

B.E.P.S SCHOOL COUNCIL

DRAFT MINUTES of the Meeting held on the 26th May 2015 at 7.00pm

PRESENT: Janet Di Pilla, Shona Forrest, Jennaya Smith, Maryanne Clarke, Jill Howells, Rob Rodger, Paula Thomson, Kat Aspinall, Pat O’Neill, Susi Allender, Peta Malins

IN ATTENDANCE: Rachael Hedger

APOLOGIES: Gabi Macdonald

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p>Welcome from the President & Acknowledgement of Country The President, Maryanne Clarke welcomed all attendees with an acknowledgement of the traditional owners of the land.</p> <p>R Rodger requested that the minutes of the meeting be circulated as soon as possible and that Sub Committees receive a reminder email to submit minutes.</p>	<p>Action/s: A.1. Minute Secretary to circulate a draft set of minutes, and reminder email to all Sub Committees</p>
2.	<p>Minutes of the previous meeting Minutes of the previous School Council meeting held 28th April 2014 were distributed electronically with the agenda.</p> <p>Amendments: – None.</p>	<p>Motion/s: M.1. “That the School Council minutes of the meeting held on 28th April, 2015 at 7.00pm are to be confirmed”</p> <p>Moved: S Allender Seconded: S Forrest Vote: Unanimously accepted Outcome: Motion Carried</p>

Action items of the previous meeting

Action items of the previous School Council meeting held 28th April 2014 were distributed electronically with the agenda.

Item	Meeting SC2-2015	Outcome	Status
A.1	P Malins to investigate and report on the responsible banking practices of Bankmecu.	Carry over	Open
A.2.1	J Di Pilla will request that M Booth provides the Community Events sub committee with a breakdown of the distribution of fundraising funds from 2014.	Submitted	Closed
A.2.2	J Di Pilla will request website traffic statistics from S Tyas, and discuss the possibility of a survey to collect data about effective communication.	Supplied	Ongoing
A.3	P Malins to send an email to all Prep parents encouraging them to join a sub committee.	Carry over	Open
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 June	Open
A.5	All members to consider event recruitment	Ongoing	Open
A.6	J Howells to ensure all dates for sub committees are included on the School Calendar.	Complete	Closed
A.7	J Di Pilla and M Clarke to discuss Farmers Market with J Tickle and advise School Council of the outcome	Further action	Open
A.8	J Di Pilla to provide suggestions for making the second floor railing on the portables higher	Ongoing	Open
A.9	All members to provide feedback about their expectations of a School Library	Report due for June	Open
A.10	J Di Pilla & J Smith to discuss Bully Stoppers Pledge Day with JSC	Ongoing	Open

Further discussion, Action Items, SC2-2015

A.2.1 J Di Pilla provided a general overview of fundraising funds from previous years.

- Gardening program: \$25,000 + \$2,000 (supplies)
- Prep Verandah Project: \$23,000 (this project is now due for discussion)
- Carryover of \$21,588 distributed to furnishing & ICT for portable

Action/s:

A.2. Prep Verandah project and funds to be discussed at the next meeting

A.2.2 J Di Pilla provided the website statistics.

School Council commented that the number of hits seemed low, particularly for individual LC's blogs. J Di Pilla agreed to follow-up: measurement of unique IP addresses; how visits to LC News Blogs are measured; and to request teaching staff to supply blog hits as measured by them.

Action/s:

A.3. J Di Pilla to follow up website statistics with S Tyas

A.7 J Di Pilla and M Clarke discussed the Farmer's Market proposal with J Tickle.

J Tickle advised that she was concerned about heavy vehicle access from Cunnington Ave and the potential for damage to the oval. She suggested that this be resolved by creating a double gate and driveway access through the existing OSHC gate on Stewart St.

Action/s:

A.4 School Council members to forward any further concerns about the Farmer's Market to J Di Pilla

J Di Pilla met with Adrienne Butler from the Safe School's Panel. J Garrett (Local MP) had indicated that safe access to roads and footpaths would be a priority during her term. J Di Pilla discussed J Tickles proposal at this meeting.

M Booth will raise concerns with the Farmer's Market organizers and feedback to J Di Pilla. School Council concerns should be forwarded to J Di Pilla for consideration.

A.8. J Di Pilla discussed the second floor railing of the portable. The DE&T representative has confirmed that the safety railing conforms with all regulations.

Action/s:

A.5. J Di Pilla to arrange a meeting with DE&T Facilities Manager and invite P Thomson, R Rodger & P O'Neill

The architect has emailed out plans for decorative metal screens, additional support structures to strengthen the join-points will need to be included. It is anticipated to be a fairly costly remedy, and the school will need to pay the full cost.

J Di Pilla agreed to arrange a meeting with the DE&T Facilities Manager and School Council representatives (P Thomson, R Rodger & P O'Neill) to discuss options.

A.9 J Di Pilla has received feedback from parents as to the use of the Library space; teachers and students will now be consulted. A report will be provided at the next meeting.

Action/s:

A.6. J Di Pilla to provide a summary of Library feedback

The Library Assistant has agreed to forgo an office; this space can now be used for a technology room.

The Library is currently not available at lunchtimes and there has been feedback that this would be desirable. J Di Pilla said that although this raised funding issues, it might be possible to use the portable verandah or Agora for quiet games.

A.10 J Di Pilla and J Smith have spoken to the JSC about developing a Bully Stoppers Pledge day.

3.0 Principal's Report

The Principal's Report was distributed electronically to members. *See Attachment 1.*

Further discussion:

3-Way Conferences J Di Pilla acknowledged that there may be difficulties with parents arranging care for students during this period. Staff have offered to supervise children at school and a booking page will be made available with an enforced cut-off date.

J Di Pilla agreed to make it clear in all communications to parents the arrangements for care.

Motion/s:

M.2. "That the Principal's Report to the meeting of 26th May, 2015 is accepted"

Moved: P O'Neill

Seconded: K Aspinall

Vote: Unanimously accepted

Outcome: Motion

P Thomson noted that she would prefer parents to remain responsible for pre-school children as this was a great responsibility for staff and it would be difficult to meet duty of care. A designated area within the conference space with a range of toys would be appropriate. It needs to be stressed to parents that the 3-way conference is time to be spent focused on the student and that distractions need to be minimized where possible.

Reports Teachers have translated the AUSVELS information into family-friendly language, clear evidence and samples of work will be included. Teachers have had an opportunity to compare work across LCs and moderation has occurred. The grading table will still be included but the written section will be replaced by verbal feedback and portfolio.

J Di Pilla has made it clear to staff that the focus of conferences will be on growth not grades. Teachers will also discuss methods for providing honest and constructive feedback. One-on-one time is available for the parent and teacher if time remains at the end of the conference, this is an independent decision.

R Rodger asked that J Di Pilla clarify and communicate the way in which the written report will be made available to parents.

School Council members to provide any further feedback directly to J Di Pilla.

Action/s:

A.7. J Di Pilla to clearly communicate childcare arrangements and parent access to written reports

A.8. School Council members to provide any further feedback about 3-way conferences directly to J Di Pilla.

4.0 **Finance Report**

School Council received the minutes for the Finance Sub Committee meeting held 12th May 2015. Minutes were noted.

Recommendation 1: School Council approve, transferring \$12,000 from sub-program 6654 Building Improvement to sub-program 6253 Retaining Wall Fence.

Recommendation 2: School Council approve, re-investing our Staffing Reserve funds for a further 3 months. We accept that we will not receive from DET a Term 3 or part of Term 4 cash grants.

Recommendation 3: School Council approve, changing the revenue/expenditure budget for sub-program 6551 to \$4,238.47.

Motion/s:

M.3. "That the School Council approve the following: transferring \$12,000 from sub-program 6654 Building Improvement to sub-program 6253 Retaining Wall Fence; re-investing our Staffing Reserve funds for a further 3 months. We accept that we will not receive from DET a Term 3 or part of Term 4 cash grants; and changing the revenue/expenditure budget for sub-program 6551 to \$4,238.47"

Moved: J Howells

Seconded: S Allender

Vote: Unanimously accepted

Outcome: Motion Carried

5.0 **Sub-Committee Reports:**

5.1 Education Sub Committee

School Council were advised that the Education Sub Committee would circulate this month's minutes at the next meeting.

5.2 Environment & Sustainability

School Council received the minutes for the Environment & Sustainability Sub Committee meeting held 12th May 2015. Minutes were noted.

K Aspinall reported that the main areas for discussion were: Review of Policies; 5 Star

Motion/s:

M.4. "That the Environment & Sustainability Sub Committee minutes of the meeting held on 12th May 2015 are to be accepted"

Accreditation; and the creation of sustainable markets.

Moved: P Malins
Seconded: J Smith
Vote: Unanimously accepted
Outcome: Motion Carried

5.3 Community Events

School Council received the minutes of the Community Events Sub-Committee meeting held 4th May 2015. Minutes were noted.

School Council received the 2015 Application for Fundraising Event for the JSC Disco.

School Council approved the JSC Disco subject to:

- Disco commencement time of 4pm, so as not to interfere with the Curiosita Friday afternoon market (3.30pm can be used for set-up/getting ready time)
- Verifying with Rena the use of the School Hall
- School Hall and Agora area only available, all other school space is out of bounds and needs to be cordoned off (i.e. oval), excluding toilets.
- It is made clear to parents in all communications that they are responsible for supervising their children, and it is expected that all parents help out in some way i.e. cooking sausages, serving food etc.

M.5. "That the School Council approve the 2015 Application for Fundraising Event – JSC Disco, subject to the provisions noted"

Moved: R Rodger
Seconded: P Malins
Vote: Unanimously accepted
Outcome: Motion Carried

5.4 Buildings & Grounds

School Council received the minutes for the Buildings & Grounds Sub-Committee meeting held 13th May 2015. Minutes were noted.

J Di Pilla advised that Buildings & Grounds had conducted a very successful working bee. There was a smaller turnout than usual, the She oak forest was planted, but the painting was unable to be completed as scaffolding was not available. Hayden and Chris Balfour replaced beading and painted the windows in Bicicletta. The boat has been permanently removed.

Motion/s:
M.6. "That the Buildings & Grounds Sub Committee minutes of the meeting held on 13th May 2015 are to be accepted"

Moved: K Aspinall
Seconded: S Allender
Vote: Unanimously accepted
Outcome: Motion Carried

5.5 OSHC

School Council received the minutes for the OSHC Sub-Committee meeting held 11th May 2015. Minutes were noted.

M Clarke advised that the OSHC Accreditation process via the NQF Assessment and Rating visit had been undertaken and the report due in 3-5 weeks.

School Council thanked Rena Swamy, Phyllis and the OSHC team for all the work undertaken in getting ready for the review.

6.0 General Business

Camp

J Di Pilla circulated the BEPS Camps 2015 document at the meeting. It was noted that there would be some payment support available for parents through the new government levy.

Camp Summary:

Bicicletta/Alveare/New portable to Don Bosco, Safety Beach
Cost estimate \$250
Camp 1: 9-11 Nov, Camp 2: 11-13 Nov, Camp 3: 16-18 Nov

Il Nido / Su Nei Cieli to Portsea Camp
Cost estimate \$320
Camp 1: 30 Nov – 2 Dec, Camp 2: 2 -4 Dec

The 345 & 456 camp will have a common day on the Wednesday allowing all the

Motion/s:
M.7. "School Council approve the BEPS Camp Proposal 2015, associated dates and School Camp Policy changes"

Moved: S Allender
Seconded: P Malins
Vote: Unanimously accepted
Outcome: Motion Carried

students to be together.

J Di Pilla advised that the changes to the length of camps did not need to be permanent but would work well for this year. The change to the School Camp Policy wording needs to allow for future flexibility.

School Council enthusiastically supported the Camp Proposal and thanked the school for reviewing and managing the costs to ensure that camps remain accessible. Thanks were extended to R Hannan for completing this proposal.

The School Council President will sign and date the relevant camp Approval Proforma for all excursions and activities requiring School Council approval, once this becomes available.

Other

7.0 Close of formal meeting

Meeting closed at 9.10 pm.

Next meeting: SC 4-2015, __ July, 2015

8.0 Upcoming meeting dates

Community Events – 7.00pm, Monday TBA, June 2015

OSHC – 6.00pm, Monday TBA, June 2015

Finance – 8.00am, TBA

Building & Grounds – 7.00pm, Tuesday TBA, June 2015

Education – 6.15pm, Wednesday TBA, July 2015

Environment & Sustainability – 4.00pm,

Attachments:

Principal's Report

Principal's report, SC3- 2015 – 26th May

Feedback from changes to 3-way conferences (see summary attached)

- 13 responses
- 7 very positive
- 3 questions
- 3 holidays

Wall/fence

- still on track for first week of holidays.

Student Principal for the day

Wednesday 3, June is a national initiative of the Principals Australia Institute (PAI).

It is open to primary and secondary schools.

Students get the chance to:

- Step into the shoes of "principal" for a day
- Take part in a number of leadership opportunities throughout the day (negotiated with the real school principal)
- Contribute to a national online student conversation about leadership.

Schools will get a unique opportunity to be part of a national event that helps raise the profile and importance of quality school leadership.

Our students in grade 6 are currently applying for the position. JSC will short list applicants and interviews will happen this week.

We have decided to open up to grade 6 students just this first time as it is a national event – just want to get our head around it. We may have one a term if we think that it is worthwhile.

Enrolments 2015/2016

- Current enrolment is 440 students – we have 3 or 4 students starting next semester.
- Enrolment tours are going well.
 - Numbers of siblings for 2016 (17 confirmed; possibly 20) appear to be lower than for 2014 and 2015 (36 siblings this year).
 - Means that we will probably have more spaces for those not in the immediate area. Still depends on nearest families.

Safe Schools Coalition

Roz Ward presented to staff last night about gender diversity and ensuring that our practices and language are inclusive of all. Well received by staff.

Bully Stoppers

Over the next month we will be working with the JSC (Junior School Council) and students to embrace Bully Stoppers. This program was looked at and endorsed by School Council last year but unfortunately little was done last year to include the wider student and parent community. I am hoping that our new JSC and Student Principal will take this on and discuss it with the entire school community.