sup> Feb</b>	<b>16<sup>th</sup> March</b>
<b>Term 2</b>	<b>27<sup>th</sup> April</b>	<b>18<sup>th</sup> May</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: NIL**

<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>
<b>1.</b>		Placing 3 fire alarm speakers in the BER building will be \$6,190.00.	<b>17<sup>th</sup> June 2013</b>	<b>AF</b>	<b>To be undertaken in 2014 if required</b>
<b>2.</b>	<b>5.3</b>	School Council approves the MAL Paving Pty Ltd quote to grind all the uneven concrete along the paths around the school – cost - \$875 plus GST. *Task was delayed until Relocatable Building temporary fencing was removed.	<b>15<sup>th</sup> Sept 2014</b>	<b>AF</b>	<b>ASAP</b>
<b>3.</b>		A Working Bee will be organised on Friday of the second week of each Term for general maintenance.	<b>24<sup>th</sup> Nov 2014</b>	<b>AF</b>	<b>Advertising to be conducted on a regular basis.</b>

**Meeting Closed: 8.15pm**