

# B.E.P.S SCHOOL COUNCIL

## MINUTES of the Meeting held on the 23<sup>rd</sup> June 2015 at 7.00pm

**PRESENT:** Janet Di Pilla, Shona Forrest, Jennaya Smith, Maryanne Clarke, Jill Howells, Rob Rodger, Kat Aspinall, Pat O'Neill, Susi Allender, Peta Malins, Gabrielle Macdonald

**IN ATTENDANCE:** Rachael Hedger

**APOLOGIES:** Paula Thomson

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p><b>Welcome from the President &amp; Acknowledgement of Country</b> The President, Maryanne Clarke welcomed all attendees with an acknowledgement of the traditional owners of the land.</p>	
2.	<p><b>Minutes of the previous meeting</b> Minutes of the previous School Council meeting held 26<sup>th</sup> May 2015 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 26<sup>th</sup> May, 2015 at 7.00pm are to be confirmed”</p> <p><b>Moved:</b> K Aspinall <b>Seconded:</b> P O'Neill <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>

### Action items of the previous meeting/s:

Item	Meeting SC2-2015 & SC3-2015	Outcome	Status
SC2-A.1	P Malins to investigate and report on the responsible banking practices of Bankmecu.	Carry over	Open
SC2-A.3	P Malins to send an email to all Prep parents encouraging them to join a sub committee. All SC members to contribute ideas.	Carry over	Open
SC2-A.4	M Clarke to use the School Council President's report in the newsletter to encourage participation in, and advocate for, community events.	Report due for July	Open
SC2-A.7	J Di Pilla and M Clarke to discuss Farmers Market with J Tickle and advise School Council of the outcome	Follow up	Ongoing
SC2-A.10	J Di Pilla & J Smith to discuss Bully Stoppers Pledge Day with JSC, Junior Leadership Team & Leadership Team.	Leadership team	Open
SC3-A.1	Minute Secretary to circulate an early draft set of minutes, and reminder email to all Sub Committees	Complete	Closed
SC3-A.2	Prep Verandah project and funds to be discussed at the next meeting	Carry over	Open
SC3-A.3	J Di Pilla to forward website statistics to K Aspinall to be re-formatted.	Open	Ongoing
SC3-A.4	School Council members to forward any further concerns about the Farmer's Market to J Di Pilla	Complete	Closed
SC3-A.5	J Di Pilla to report back to School Council solutions and costings presented by DE&T for the increased safety of the second floor of the portable.	Open	Ongoing
SC3-A.6	J Di Pilla to provide a summary of Library feedback	Complete	Closed
SC3-A.7	J Di Pilla to clearly communicate childcare arrangements and parent access to written reports	Complete	Closed
SC3-A.8	School Council members to provide any further feedback about 3-way conferences directly to J Di Pilla.	Complete	Closed

### **Further discussion, Action Items, SC2 & SC3-2015**

**SC2-A.1** P Malins reported that she was continuing to investigate and report on the responsible banking practices of Bankmecu.

**SC2-A.3** P Malins advised that she believed all Prep parents were heavily involved volunteering within the classroom. She will send an email to all Prep parents encouraging them to join a sub committee. All School Council members are requested to send content directly to P Malins.

**Action/s:**  
**SC2-A.3.** All members to forward content to P Malins for Prep parent email encouraging people to join sub committees.

**SC2-A.7** J Di Pilla advised that the Farmer's market representative had been unable to come out to the school to meet with M Booth, this item is to be carried over.

S Allender advised that she had followed up with other schools regarding the Farmer's Market. Bell Primary School had initially had a very successful relationship with the market, running a craft stall each month however it had become problematic to maintain momentum. There had not been a great deal of ongoing support from the local or school community. Coburg North Primary School (O'Hea Street), reported having more success and are continuing with the Farmer's Market.

**SC2-A.9** J Di Pilla reported that the Library survey had received feedback from a number of interested groups including staff and students. *Item closed.*

**SC2-A.10** J Di Pilla advised that the Junior Leadership Team will present a Bully Stoppers Pledge Day proposal to the Leadership Team, this Thursday. *Item ongoing.*

**SC3-A.3** J Di Pilla advised that S Tyas will provide additional information on website statistics for the BEPS site and associated pages. K Aspinall volunteered to re-format the data. *Item ongoing.*

**Action/s:**  
**SC3-A.3** J Di Pilla to forward website statistics to K Aspinall to be re-formatted.

**SC3-A.5** J Di Pilla arrange a meeting with Michael *Surname* the DE&T Facilities Manager and School Council representatives (P Thomson, R Rodger & P O'Neill) to discuss options for the safety of the second floor railing on the portable. It was proposed that stranded wire could be used to cover the gap however the Department would need to consider and approve any safety aspects of the final solution.

**Action/s:**  
**SC3-A.5.** J Di Pilla to report back to School Council solutions and costings presented by DE&T for the increased safety of the second floor of the portable.

The DE&T Facilities Manager reported that the railings on the second floor of the portable are higher than the standard specifies and that no other school has raised concerns: Preston West PS; Albert Park PS; and, Merri Creek PS have reported that they are satisfied with the safety of the current arrangement.

School Council members reiterated their and other parents' concern about the safety of the second floor balcony, and would like to see quotes for possible solutions as soon as possible.

### **3.0 Principal's Report, J Di Pilla**

**Reports** The student reporting process is progressing well and staff have displayed an incredible level of commitment to ensuring the success of the changes. Staff have reported being nervous about the modifications, but are enthusiastically embracing the process. J Di Pilla commented on how impressed she was with the staff effort.

**Term 3 – Staff Leave** M Booth will be taking LSL in Term 3, J Christodoulou will be acting in her place. J Powell will be absent for 2 weeks and Elizabeth will be absent for 3 weeks, all staff positions have been replaced.

**Intern Program** J Howells reported that BEPS is part of the Internship Program in conjunction with Deakin University's Master of Teaching program. An intern will be joining K Backholer in Term 3 and will be able to cover a 50% teaching load.

Interns will also be joining BEPS from the undergraduate program at Curtin University; one will be located with the Prep teachers and one with the 456 team. In addition, 12 fourth year students will be doing their in-course placements.

Interns are placed for 10 weeks with a school and provide invaluable extra staff to assist the permanent staff. Previous experience with this program has proved very successful.

**Staff Leaders** K Backholer and S Tyas are undertaking the Northern Region Leaders in the Making course. Staff are to be congratulated.

**Portable** Furnishing of the portable is almost complete, A Dabner and K Backholer have done an excellent job. The school is still waiting on the IT to be complete.

**Library** All the books from the previous library space have been relocated to the new portable. Currently considering the type of furniture to be purchased. Students have strongly indicated that they would like some quiet spaces to be included.

**Teacher's Planning Area** The previous Library space has been converted to a Teacher Resource and Planning Area. Staff have commenced discussions about furnishing this space. This area is ideal for resources as it is a private space where examples of student work can be displayed.

**Retaining Wall** Work on the retaining wall commences the last Friday of Term 2. There have been some communication issues with the Project Manager, and some delays in confirming dates as a consequence. On Friday the area will be fenced off and from Saturday the arborist will commence two days work to safely remove the trees. The wall will then be removed and cement posts installed. The fence will not be straight, rather it will include cutout spaces to provide for cubbies and free-play. The space will be very sparse when students return in Term 3.

**Grant Application** Anne-Marie Paton and Megan Smart (parents) have produced some concept drawings of the future space left bare by the tree-removal. M Smart is managing the grant application and A Paton is producing the landscaping plans. The grant application for \$20,000 is due in September. Grant outcomes will be notified in November, landscaping work cannot commence without the grant money as there is no available school budget. The grant application will include potential teaching notes and the final application will come to School Council for information. M Smart has done an extraordinary job of producing the research for the application and managing the process, the school extends its enormous gratitude to her. J Di Pilla noted that there would be a Working Bee in Term 3 to look at addressing any immediate concerns with the space.

*Draft examples of landscaping proposals were presented to members and collected at the conclusion of this item.*

#### 4.0 **Finance Report**

School Council received the minutes for the Finance Sub Committee meeting held 16<sup>th</sup> June 2015. Minutes were noted.

**Recommendation:** School Council approve, Janet and Maria's choice for the best photocopy devices and most cost effective rental agreement for the photocopiers.

**Motion/s:**  
**M.2.** "That the School Council approve: the Finance Sub Committee minutes of the meeting held on 16<sup>th</sup> June 2015; and, Janet and Maria's choice for the best photocopy devices and most cost effective rental agreement for the photocopiers.

**Moved:** S Allender  
**Seconded:** S Forrest  
**Vote:** Unanimously accepted  
**Outcome:** Motion Carried

## 5.0 **Sub-Committee Reports:**

### **5.1 Education Sub Committee**

School Council received the minutes for the Education Sub Committee meeting held 10<sup>th</sup> June 2015. Minutes were noted.

J Howells reported that the Sub Committee is continuing work on the Digital Learning Policy. The Sub Committee also welcomed new member James Beckford Saunders.

#### **Motion/s:**

**M.3.** "That the Education Sub Committee minutes of the meeting held on 10<sup>th</sup> June 2015 are to be accepted"

**Moved:** M Clarke

**Seconded:** J Howells

**Vote:** Unanimously accepted

**Outcome:** Motion Carried

### **5.2 Environment & Sustainability**

School Council received the minutes for the Environment & Sustainability Sub Committee meeting held 16<sup>th</sup> June 2015. Minutes were noted.

K Aspinall reported that the Sustainability Policy is in the final stages and almost ready to come to School Council.

The Sustainable Schools project is progressing slowly.

Discussion continues on developing creative ways to promote waste-free markets. The Sub Committee intends to include humorous 'Market Hints and Tips' in the school newsletter each month.

#### **Motion/s:**

**M.4.** "That the Environment & Sustainability Sub Committee minutes of the meeting held on 16<sup>th</sup> June 2015 are to be accepted"

**Moved:** M Clarke

**Seconded:** J Howells

**Vote:** Unanimously accepted

**Outcome:** Motion Carried

### **5.3 Community Events**

School Council received the minutes of the Community Events Sub-Committee meeting held 1<sup>st</sup> June 2015. Minutes were noted.

**JSC Disco** School Council members were pleased with the outcome of the Disco. The Food and Bar were considered very successful. JSC, Jennaya, Chiara and the Radio Group did an excellent job of managing the disco in the hall. J Di Pilla thanked the Community Events team for supporting the event, particularly grateful for the risk assessment and safety plans put in place.

#### **Motion/s:**

**M.5.** "That the Community Events Sub Committee minutes of the meeting held on 1<sup>st</sup> June 2015 are to be accepted"

**Moved:** G Macdonald

**Seconded:** M Clarke

**Vote:** Unanimously accepted

**Outcome:** Motion Carried

**Twilight Market** It was noted that the Twilight Market has been proposed for the 27<sup>th</sup> November, 2015.

**5.3.1 Application for Fundraising** School Council received the 2015 Application for Fundraising Event for the BEPS Annual Trivial Trivia Karaoke Cocktail Party 2015.

School Council approved the event, subject to:

- Community Events confirmation that the budget requested is \$2,500
- Budget request is forwarded to, and approved by, the Finance Sub Committee

School Council reminded the Community Events Sub Committee, that in future all Applications for Fundraising Events needed to be approved by Finance Sub Committee prior to coming to School Council.

### **5.4 Buildings & Grounds**

School Council received the minutes for the Buildings & Grounds Sub-Committee meeting held 9<sup>th</sup> June 2015. Minutes were noted.

J Di Pilla advised that M Booth has requested quotes for painting new downball courts, feedback will be provided when these have been received.

**M.6.** "That the School Council approve the 2015 Application for Fundraising Event BEPS Trivia, subject to the provisions noted"

**Moved:** M Clarke

**Seconded:** K Aspinall

**Vote:** Unanimously accepted

**Outcome:** Motion Carried

#### **Motion/s:**

**M.7.** "That the Buildings & Grounds Sub Committee minutes of the meeting held on 9<sup>th</sup> June 2015 are to be accepted"

**Moved:** M Clarke

**Seconded:** J Howells

**Vote:** Unanimously accepted

**Outcome:** Motion Carried

### **5.5 OSHC**

School Council received the minutes for the OSHC Sub-Committee meeting held 15<sup>th</sup>

#### **Motion/s:**

**M.8.** "That the Buildings &

June 2015. Minutes were noted.

**Long service leave** provisions are currently being considered by J Di Pilla and M Booth, there is \$15,000 put aside to cover this expense.

Grounds Sub Committee minutes of the meeting held on 15<sup>th</sup> June 2015 are to be accepted”  
**Moved:** M Clarke  
**Seconded:** J Howells  
**Vote:** Unanimously accepted  
**Outcome:** Motion Carried

**Re-assessing the OSHC space to potentially increase enrolments.** K Aspinall offered to ascertain if RMIT Surveying students would be available to accurately measure all OSHC space

**Action/s:**  
**SC4-A.2** K Aspinall to liaise with M Clarke to provide resources for the measurement of OSHC space.

## 6.0 **General Business**

**Administrative** School Council requested all Sub Committees to: use surnames in minutes; use a standardised approach to highlighting recommendations to School Council; and include the date for the next meeting in each set of minutes.

**School Council website** The School Council website needs to be updated with; current members, contact details; and photos of members.

**Action/s:**  
**SC4-A.3** J Di Pilla to request S Tyas to update School Council website.

**Cyber Safety** P O'Neill advised that he had been approached by a parent to offer Cyber Safety sessions for parents, at no charge to the school. J Di Pilla advised that Cyber Safety session content needs to be consistent with classroom instruction and Bully Stoppers policy.

**Action/s:**  
**SC4-A.4** P O'Neill to request that parent forward further information and Cyber Safety subject guide to J Di Pilla.

**Physiotherapist Sponsorship** A parent who is a Physiotherapist interested in correct posture, has proposed that she could offer \$20 worth of laptop risers to the school for every BEPS parent who attends her clinic.

School Council thanked the parent for her generous offer, but noted that the school does not support commercial sponsorship arrangements.

School Council noted, however, that they were not opposed to the purchase of laptop risers and asked that this be considered as part of future IT investment.

**Advertising Boards** A past student of BEPS now working for Stockdale and Leggo has offered the school advertising boards. This proposal is to be forwarded to the Twilight Market team for consideration.

## 7.0 **Close of formal meeting**

Meeting closed at 8.40 pm.

**Next meeting: SC 5-2015, Tuesday 28<sup>th</sup> July, 2015**

## 8.0 **Upcoming meeting dates**

Community Events – 7.00pm, 13<sup>th</sup> July 2015

OSHC – 6.00pm, 13<sup>th</sup> July 2015

Finance – 8.00am, 14<sup>th</sup> July 2015

Building & Grounds – 7.00pm, 12<sup>th</sup> August 2015

Education – 6.15pm, Wednesday July 2015

Environment & Sustainability – 4.00pm, 2015

**Attachments:** None