

# B.E.P.S SCHOOL COUNCIL

## DRAFT MINUTES of the Meeting held on the 24<sup>th</sup> February 2015 at 7.00pm

**PRESENT:** Paula Thomson (President), Janet Di Pilla (Principal and Executive Officer), Jennaya Smith (Secretary), Michael Hole (Community Events), Kirsty Argyle (from 7.35pm)-(Buildings & Grounds), Louis Scacciante (Parent), Rob Rodger (Education), Maryanne Clarke (Vice President), Jill Howells (Staff), Jacinta Parsons (Education),

**IN ATTENDANCE:** Rachael Hedger

**APOLOGIES:** Shona Forrest (Staff), Gabi Macdonald (Finance)

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p><b>Welcome from the President &amp; Acknowledgement of Country</b> The President welcomed all attendees with an acknowledgement of the traditional owners of the land.</p> <p>The President thanked all members of School Council for their time and contribution to both the school and the school community. The President noted that it had been effective to have such a diverse group of people with a range of skills and opinions who were able to work together to reach harmonious resolutions.</p> <p>The President also thanked all members for their work on their Sub-Committee, as this was an invaluable and additional role taken on by Councillors.</p> <p>In particular, the President thanked Michael Hole for serving 2 terms on School Council and 6 years on the Community Events Sub Committee. The Committee agreed that Michael embodied what people think about when they speak of the Brunswick East School Community spirit. Thanks were also extended to Michael for his work on the Principal selection panel and for keeping the views of the community at the forefront of the recruitment process.</p>	
2.	<p><b>Minutes of the previous meeting</b> Minutes of the previous School Council meeting held 25<sup>th</sup> November 2014 were distributed electronically with the agenda.</p> <p><b>Amendments: -</b> None</p>	<p><b>Motion/s:</b> <b>M.1.</b>“That the School Council minutes of the meeting held on 25<sup>th</sup> November, 2014 at 7.00pm are to be confirmed”</p> <p><b>Moved:</b> M Clarke <b>Seconded:</b> J Parsons <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
3.0	<p><b>Principal’s report</b> The Principal’s Report was presented at the meeting. <u>A New Year</u></p> <ul style="list-style-type: none"> <li>• It has been a good start to the year and although there are more people in a smaller space it has proved successful. During class changes the movement of more students is noticeable.</li> <li>• The feedback from the staff has been very positive, and they are enjoying the different work groups and opportunities for sharing knowledge and practices. This will lead to greater consistency across all Learning Communities.</li> <li>• Bicicletta have been disturbed by dust and noise during the installation of the portables, this has led to them being inventive in their search for alternative useable space.</li> <li>• Projections for 2015 enrolments have been accurate; 430 budgeted / 435 actual.</li> </ul>	

### New Staff

There are a number of new staff onboard for 2015. Fabian, Sapphira and Wendy have all settled in well and are contributing new ideas and practices to the Learning Communities.

### Building Works

- The BEPS site was suitable for the portable and ready to proceed without major infrastructure issues; resulting in installation timelines being moved up.
- The asphalt was thicker than expected and caused some equipment malfunctions. A pipe was broken during drilling and this led to water to the drinking taps and toilets being turned off intermittently. Parents were updated via a direct email.
- The Nicholson St neighbours have been kept up to date and the DET met with them to discuss building plans. The DET have agreed to frost all overlooking windows and install an acoustic wall to dampen the noise from the air conditioner units.
- The option to put in a bike shed in the gap between the properties is still open for discussion.

### Nicholson Street Fence

The DET have confirmed that the Nicholson Street retaining wall needs to be replaced. They will provide \$120,000 for the wall and tree removal. The school will need to provide funding for the replacement fence, approx \$12,000.

### Curriculum

A Dabner to continue as Lead Teacher and Data Analyst

The School has purchased PAT\* (Progressive Achievement Tests) Maths and e-Writing modules for Grades 5 & 6. This software provides a similar format to the ODT\*\* (On Demand Testing) but allows for instant feedback, scaled scores and access to individual question to enable staff to drill down on data. Toolboxes can then be organized around specific skill-sets as directed by data outcomes. PAT considers and assesses growth and does not report as a pass/fail. ODT and PAT will both be continued this year as PAT provides a more refined report about the positioning of individual students.

The PAT e-Writing module allows students 25 minutes to type a response and then provides immediate feedback. Staff are looking forward to seeing feedback provided by the marking algorithm but will also back this up with a manual check.

A range of tests are available in the PAT suite including social intelligence measures, these will be considered at a later stage.

(\*Ref: <http://www.acer.edu.au/pat>) (\*\*Ref: <http://www.vcaa.vic.edu.au/pages/prep10/ondemand/index.aspx>)

### ICT

Steve has set up an ICT Action Team, this group will consider how to progress students learning using ICT.

### Curiosita Team

K Backholer is working with the Curiosita Team to more closely align and integrate their work. The current theme is 'Body & Movement'. The team is incredibly enthusiastic and the results will be interesting to see.

### Literacy

K Backholer and Suez were supported to attend the Bastow Leadership program in Literacy, in 2014. They will have some time release this year to look at literacy support across all LCs, in particular reading.

	<p><u>LC Assistants</u> Teaching Aides are now referred to as LC Learning Assistants and have been provided with increased contact time. Rachel, Matt and Jennifer will be assigned to specific Learning Communities and will meet regularly with the staff.</p> <p>The Principal would like to employ additional support staff, particularly in the area of social skill development, but funding requirements are very difficult.</p> <p><u>Internship</u> Education students are now required to complete one term (10 weeks) of an internship at a school as part of their university curriculum. The participating University pays the student and the school a small amount for their time. After the student has completed 2 weeks of training, they are able to take on a 0.5 teaching load. This will be an invaluable resource for the school and free up additional staff time for planning and to address individual student needs.</p> <p><u>Radio Room</u> Radio Room will be continuing in 2015. J Howells and J Di Pilla will release Chiara for 2 hours a week to train additional staff.</p> <p>J Parsons indicated that she had a small window available now to assist with training.</p> <p><u>Discussion:</u> In response to School Council member queries, J Di Pilla confirmed the following:</p> <ol style="list-style-type: none"> <li>1. Parents will not have direct access to PAT results, although essays from the e-Writing module can be printed.</li> <li>2. AUSVELS progression points are not aligned to PAT.</li> <li>3. The Student Performance Analyser – SPA Tracker will be used to align multiple data inputs.</li> </ol> <p>School Council members queried whether typing speed would impact on the accuracy of the assessment in the e-Writing module. Members indicated that the capacity to touch-type is a valuable life skill and could be considered as homework.</p>	<p><b>Action/s:</b> <b>A. 1.</b> J Di Pilla to arrange for J Parsons to assist with Radio Room training.</p>
4.0	<p><b>Finance Report</b> G. Macdonald was an apology. J Di Pilla spoke to the Finance minutes.</p> <p>J Di Pilla advised:</p> <ul style="list-style-type: none"> <li>• That all staff had participated in saving money wherever possible in 2014 and this had led to a saving of \$47,488.99 which was able to be directed to building improvement.</li> <li>• The School is now in a position to clear the accumulated debt from previous years, the school community is to be congratulated.</li> <li>• Currently work is being undertaken on the Hall and new sound equipment has been purchased. Staff are keen to return the stage to working order and additional power points, projectors and screens are scheduled for purchase.</li> <li>• All 2015 curriculum budgets have increased.</li> </ul>	<p><b>Motion/s:</b> <b>M.2.</b>“That the Finance Sub Committee minutes of the meeting held on 18<sup>th</sup> February, 2014 at 8.00am are to be confirmed”</p> <p><b>Moved:</b> R. Rodger <b>Seconded:</b> J. Howells <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
4.1	<p><b>Recommendation:</b> School Council ratify the Financial Commitment Statement for the end of 2014.</p> <p>J Di Pilla will provide an explanation via email of the \$93,877.50 Reduced calculated reserve. <i>(Please see attachment 1)</i></p>	<p><b>Motion/s:</b> <b>M.3.</b>“That the School Council ratify the Financial Commitment Statement for the end of 2014.”</p> <p><b>Moved:</b> J Parsons <b>Seconded:</b> M Clarke <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>

		<p><b>Action/s:</b>  <b>A.2.</b> J Di Pilla will provide an explanation of the reduce calc reserve.</p>
4.2	<p><b>Recommendation:</b> School Council approve the 2015 Cash Budget.</p>	<p><b>Motion/s:</b>  <b>M.4.</b>“That the School Council approve the 2015 Cash Budget.”</p> <p><b>Moved:</b> M Clarke  <b>Seconded:</b> J Parsons  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p>
4.3 – 4.6	<p><b>Recommendation:</b> School Council approve the 2015 BEPS Input Tax Fundraising Policy  <b>Recommendation:</b> School Council approve the 2015 BEPS Internet Banking Policy  <b>Recommendation:</b> School Council approve the 2015 BEPS Investment Policy  <b>Recommendation:</b> School Council approve the 2015 BEPS EFTPOS Policy</p> <p>The above recommendations were deferred, Policy papers to be circulated with March agenda.</p>	<p>Motion/s deferred</p>
4.7	<p><b>Recommendation:</b> School Council discuss future Building Fund versus Grounds Fund.</p> <p>Extract from the Finance Sub-Committee meeting, 17<sup>th</sup> Feb 2015.  “Greg Hart [DET Financial Services Tax Compliance Executive Officer] advised that there are regulations and guidelines for establishing tax deductible funds. These are only for Library Fund and Building Fund... The Grounds Fund donations are not tax deductible.”</p> <p>J Di Pilla noted that an eligible “Building” refers only to those used for curriculum purposes. The DET supplies \$14,000 per annum for building maintenance.</p> <p>The booklist will now need to reflect a Building Contribution amount, and then specifically list alternative donations types, ie Garden, Sports Equipment etc. School Council will hold further discussions to consider how funding for grounds improvement will be obtained.</p> <p>J Di Pilla identified that within the building funds crucial projects included the windows and resealing of the roof.</p> <p>There needs to be a discussion between School Council and Buildings and Grounds as there will be some urgency to replace the trees on Nicholson St once the retaining wall project has concluded.</p>	<p><b>Action/s:</b>  <b>A.3.</b> School Council to meet with Buildings &amp; Grounds Sub Committee to discuss how funds for grounds improvement will be obtained.</p> <p><b>A.4.</b> School Council to meet with Buildings &amp; Grounds Sub Committee to plan for the replacement of trees on the Nicholson St fenceline.</p>
4.8	<p><b>Recommendation:</b> School Council approve the opening of the new Bankmecu Library Fund account and current deposits in the old Victoria Teachers Mutual Bank Library Fund account moved to new account.</p>	<p><b>Motion/s:</b>  <b>M.5.</b>“That School Council approve the opening of the new Bankmecu Library Fund account and current deposits in the old Victoria Teachers Mutual Bank Library Fund account moved to new account.”</p> <p><b>Moved:</b> M Hole  <b>Seconded:</b> R Rodger  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p>

4.9	<p><b>Discussion</b></p> <p>The President suggested that more work occur to inform the community of the work of the Sub Committees and how new parents can become involved. It was suggested that parent volunteers could ring new parents welcoming them to the school and encouraging them to join committees. It was proposed that an information night or Friday afternoon market be held to publicise the work of Council and the Sub Committees.</p> <p>Concern was raised that the ICT budget be spent only after a careful needs analysis. It was noted that a number of laptops are not working within the classroom space. J Howells responded that the worst of the laptops have now been replaced.</p>	<p><b>Action/s:</b></p> <p><b>A.5.</b> School Council members to volunteer to contact new parents to welcome them to the school and encourage their participation on committees.</p>
5.0	<p><b><u>Sub-Committee Reports:</u></b></p>	
	<p><b>5.1 Education Sub Committee</b></p> <p>School Council advised that the Education Sub Committee had not met for 2015.</p>	
	<p><b>5.2 Environment &amp; Sustainability</b></p> <p>School Council advised that the Environment &amp; Sustainability Sub Committee had not met for 2015.</p>	
	<p><b>5.3 Community Events</b></p> <p>School Council received the minutes of the Community Events Sub-Committee meeting held 1<sup>st</sup> December 2014.</p> <p>School Council advised that Community Events had met on the 9<sup>th</sup> February 2015. A very small number of members have returned but additional members will need to be recruited if the level of commitment in previous years is to be maintained.</p>	<p><b>Motion/s:</b></p> <p><b>M.6.</b>“That the minutes of the Community Events Sub Committee meeting held on 1<sup>st</sup> December 2014 are accepted.”</p> <p><b>Moved:</b> J Parsons  <b>Seconded:</b> M Hole  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p>
	<p><b>5.4 Buildings &amp; Grounds</b></p> <p>School Council received the minutes of the Buildings &amp; Grounds Sub-Committee meeting held 10<sup>th</sup> February 2015.</p> <p>K. Argyle advised that there were 5 members in attendance at the first meeting for 2015. No members nominated for any formal committee positions. It is hoped that communication flow and event approval in 2015 can be improved to reinvigorate the group.</p> <p>Buildings &amp; Grounds specifically requested that School Council provide clear direction of their expectations in 2015 and provide timely budgetary advice. Approved Terms of Reference are requested from School Council.</p> <p>School Council acknowledged the frustrations felt in 2014 as a consequence of funds being unavailable for some proposed projects.</p> <p>The Working Bee scheduled for 22 March was approved by School Council, it was suggested that this could be an opportunity to recruit additional members.</p> <p>J Di Pilla noted that the portable and fence replacement projects had made it difficult to move forward with a number of B&amp;G projects. Now that the status of these projects is known they can provide a clear direction for future work.</p> <p>J Di Pilla will provide B&amp;G with a list of priority projects for 2015.</p> <p>J Di Pilla suggested that B&amp;G make public a list of small jobs available on a continuous basis, reducing the workload at each Working Bee. J Di Pilla confirmed that she would</p>	<p><b>Motion/s:</b></p> <p><b>M.7.</b>“That the minutes of the Buildings &amp; Grounds Sub Committee meeting held on 10<sup>th</sup> February, 2015 are accepted.”</p> <p><b>Moved:</b> J Parsons  <b>Seconded:</b> M Hole  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p> <p><b>Action/s:</b></p> <p><b>A.6.</b> School Council to provide Buildings &amp; Grounds Sub Committee with approved Terms of Reference, 2015 Budget and project expectations.</p> <p><b>A.7.</b> J Di Pilla will provide Buildings &amp; Grounds Sub Committee with a list of 2015 priority projects.</p>

	<p>be able to manage the ongoing risk assessment for small maintenance jobs.</p> <p>School Council acknowledged that Buildings and Grounds had a very successful year in 2014, and were to be congratulated.</p>	
	<p><b>5.5 OSHC</b> School Council advised that the OSHC Sub Committee had not met for 2015.</p>	
6.0	<p><b>General Business</b> None</p>	
7.0	<p><b>Close of formal meeting</b> Meeting closed at 9.00 pm. <b>Next meeting:</b> SC 1-2015, 24<sup>th</sup> March, 2015</p>	
8.0	<p><b>School Council Members – Election Process</b> The School Council Election timeline was distributed as part of the agenda.</p> <ul style="list-style-type: none"> <li>• M Clarke, G Macdonald and P Thomson will remain on School Council.</li> <li>• R Rodger and L Scacciante indicated an intention to nominate for 2015/6.</li> <li>• J Parsons, M Hole and K Argyle will complete their term 5pm, Thursday 26<sup>th</sup> February.</li> </ul> <p>The President indicated her intention to step down from her role, and encouraged members to consider the Vice President as a suitable candidate for replacement, with due consideration to be given to progression planning.</p>	
9.0	<p><b><u>Upcoming meeting dates</u></b> Community Events – 7.00pm, Monday 2<sup>nd</sup> March 2015 OSHC – 5.45pm, TBA Finance – 8.00am, TBA Building &amp; Grounds – TBA Education – 6.00pm, TBA Environment &amp; Sustainability – 4.00pm, TBA <b>School Council – 7.00pm, 24<sup>th</sup> March 2015, Principal to Chair until Council positions nominated &amp; confirmed.</b></p>	
	<p><b><u>Attachments</u></b> Attachment 1: Item 4.1 J Di Pilla provided an explanation via email of the \$93,877.50 Reduced calculated reserve.</p>	
	<p><b>Close of Meeting</b> Meeting closed at 9.05 pm.</p>	

**Email:** Query from Finance Report  
**Email Attachment:** Available on request  
**Date:** 25<sup>th</sup> February 2015  
**From:** Janet Di Pilla  
**Circulation:** All School Council Members

Hi All,

Sorry that I just couldn't remember how to explain this last night – it was too simple for me. The query was about the “reduced calculated reserve” amount of approximately \$93 K. Because we were thrifty with our money last year and we took Rena's wage out of OSHC we ended up in a healthy position at the end of the year.

The school uncommitted reserve (money just sitting in the bank in case we need it) is automatically calculated by DET. This figure can be as low as \$10K and this has often been BEPS default because there was not the money to have more uncommitted funds just sitting there. With this reserve we do not have to tell DET what we intend to do with the reserve. It just sits there for us to use. Sounds ok but we don't run a budget with uncommitted funds. We try to budget for what we think is needed to improve the learning outcomes for students, improve the facilities in line with our priorities and maintain a building that is safe and comfortable for all students, staff and parents and visitors.

This year Maria asked if we could increase the uncommitted reserve to \$30K just in case we had something – plumbing or some unforeseen emergency that really needed prompt attention. DET calculated that we could have to \$123k in the uncommitted reserve. Hence Maria reduced the reserve from \$123K to \$30K. We then allocated the \$93k to a current or projected expense item, such as building maintenance and staff reserve (to pay for extra support in LCs).

If the \$123k had been left as uncommitted, DET would ask us to pay for the wall. This way we have committed the funds (genuinely) to improve the buildings and staffing but we can also offer to pay the \$12K for the fence.

Maria has sent me a worksheet that has an explanation of each calculation. Unfortunately, this spreadsheet does not print with the explanation quotes. So it is attached for you to read.

I hope that this now makes sense but please get back to me if it doesn't.

Janet