

## B.E.P.S SCHOOL COUNCIL

### Minutes of the Meeting held on the 24<sup>th</sup> June 2014 at 7.00pm

**PRESENT :** Paula Thomson (President), Maryanne Clarke (Vice President), Jacinta Parsons, Janet Di Pilla (Principal and Executive Officer), Jennaya Smith (Secretary), Gabi Macdonald (Finance), Rob Rodger (Education), Michael Hole (Community Building), Kirsty Argyle (Buildings & Grounds), Louis Scacciante, Linda Dimos (Staff), Jill Howells (Staff)

**IN ATTENDANCE (Open Session):** Rachael Hedger (Minutes), Kirsty Mills, Trish Cave

**IN ATTENDANCE (Partial):** Zoe Austin-Crowe, Elissa Walker, Anne-Marie Paton, Warwick Savvas

**APOLOGIES:** None

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p><b>Welcome from the President &amp; Acknowledgement of Country</b> The President welcomed all attendees to the meeting and opened the meeting at 7.00pm, with an acknowledgement of the traditional owners of the land.</p>	
2.	<p><b>SCHOOL COUNCIL SPECIAL PRESENTATIONS</b></p>	
2.1	<p><b>School Council – Presentation 1: Professional Development</b> The DEECD professional development session was held as a closed session, 7.00pm – 8.00pm, Tuesday 24<sup>th</sup> June 2014.</p>	
2.2	<p><b>School Council – Presentation 2: Buildings &amp; Grounds Tree Strategy</b> Kirsty Argyle introduced the members of the Buildings and Grounds team who had lent their considerable expertise to the development of the Tree Strategy.</p> <p>The Tree Strategy outlines a 3 year plan for planting appropriate trees and foliage within the BEPS grounds, taking into account requirements for: shade, play, retreat, connection with the environment, links back into the learning communities; and, to provide inspiration for inquiry and biodiversity. The strategy has taken into account known upcoming activities for the school and is flexible enough to be adaptive to change. In addition, the Tree Strategy has focused on planting the right trees to support the school's 5 Star Rating.</p> <p>The Buildings and Grounds Sub Committee requested the approval of School Council in developing two fundraisers to support the implementation of the Tree Strategy: National Tree Day; and Sponsor a Tree campaign.</p> <p>Warwick Savvas, presented the details of the Tree Strategy to members of School Council. He explained that plans for tree planting had been overlaid on the site survey conducted earlier in the year. The committee had taken a site-wide approach and identified feasible tree-types for inclusion. The Strategy has now reached a stage where it is ready for community consultation to obtain engagement from staff, students and families.</p>	

<p>The Tree Strategy has been presented using zones to identify potential staging of planting and individual project-sites that can tell their own story.</p> <p>The Colourful Playground has been identified as a starting point as it is; a small contained space, has undergone recent work, is safe from potential re-locatables and represents a potential site for external-grant money. The plants in this area are proposed to be kept small and colourful.</p> <p>Later stages include: Glenda’s Gate designed as a focal entry point to the school; Monkey Bars where a taller tree is required; outside the School Hall entry where a special feature-tree is planned to create a meeting place; and the back of the Prep Area where it is proposed that a tree grid be planned, allowing the canopy to join and create a sense of enclosure. Some of the proposals require straight planting work, and others may need work done to remove concrete, arrange for watering or relocate seating. It has also been proposed that students become involved in adopting and caring for the trees to ensure the greatest chance of the plantings surviving.</p> <p>Members of Buildings and Grounds clarified that this is an ongoing project, however it is hoped that the staging would allow current students and families to see real outcomes in the time that they were at school. This will in part be achieved by planting some species at a larger size allowing for tangible results and better chance of survival. In addition, the overall narrative of the project would be well documented so that incoming members would be able to carry on the work in a confident and informed manner.</p> <p><u>Discussion:</u> It was noted that the project allowed for the school grounds to become a learning environment and there were real benefits to using the site to study biodiversity without having to travel offsite.</p> <p>It was suggested that Warwick’s presentation be filmed and made available on the school website to allow people to fully engage with the project. The presentation was also to include imagery, where available, of the current and future-state of the project. It was also suggested that specific questions be posed to all stakeholders ensuring that meaningful feedback could be obtained.</p> <p>It was confirmed that Lead Teachers and one learning community have already been approached for feedback and that this process of consultation will be expanded and continued.</p> <p><u>Event Proposals</u> School Council unanimously supported the event proposals for Tree Day and Sponsor-A-Tree.</p> <p>K. Argyle will provide a briefing note to Jennaya outlining the roles and requirements of Junior School Council – involving promoting the events at assembly and donation money collection. <i>(Action: K. Argyle)</i></p> <p>The allocation of funds to the Tree Strategy will require a new sub-program code. <i>(Action: G. Macdonald)</i></p>	<p><b>Motion:</b> <b>M.1.</b>“That the Buildings and Grounds event proposal for Tree Day is approved”</p> <p><b>Moved:</b> K. Argyle <b>Seconded:</b> M. Clarke <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p> <p><b>M.2.</b>“That the Buildings and Grounds event proposal for</p>
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		<p>Sponsor-A-Tree is approved”</p> <p><b>Moved:</b> K. Argyle  <b>Seconded:</b> M. Clarke  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p>
2.3	<p><b><u>School Council – Presentation 3: Moving Forward &amp; Priority Projects</u></b></p> <p><b><u>Moving Forward</u></b>  J. Di Pilla presented a summary of the projected increases in student numbers to 2019 and the subsequent requirement for portables onsite.</p> <p>There are 3 sites identified for the location of double or single-storey portables: Site C - Basketball courts next to the school hall; Site B- Nicholson Street concreted space; or Site A - the downball courts backing onto the Nicholson Street neighbours. Site A is currently considered the viable solution as this will allow access to Glenda’s Gate and continued vehicle access. It also allows for all 123 classes to be potentially co-located: Portable/s, Bicicleta and A’lveare. The portable/s will contain a staffroom and it is hoped that this will be able to be converted to a green room or resource room.</p> <p>The portable/s are delivered as an empty shell and \$20,000 of existing fundraising money will be reserved to furnish the space.</p> <p>The DEECD will conduct a formal site visit, but have indicated their early approval of the Site A preference - they will formally speak to School Council at a later date.</p> <p>J. Di Pilla proposed running information sessions for parents during Term 3, although cautioned that these would be for information sharing rather than consultation.</p> <p><b><u>Priority Projects 1</u></b>  After consultation with Lead Teachers, it has been determined that the improvement of The Agora is a priority project for the school. It is hoped that this area can be re-developed as an outdoor learning space for teaching and OSHC with the suggested inclusion of: improved lighting, cushions, blinds, chess sets and vertical gardens. J. Di Pilla requested that School Council approve an in-principle request for the allocation of \$16,000 (from fundraising), for the re-development of The Agora. J. Di Pilla will seek quotes that will include written plans, costings for a project manager, consultation strategy, costings for supplies and labour.</p> <p>School Council approved the provisional allocation of \$16,000 to The Agora project.</p> <p><b><u>Priority Projects 2</u></b>  Linda Dimos will leave the school on Friday 27<sup>th</sup> June to take up a new Assistant Principal position.</p> <p>School Council wished Linda the best of luck in her new role and thanked her profusely for all her work in her current role. Linda began at BEPS as the Assistant Principal but was quickly required to take on the role of Acting Principal. She managed this role with grace and generosity and School Council noted their great appreciation.</p>	<p><b>To note</b></p> <p><b>Motion:</b>  <b>M.3.</b>“That the Principal will obtain quotes and plans for the redevelopment of The Agora, in-line with the teaching and learning needs of the school, to the value of \$16,000.”</p> <p><b>Moved:</b> J. Di Pilla  <b>Seconded:</b> M. Clarke  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p>

	<p>J. Di Pilla advised School Council that the following provisions have been put in place;</p> <ul style="list-style-type: none"> <li>• Jill Howells, Acting Assistant Principal (0.6)</li> <li>• Andrew Dabner, time release to look at data with all teams</li> <li>• Katie Backholer, time release to work on BEPS registration</li> <li>• Steve Tyas, time release to work on ICT plan for 2014 and beyond.</li> </ul> <p>J. Di Pilla advised that this course of action had been taken to: maximize student outcomes; minimize disruption to any one Learning Community; respect the philosophy and values of the school; respect the qualities and dedication of staff; and, to provide staff development opportunities. J. Di Pilla said that the school would remain focused on improving the maths levels at BEPS and maintaining the maths-coaching regime as commenced by Linda.</p>	
<p><b>3.0</b></p>	<p><b>Minutes of the previous meeting</b> Minutes of the previous meeting held 27<sup>th</sup> May, 2014 were distributed electronically with the agenda.</p> <p><b>Amendments –</b> Include Louis Scacciante in attendance record. The Principal’s report to be included in the body of the minutes unless received prior in written form.</p>	<p><b>Motion/s:</b> <b>M.4.</b>“That the minutes of the meeting held on 24<sup>th</sup> May, 2014 at 7.00pm are to be confirmed with amendments.”</p> <p><b>Moved:</b> Kirsty Argyle <b>Seconded:</b> Rob Rodger <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
<p><b>3.1</b></p>	<p><b>Business arising from the previous minutes &amp; review of actions</b> <b>3.1 Business Arising – 456 Camp Approval:</b> Rebecca Hannan submitted a request for approval to School Council for the 456 Camps, 2014: 2014 Gilwell DEECD School Council Approval Form; Risk Register Gilwell Park 2014; and Camp Program 2014.</p> <p>The 456 Camps will be held at Gilwell Park Scout Camp, Gembrook. 2<sup>nd</sup> – 5<sup>th</sup> September and 9<sup>th</sup> – 12<sup>th</sup> September, 2014.</p> <p>J. Di Pilla confirmed that this was a normal school camp request and that the risks associated and documented are standard for this activity.</p> <p>The 456 Camps for 2014 are approved and minuted at this school council meeting, 24<sup>th</sup> June 2014. School councils are responsible for approving all camps. BEPS will notify the Department’s Security Services Unit about the approved excursion at least three weeks before the activity. The School Council President will sign and date the relevant <a href="#">Approval Proforma for all excursions and activities requiring School Council approval</a>.</p> <p>School Council requested that their thanks be extended to Rebecca Hannan for the comprehensive information supplied and acknowledged the effort of all the 456 teachers in supporting this activity.</p>	<p><b>Motion:</b> <b>M.5.</b>“That the 456 Camp to be held at Gilwell Park in September 2014, is approved”</p> <p><b>Moved:</b> M. Clarke <b>Seconded:</b> M. Hole <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
	<p><b>3.1 Review of Action Items:</b> <i>Item deferred to School Council meeting, 22<sup>nd</sup> July 2014.</i></p>	

4.0	<p><b>Correspondence</b>  <u>Incoming correspondence received and noted:</u>  S193-2014 Launch of the Linking Learning Birth – 12 years project  S201-2014 School Council financial audit – guidelines for schools</p>	<p>School Councillors confirmed that they had received and read the incoming correspondence.</p>
5.0	<p><b>Principal's report</b>  <i>Please refer to Item 2.3 Moving Forward and Priority Projects, of these minutes.</i></p>	<p><b>Motions:</b>  [The June Principal's Report will be received at the next meeting of School Council]</p>
6.0	<p><b>Finance Report</b>  School Council received the Finance Sub-Committee minutes of the meeting of 17<sup>th</sup> June 2014.</p> <p>Gabi Macdonald spoke to this item and asked School Council to approve the following recommendations (numbered from Finance Sub Committee Minutes, 17<sup>th</sup> June 2014):</p> <p><u>Recommendation 5.1:</u> School Council approve the 2014 School Concert as a GST Paid and Collected event.</p> <p><u>Recommendation 5.2:</u> School Council approve the proposal for the 2014 Twilight Market on Friday 21/11/2014.</p> <p>School Council approved, without amendment, the Event Proposal: Twilight Market, scheduled for the 21<sup>st</sup> November, 2014.  Expenditure budget approved: \$20,925.00</p> <p><u>Recommendation 5.3:</u> School Council approve the proposal from Community Building to host a Trivial Trivia Karaoke Cocktail Party on Saturday, 30/8/2014.</p> <p>School Council approved, without amendment, the Event Proposal: Trivia Night, scheduled for the 30<sup>th</sup> August, 2014.  Expenditure budget approved: \$2500</p>	<p><b>Motion/s:</b>  <b>M.6.</b>“That the minutes of the Finance Sub Committee meeting held on 17<sup>th</sup> June, 2014 are accepted.”</p> <p><b>Moved:</b> P. Thomson  <b>Seconded:</b> R. Rodger  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b>  <b>M.7.</b>“That School Council approve the 2014 School Concert as a GST paid and collected event.”</p> <p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> K. Argyle  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b>  <b>M.8.</b>“That School Council approve the Event Proposal for: Twilight Market on Friday 21<sup>st</sup> November 2014, and the associated expenditure.”</p> <p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> M. Clarke  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b>  <b>M.9.</b>“That School Council approve the Event Proposal for: Trivia Night on Saturday 30<sup>th</sup> August 2014, and the associated expenditure.”</p>

	<p><u>Recommendation 5.4:</u> A Review of School Camps be conducted next semester</p> <p>School Council approved a review of the proposed school camps in 2015. Noting the significant cost increases of school camps, it was suggested that a review could focus on reducing the number of nights of each camp allowing for the potentially significant reduction in transport costs.</p>	<p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> M. Clarke  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b>  <b>M.10.</b>“That School Council recommend a review of the school camps, to be conducted by J. Di Pilla during term 3, 2014.”</p> <p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> J. Parsons  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p>
7.0	<b>Other reports</b>	
7.1	<p><b><u>President’s Report.</u></b></p> <p>Item deferred to School Council meeting, 22<sup>nd</sup> July 2014.</p>	
7.2	<b><u>Sub-Committee Reports</u></b>	
	<p><b>7.2.1 Education Sub Committee</b></p> <p><b>7.2.1a Bullying Prevention Policy</b>  The Bullying Prevention Policy will be reviewed at Education Sub-committee and is due to the August School Council meeting.</p> <p>School Council approved J. Di Pilla discussing the draft policy with staff and students, with the intention of holding a Bully Stoppers Pledge signing ceremony early in Term 3.</p> <p><b>7.2.1b Parent Payments – Voluntary Contributions Policy</b>  Any amendments to be advised directly to Education Sub Committee.</p> <p><b>7.2.1c Hire/Lease of Facilities Policy</b>  Any amendments to be advised directly to Education Sub Committee.</p>	<p><b>Motion/s:</b>  <b>M.11.</b>“That School Council approve the Parent Payments – Voluntary Contributions Policy, subject to any minor amendments identified.</p> <p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> J. Howells  <b>Vote:</b> Unanimously accepted  <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b>  <b>M.12.</b>“That School Council approve the Hire/Lease of Facilities Policy, subject to any</p>

	<p><b>7.2.1d Fundraising Policy</b> Any amendments to be advised directly to Education Sub Committee.</p>	<p>minor amendments identified.</p> <p><b>Moved:</b> G. Macdonald <b>Seconded:</b> J. Howells <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b> <b>M.13.</b>“That School Council approve the Fundraising Policy, subject to any minor amendments identified.</p> <p><b>Moved:</b> G. Macdonald <b>Seconded:</b> J. Howells <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
	<p><b>7.2.2 Environment &amp; Sustainability</b> School Council received the Environment &amp; Sustainability Sub-Committee minutes of the meeting of 5th June 2014. School Council received the BEPS Bike Library Proposal and Update.</p>	<p><b>Motion/s:</b> <b>M.14.</b>“That the minutes of the Environment &amp; Sustainability Sub Committee meeting held on 5<sup>th</sup> June, 2014 are accepted.”</p> <p><b>Moved:</b> P. Thomson <b>Seconded:</b> R. Rodger <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
	<p><b>7.2.3 Community Events</b> School Council received the Community Events Sub-Committee minutes of the meeting of 24<sup>th</sup> June 2014.</p> <p>School Council approved, without amendment, the Event Proposal: Twilight Market, scheduled for the 21<sup>st</sup> November, 2014. Expenditure budget approved: \$20,925.00. <i>Please refer to Item 6.0 Finance Report, of these minutes.</i></p> <p>School Council approved, without amendment, the Event Proposal: Trivia Night, scheduled for the 30<sup>th</sup> August, 2014. Expenditure budget approved: \$2500. <i>Please refer to Item 6.0 Finance Report, of these minutes.</i></p>	<p><b>Motion/s:</b> <b>M.15.</b>“That the minutes of the Community Events Sub Committee meeting held on 17<sup>th</sup> June, 2014 are accepted.”</p> <p><b>Moved:</b> P. Thomson <b>Seconded:</b> R. Rodger <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>
	<p><b>7.2.4 Buildings &amp; Grounds</b> School Council received the Buildings &amp; Grounds Sub-Committee minutes of the meeting of 10<sup>th</sup> June 2014.</p> <p><i>For further School Council discussion and approval of 7.2.4, please see item 2.2 of these minutes.</i></p>	<p><b>Motion/s:</b> <b>M.16.</b>“That the minutes of the Buildings &amp; Grounds Sub Committee meeting held on 10<sup>th</sup> June, 2014 are accepted.”</p> <p><b>Moved:</b> P. Thomson <b>Seconded:</b> R. Rodger <b>Vote:</b> Unanimously accepted <b>Outcome:</b> Motion Carried</p>

	<p><b>7.2.5 OSHC</b> No June meeting.</p>	
<b>8.0</b>	<p><b>General Business</b> <u>Pergola Project</u> J. Di Pilla advised that the engineer is due to review the pergola on Wednesday 25<sup>th</sup> June. Further advice will be provided by Peter on ideal location.</p>	
<b>9.0</b>	<p><b>Closure of meeting or extension of time</b> <b>Standing Orders:</b> Maximum 2 x15 minute extensions, available.</p> <p>Meeting closed at 9.30pm.</p>	
<b>10.0</b>	<p><b>Upcoming meeting dates</b> Community Events – 7.00pm, 14 July OSHC – 6.00pm, 14 July Finance – 8.00am, 15 July Building &amp; Grounds – 7.00pm, 15 July Education – 6.00pm, 16 July Environment &amp; Sustainability – 4.00pm, 17 July</p> <p><b>School Council – 7.00pm, 22<sup>nd</sup> July</b></p>	
	<p><b>Attachments</b> <i>None</i></p>	