

# B.E.P.S SCHOOL COUNCIL

## MINUTES of the Meeting held on the 27<sup>th</sup> May 2014 at 7.00pm

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

**IN ATTENDANCE:** Rachael Hedger, Trish Cave

**APOLOGIES:** Jacinta Parsons

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 7.05pm, with an acknowledgement of the traditional owners of the land.</p>	
2.	<p><b>Professional Development</b> The DEECD professional development session was re-scheduled to the next School Council meeting, 24<sup>th</sup> June 2014.</p>	
3.0	<p><b>Minutes of the previous meeting</b> Minutes of the previous meeting held 22<sup>nd</sup> April, 2014 were distributed electronically with the agenda as: School Council Minutes 22<sup>nd</sup> April 2014 and BEPS Meeting Record – Actions 2014.</p> <p><b>Advice –</b> The document BEPS Meeting Record – Actions 2014, will no longer be distributed as a separate document. Action items will be incorporated within the minutes and members responsible will report back at the next meeting, or prior, in writing.</p> <p><b>Amendments –</b> Item 9. Replace: School Council President’s Report with “School Council President’s School Community Report”. Replace Author with “Submitted By”.</p>	<p><b>Motion:</b> <b>M.1.</b> “That the minutes of the meeting held on 22<sup>nd</sup> April, 2014 at 7.00pm are to confirmed with amendments.”</p> <p><b>Moved:</b> Rob Rodger <b>Seconded:</b> Michael Hole <b>Outcome:</b> Motion Carried</p>
3.1	<p><b>Business arising from the previous minutes &amp; review of actions</b></p> <p><b>Meeting Record – Actions, 22<sup>nd</sup> April 2014</b></p> <p>1. J. Di Pilla advised the German Community School Melbourne of School Council’s April decision. <i>Item closed.</i></p> <p>2. J. Di Pilla advised School Council that the German Community School Melbourne has found alternative premises. <i>Item closed.</i></p> <p>3. J. Di Pilla advised School Council that the School Registration process is proceeding. It has been determined that the required information is held within the school and will be converted to the DEECD required format by December 2014. Further updates will be provided via the Principal’s Report to School Council. <i>Item closed.</i></p> <p>4. G. Macdonald reported that Sub-Program 6551 represents invoices raised for voluntary family contributions. This amount will be subject to amendment in the case of parents requesting that the charge be withdrawn. <i>Item closed.</i></p> <p>5. G. Macdonald reported that Sub-Program 4850 Library Fund contains \$132. The actual voluntary contribution amount of</p>	<p><b>Action/s:</b></p> <p><b>A.1.</b> Environment &amp; Sustainability Sub-Committee to provide a written project update for the Community Compost Hub to School Council, including a copy of the communication plan.(A.1)</p> <p><b>A.2.</b> A School Council member is requested to attend Environment &amp; Sustainability Sub-Committee.</p> <p><b>A.3.</b> M. Clarke will provide an entry for the newsletter advising</p>

	<p>approximately \$12,500 is held in a high interest-bearing fund. <i>Item closed.</i></p> <p>6. The School Council Presidents 'School Community Report' [see amendment in item 3.0 of these minutes], has been accepted as an ongoing item and will be removed from the action list. <i>Item closed.</i></p> <p>7. Discussion deferred to Item 7.2.2 of these minutes.</p> <p>8. J. Di Pilla advised that the Community Compost Hub has been installed. Discussion is underway with parents involved in the community garden for the development of a communication plan of this project to the wider community. Environment &amp; Sustainability Sub-Committee were asked to provide a written update of the Community Compost Hub to School Council. (A.1)</p> <p>9. The Chair again requested that a School Council member attend as a representative on the Environment and Sustainability Sub-Committee. (A.2)</p> <p><b><u>Meeting Record – Actions, 25<sup>th</sup> March 2014</u></b></p> <p>1. J. Di Pilla advised that Moreland City Council and Shanley Management Systems are considering the Prep verandah project. Further updates will be provided via the Principal's Report to School Council. <i>Item closed.</i></p> <p>2. J. Parsons advised that the Gardening podcast interview will be available next week. <i>Item closed.</i></p> <p>3. J. Di Pilla will document the process for electronic consent forms, these are a viable option only in some instances. <i>Item closed.</i></p> <p>6. M. Clarke contacted Moreland Council, seeking advice on how to improve traffic safety around the school. Moreland Council have confirmed that the speed limit around the school has already been reduced to 40km/h and will take effect within the next two weeks. School Council thanked David Atkins, Traffic Engineer, and Moreland City Council for their ongoing support of school safety. Letter to Moreland City Council and response are provided as Attachment 3. M. Clarke will provide an entry for the newsletter (A.3). <i>Item closed.</i></p> <p>8. J. Di Pilla advised that the School Concert has been confirmed for 20<sup>th</sup> August at the Meat Market, the theme will be 'Found Objects'. Staff organising committee: Jo, Vanessa, Simone Litchfield and Peter. J. Di Pilla will request further information as to any parent involvement required -ushering, ticketing etc.- and advise if a dress-rehearsal excursion is planned. Additional seating has been arranged. School Council encouraged all staff to keep families informed of the status of this event. (A.4) Further updates will be provided via the Principal's Report to School Council. <i>Item closed.</i></p> <p>12. L. Dimos advised that the production of new signs advertising the School Values has been delayed due to budget cuts. <i>Item closed.</i></p> <p>13. Discussion deferred to Item 7.2.5 of these minutes. <i>Item closed.</i></p>	<p>the details of the reduction in speed limits around the school.</p> <p><b>A.4.</b> J. Di Pilla will request further information for any parent involvement required for the School Concert and advise School Council if a dress-rehearsal excursion is planned.</p>
<p><b>4.0</b></p>	<p><b>Correspondence</b> Correspondence was received for this meeting and is addressed under Meeting Record Actions, 25<sup>th</sup> March Item 6.</p>	
<p><b>5.0</b></p>	<p><b>Principal's report</b> (<i>Please see Attachment 1.</i>) School Council previously agreed that the Principal's Report would now be included as an attachment to School Council minutes.</p> <p><u>To note:</u> The Principal will provide all School Councillors with an update on the viability of continuing the Pergola Project. School Councillors are asked to note that discussion of this item constitutes reasonable notice of a possible extraordinary meeting (A.5)</p> <p><u>Further Action relating to the introduction of re-locatable buildings:</u></p> <ul style="list-style-type: none"> <li>• Michael Carabott, manager of the re-locatable buildings, DEECD central office, will provide advice to the Principal, in two weeks, about the likelihood of obtaining a two-storey portable.</li> <li>• School Council members are requested to provide advice reflective of the community expectations of portable</li> </ul>	<p><b>Motions:</b> [The May Principal's Report will be received at the next meeting of School Council]</p> <p><b>Actions:</b> <b>A.5.</b> J. Di Pilla will provide an out-of-session update on the viability of the Pergola Project to all members of School Council.</p> <p><b>A.6.</b> All School Council members are to provide a summary of</p>

	<p>classrooms and ideas for a Library or Resource Space to be housed within the portables (A.6)</p> <ul style="list-style-type: none"> <li>• Staff feedback on issues to do with portable classrooms to be provided, via the Leadership Team, to School Council.</li> <li>• School Council to be provided with visual images of portables.</li> <li>• Linda Dimos to provide a copy of the regulations regarding numbers of students per square metre of internal floor space.</li> <li>• Janet Di Pilla will provide a summary report to the June School Council meeting (A.7)</li> </ul>	<p>advice; reflective of community expectations and concerns regarding the introduction of portable classrooms.</p> <p>A.7. J. Di Pilla will provide a summary of issues and updates to do with portable classrooms at the next meeting.</p>
<b>6.0</b>	<b>Finance Report</b> ( <i>see further discussion notes, Attachment 2</i> )	
<b>6.1</b>	<p><b>Enrolment Audit</b></p> <p>School Council extended its' thanks to Maria Booth for providing a revised Cash Expenditure Budget reflecting a reduction of \$25,000. School Council approved the removal of the Free Fruit Friday item, but asked that the proportional savings be reflected in the next finance report (A.8). School Council expressed their disappointment that the program was unable to be continued for 2014, but it was agreed that the fruit could not be provided at the expense of meeting learning outcomes. P. Thomson has undertaken to seek a fruit donation to cover the remainder of 2014 (A.9).</p> <p>G.Macdonald agreed to check that the school incurs no additional costs from the swimming program (A.10)</p>	<p><b>Motion/s:</b></p> <p><b>M.2.</b> "That School Council approve the revised Cash Expenditure Budget, subject to the identified amendment"</p> <p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> K. Argyle  <b>Outcome:</b> Motion Carried</p> <p><b>Action/s:</b></p> <p><b>A.8.</b> Proportional savings from cancellation of Free Fruit Friday be reflected in the next finance report.  <b>A.9.</b> P. Thomson will seek a weekly fruit donation to cover the remainder of 2014  <b>A.10.</b> G. Macdonald to confirm that the swimming program is covered by parent payments.</p>
<b>6.2</b>	<p><b>Cleaning Contract – Further action, details</b></p> <p>6.2.1 Environment &amp; Sustainability Sub Committee to provide the Principal with an immediate, definitive and measurable list of environmentally sustainable practices and products to support 5 Star Accreditation (A.11)</p> <p>6.2.2 J. Di Pilla will ask the 3 cleaning contractors to supply a cleaning quote based on using environmentally sustainable cleaning products and practices (A.12).</p> <p>6.2.3 In the event that the preferred contractor remains financially competitive, School Council authorizes the Principal to proceed with the appointment, without further reference to School Council (A.13).</p>	<p><b>Motion/s:</b></p> <p><b>M.3.</b> "That School Council approve the appointment of the preferred cleaning contractor, subject to a revised competitive quote containing a commitment to environmentally sustainable efforts."</p> <p><b>Moved:</b> G. Macdonald  <b>Seconded:</b> M. Hole  <b>Outcome:</b> Motion Carried</p> <p><b>Action/s:</b></p> <p><b>A.11.</b> Environment &amp; Sustainability to action 6.2.1  <b>A.12.</b> J. Di Pilla to action 6.2.2  <b>A.13.</b> J. Di Pilla to action 6.2.3</p>
<b>6.3</b>	<p><b>Nelson Alexander Grant</b></p> <p>6.3.1 School Council asked that Buildings &amp; Grounds Sub Committee supply a copy of the Nelson Alexander Grant application,</p>	<p><b>Action/s:</b></p> <p><b>A.14.</b> Buildings &amp; Grounds to action 6.3.1</p>

	<p>terms and conditions to Maryanne Clarke and Janet Di Pilla (A.14). M. Clarke and J. Di Pilla were authorised to make a final decision on behalf of School Council, the final decision will be circulated for information only at the June School Council meeting (A.15).</p> <p>6.3.2 School Council agreed to develop and promulgate a consistent procedure for community members to apply for grants. The criteria for grant applications will be clearly aligned to the School's Strategic Plan (A.16).</p>	<p><b>A.15.</b> J. Di Pilla &amp; M.Clarke to action 6.3.1  <b>A.16.</b> School Council to action 6.3.2</p>
<p><b>6.4</b></p>	<p><b><u>Fundraising / Event Proposal</u></b></p> <p>Buildings &amp; Grounds submitted an Event Proposal for a Nature Play Workshop. School Council commended the idea of a community-based workshop for parents and children provided that it be run free-of-charge. J. Di Pilla agreed to supervise this event.</p> <p>School Council requested that Buildings and Grounds Sub Committee continue to develop the 3 year Tree-Planting Strategy and present it to the June School Council in a project format for approval (A.17).</p>	<p><b>Motion/s:</b>  <b>M.4.</b> "That School Council approve the Nature Play Workshop, scheduled for June 15<sup>th</sup> 2014. "</p> <p><b>Unanimously supported by open vote.</b>  <b>Outcome:</b> Motion Carried</p> <p><b>A.17.</b> Buildings and Grounds to provide a 3 Year Tree-Planting strategy to the June meeting of School Council.</p>
<p><b>7.0</b></p>	<p><b>Other reports</b></p>	
<p><b>7.1</b></p>	<p><b><u>President's Report.</u></b> As previously agreed: P. Thomson will send the School Council President's Community Report to all members via email for consideration and approval prior to publication to the broader community. (A.18)</p>	<p><b>Action/s:</b>  <b>A.18.</b> P. Thomson to circulate the School Council President's Community Report.</p>
<p><b>7.2</b></p>	<p><b><u>Sub-Committee Reports</u></b></p> <p>All Sub Committees are to note that the July meeting schedule has been shortened because of the school holidays. School Council recommends that items requiring action and consideration by School Council are moved to the June or August meetings to allow for the circulation and timely consideration of all papers. Urgent requests can be submitted to School Council up to 17<sup>th</sup> July 2014.</p> <p>Sub Committees are advised that changes to dates/times of meetings do not require School Council approval.</p> <p>School Council has requested that all Sub Committee Annual Plans and Budgets for 2015 be made available to School Council in draft form in August/September 2014.</p>	
	<p><b>7.2.1 Education Sub Committee</b></p> <p><b>7.2.1a Bullying Prevention Policy</b></p> <p>J. Di Pilla advised that this Policy is mandated for all schools. J. Di Pilla suggested that as part of the review of this policy BEPS adopts the Bully Stoppers Pledge, to be signed at a ceremony by - the President of School Council, the Principal and members of Junior School Council. School Council members endorsed this proposal. School Council will develop a Bully Stoppers ceremony as part of the rollout of this policy (A.19).</p> <p>Amendments – Maryanne Clarke and Rob Rodger have agreed to work with the Principal to finalise this Policy. The 'Implementation' section is to be clarified and a 'Clear Steps To Be Taken' section included for all stakeholders; students, parents, carers, staff and bully (A.20).</p>	<p><b>Action/s:</b>  <b>A.19.</b> School Council to develop a Bully Stoppers ceremony.  <b>A.20.</b> M. Clarke and R. Rodger to work with J. Di Pilla to finalise Bullying Prevention Policy.</p>

	<p><b>7.2.1b Mandatory Reporting Policy</b> Amendments – Dot point 8, add “of students”. J. Di Pilla will obtain further advice from the DEECD to confirm the actions required in the event of suspected abuse of parents/carers or staff.</p> <p><b>7.2.1c Medication Policy</b> Amendments – Replace Teachers with “School Staff”. Include where copies of forms can be obtained. Extend dot point 5 “first time at school in case of adverse reaction”.</p> <p><b>7.2.2 Environment &amp; Sustainability</b> Minutes of the meeting 15<sup>th</sup> May, received by School Council.</p> <p>Environment and Sustainability to provide a report to School Council on the status of the 5 Star Accreditation Project (A.21)</p> <p>Environment and Sustainability are to note that School Council will develop guidelines to access grants.</p> <p>School Council approved the development of an application for the Junior Landcare Grant.</p>	<p><b>Motion/s:</b> <b>M.5.</b> “That School Council approve the Mandatory Reporting Policy, subject to minor amendments identified.</p> <p><b>Moved:</b> G. Macdonald <b>Seconded:</b> J. Howells <b>Outcome:</b> Motion Carried</p> <p><b>Motion/s:</b> <b>M.6.</b> “That School Council approve the Medication Policy, subject to minor amendments identified.</p> <p><b>Moved:</b> J. Howells <b>Seconded:</b> R. Rodger <b>Outcome:</b> Motion Carried</p> <p><b>Action/s:</b> <b>A.21.</b> E&amp;S to provide School Council with an update of the 5 Star Accreditation Project.</p> <p><b>Motion/s:</b> <b>M.7.</b> “That School Council approve the intention of E&amp;S to apply for a Junior Landcare Grant.</p> <p><b>M.8.</b> “That School Council accept the minutes of Environment &amp; Sustainability, as read.”</p> <p><b>Moved:</b> P. Thomson <b>Seconded:</b> G. Macdonald <b>Outcome:</b> Motion Carried</p>
	<p><b>7.2.3 Community Building</b> Minutes of the meeting 1<sup>st</sup> April and 5<sup>th</sup> May, received by School Council.</p> <p>School Council approved the Father’s Day Stall dates; 1<sup>st</sup> and 4<sup>th</sup> September 2014.</p> <p>School Council approved the Sub Committee name change to Community Events Sub Committee.</p> <p>School Council advised that the proposed use of a cover proforma was at the discretion of a sub committee and did not require approval.</p> <p>School Council congratulated Community Events and organisers on the fundraising efforts for Mother’s Day and Pink Friday.</p>	<p><b>Motion/s:</b> <b>M.9.</b> “That School Council accept the minutes of Community Building as read.”</p> <p><b>Moved:</b> P. Thomson <b>Seconded:</b> G. Macdonald <b>Outcome:</b> Motion Carried</p>

	<p><b>7.2.4 Buildings &amp; Grounds</b> Minutes of the meeting 1<sup>st</sup> April and 13<sup>th</sup> May, received by School Council.</p> <p>Buildings and Grounds requested that School Council approve the draft Terms of Reference. School Council proposed the following amendments:</p> <ul style="list-style-type: none"> <li>• To be directed by, and contribute to, a school grounds plan.</li> <li>• To be part of a review when required to ensure continued relevance to the current and future school community.</li> <li>• To see to the maintenance of the school buildings and grounds in a way that fosters education and play, is aesthetically pleasing, of good quality, functional, safe, low maintenance and environmentally friendly.</li> <li>• To consider the inclusion of 4 working bees per year.</li> </ul> <p>School Council requested that the Terms of Reference be returned to Buildings and Grounds for further review. School Council members with further comments are asked to submit them immediately to Zoe Austin-Crowe via email. School Council will review TOR at the next meeting of School Council (A.22).</p> <p>For discussion and action of the Nelson Alexander Grant, please see item 6.3 of these minutes.</p> <p>7.2.4.1 For School Council discussion and approval of the Nature Play Workshop, please see item 6.4 of these minutes. <i>From item 6.4. - School Council requested that Buildings and Grounds Sub Committee continue to develop the 3 year Tree-Planting Strategy and present it to the June School Council in a project format for approval (A.17).</i></p> <p><u>Clarification of Buildings and Grounds Budget</u> J. Di Pilla confirmed that the voluntary parent contribution for buildings and grounds is to be split between maintenance and other activities.</p> <p>School Council requested that Buildings and Grounds develop a Workplan and Budget for the remainder of 2014 - inclusive of the Tree-Strategy (A.23). Finance Sub Committee will provide Buildings and Grounds with the current budget for 2014 and the 2013 actual expenditure.</p> <p><u>Clarification of access to Fundraising Money</u> School Council undertook to develop: a process to assign fundraising money, and; an overall investment strategy for funds raised. These will be aligned to the School Strategic Plan and will incorporate the pre-existing commitment to the Gardening Program for the remainder of 2014, and the pre-existing commitment to the Prep Verandah Project and Radio Room (A.24).</p> <p>Janet Di Pilla was requested to seek advice from staff to identify priority projects and provide a report to the next meeting of School Council (A.25).</p>	<p><b>Motion/s:</b> <b>M.10.</b>“That School Council accept the minutes of Buildings and Grounds as read.”</p> <p><b>Moved:</b> M. Clarke <b>Seconded:</b> G. Macdonald <b>Outcome:</b> Motion Carried</p> <p><b>Action/s:</b> <b>A.22.</b> Buildings and Grounds to provide reviewed TOR to the next meeting of School Council.</p> <p><b>A.23.</b> Buildings and Grounds to provide a 2014 Workplan and Budget to the next meeting of School Council</p> <p><b>A.24.</b> School Council will develop a process to assign fundraising money. School Council will develop an investment strategy for community raised funds.</p> <p><b>A.25.</b> J. Di Pilla to seek advice from staff of priority projects for community raised funds.</p>
	<p><b>7.2.5 OSHC</b> Minutes of the meeting 3<sup>rd</sup> March and 12<sup>th</sup> May, received by School Council.</p> <p>School Council approved the Art Exhibition at Blakdot Gallery, scheduled for December 2014. Confirmation of event and date to be provided to School Council (A.26)</p>	<p><b>Motion/s:</b> <b>M.11.</b>“That School Council accept the minutes of OSHC as read.”</p> <p><b>Moved:</b> P. Thomson <b>Seconded:</b> K. Argyle <b>Outcome:</b> Motion Carried</p>

		<b>Action/s:</b> <b>A.26.</b> OSHC to provide School Council with event confirmation and further details.
<b>8.0</b>	<b>General Business</b>	
<b>9.0</b>	<p><b>Closure of meeting or extension of time</b></p> <p><b>Standing Orders:</b> Maximum 2 x15 minute extensions, adopted.</p> <p>Meeting closed at 10.05pm.</p> <p><b>Next meeting:</b> June, 2014</p>	
<b>10.0</b>	<p><b>Upcoming meeting dates</b></p> <p>Community Building – 7.00pm, 2<sup>nd</sup> June  OSHC – 6.00pm, 2<sup>nd</sup> June  Finance – 8.00am, 10<sup>th</sup> June  Building &amp; Grounds – 7.00pm, 10<sup>th</sup> June  Education – 6.00pm, 11<sup>th</sup> June  Environment &amp; Sustainability – 4.00pm, 12<sup>th</sup> June</p> <p><b>School Council – 7.00pm, 24<sup>th</sup> June</b></p>	
	<p><b>Attachments</b></p> <p>1. <i>Principal's Report</i>  2. <i>Finance Discussion</i>  3. <i>Letter to Moreland City Council &amp; Response</i></p>	

## 5.0 Principal's Report, Janet Di Pilla

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### BEPS SCHOOL COUNCIL

For School Council Meeting to be held on 27<sup>th</sup> May 2014

#### Naplan

- Very pleasing to see the high attendance rates at all Naplan sessions.
- Staff conducted themselves and the sessions in a highly professional manner.
- Students all tried hard and completed the testing with a minimum of fuss.
- Students, in the main, did not appear unduly stressed by the experience.

#### Prep Teacher on extended leave

A Prep teacher has applied for extended leave, for a period of 7 weeks. As per DEECD requirements, this position has been advertised and interviews held. The position has been offered to a teacher who has extensive experience within the school. All information and details will be communicated to Prep parents as soon as possible.

#### Boundary Fence between Bike Shed and the Stewart St neighbour

At the request of the school's Stewart Street neighbour the following actions have occurred:

- Overhanging branches have been professionally pruned;
- The Corrections team have repaired a section of the fence that had broken;
- Barriers have been put in place to ensure students are not able to access the space behind the shipping containers; and
- North-Western Victorian Region staff confirmed that all issues have been satisfactorily resolved.

#### Department of Justice, Corrections Team, 24<sup>th</sup> May 2014

The Department of Justice provided a Corrections Team of 14 people on Saturday 24<sup>th</sup> May. Thanks are extended to Janine Tickle for her incredible work and dedication in managing such a large team. The Department has been contacted to ask for advance notice if such a large team is to be provided in the future, this will ensure that additional staff can be supplied to support Janine's efforts and to ensure the safety of all participants.

#### Working Bee, 25<sup>th</sup> May 2014

The Working Bee was well attended on Sunday 25<sup>th</sup> May, it is estimated that up to 35 families were involved. It was impressive to see the enormous amount of energy and enthusiasm brought to the event and the Pizza Oven added to the overall success.

Thanks are extended to Zoe Austin-Crowe who did an exceptional job of identifying and prioritizing all work to be undertaken. She has developed a sign-in process and safe handling sheets, to ensure the safety of all participants.

#### Pergola on the Oval

As part of the working bee a parent offered a second-hand pergola to the school. This offer only became available at the last minute and complemented a previous request from PE staff to have greater shade during outdoor sessions.

The structure was erected by a parent who is a qualified builder using new stirrups. Due to its small size, the pergola is not in breach of Moreland Council heritage requirements.

However, it was identified that the following issues will need to be addressed prior to the project being finalised:

- Safety assessment – structural integrity - including quality of timber, security, safety of padding, climbing concerns
- Position – is it ideal
- Shade – impact on grass
- Needs assessment



As a matter of urgency the current safety precautions (fencing) need to be confirmed as adequate to prevent any injury occurring.

The assessment of the continued viability of this project will be undertaken in consultation with: (1) Moreland Council's Engineering department; (2) Paul \_\_\_ will be asked to provide a qualified professional to come onsite to assess; and (3) the Chair of Building & Grounds will be asked to assist with the development of a procedure to address any future offers, this will be undertaken in conjunction with School Council.

Written advice will be provided to all School Councillors by the end of this week and an extraordinary meeting will be convened if necessary.

#### Current & Future student enrolments

Currently the school has 412 students enrolled, 402 of which have been fully funded.

It is anticipated that by 2015 total student enrolments will be 450 and this is projected to rise to 480 students in 2016. The School is unable to refuse entry to a student for whom BEPS is their closest school - regardless of our current cap of 400.

In order to accommodate such a large increase in student numbers, the school has applied for a double storey portable. There are only 5 double storey portables manufactured in Victoria each year, however, the school has received advice that there is a relatively good chance of obtaining one. The Leadership Team has recommended that BEPS accept this proposal as it would enable current teaching practices to be maintained and provide the smallest physical footprint.

The School will not be required to pay for the building, but will be required to finance all furnishings. In anticipation of this additional budget requirement, the Library has been asked to restrict spending to essential items only.

The Leadership Team has commenced discussions about the integration of portable/s and will seek feedback from staff about ideal location and usage. A copy of this feedback will be provided to School Council.

## 6.0 Finance Discussion - Notes from the meeting to be read in conjunction with minutes & submitted report

### BEPS SCHOOL COUNCIL

School Council Meeting held on 27 May 2014

#### 6.1 Enrolment Audit & Budget Impact

Currently the school has 412 students enrolled. At the time of the DEECD enrolment audit BEPS had 8 students on extended leave. Funding for these students has been revoked by the DEECD, although this will be subject to review in August 2014. Currently the school has had \$48,000 removed from the cash budget. The Finance Sub Committee has adjusted the budget to reflect an initial reduction of \$25,000.

Sub Program	Annual Budget - Original	Annual Budget - Revised	Estimated Savings
Garden Educator	2000	1500	500
Staff Association	1500	1400	100
Staff Retirement	300	200	100
Administration	31500	30656	844
Professional Development	15000	14000	1000
Furniture & Equip Cont	7000	5000	2000
Marketing	2000	1500	500
Free Fruit Friday	5000	0	5000
ICT	34000	32000	2000
Art	5000	4500	500
Music	5000	4500	500
Artist in Residence	3000	1500	1500
English	10000	9000	1000
LOTE	1000	900	100
Mathematics	10000	9000	1000
Science	1500	1300	200
Junior School Supplies	3000	2800	200
Middle School Supplies	11600	11400	200
Senior School Supplies	7400	7200	200
Cleaning	59556	56000	3556
Sanitation Supplies	6000	4000	2000
Planned Maintenance	16000	14000	2000
		<b>Identified Savings:</b>	<b>\$25,000</b>
		<b>Still to be identified:</b>	<b>\$15,000</b>

#### 6.2 Cleaning Contract Tender

A preferred cleaning supplier has been identified through a tender process. School Council have requested that Environment & Sustainability Sub Committee work with the Principal to incorporate environmentally sustainable products and practices, or a commitment to future efforts.

The Principal asked that School Council note that there is some urgency in finalizing this contract. The existing cleaners have been out-of-contract for 12 months. The new contract will be for a period of 3 years. Adopting the contract without delay will allow for a change over of cleaning staff over the school holiday period and make BEPS eligible for significant added extras.

#### 6.3 Nelson Alexander Grant

Item covered in meeting minutes.

#### 6.4 Fundraising/Event Proposal: Nature Play Workshop

Kirsty Argyle advised that Buildings and Grounds had submitted a proposal to conduct a Nature Play Workshop on Sunday 15<sup>th</sup> June, for 30 participants. This is predominantly a community-building workshop for parents and children to learn about playing in nature. There was a proposal to charge a \$5 entry fee and that the money would be put towards tree planting at BEPS.

School Council determined that all funds raised by the community will go to projects related to learning outcomes, and currently tree-planting could not be obviously linked to a learning outcome. Therefore it was proposed that the event continue without charge.

School Council requested that Buildings and Grounds Sub Committee continue to develop the 3 year Tree-Planting Strategy and present it to the June School Council in a project format. The project will need to outline the short and long-term strategy for mixing old and new plants, link to the School's Strategic Plan and include an anticipated budget.

#### Further Information

All members are encouraged to refer to the Improving School Governance training module 3.0 Finance, available at <http://www.schoolgovernance.vic.edu.au/home>

### 3.1 Correspondence: Traffic Safety

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#### BEPS SCHOOL COUNCIL

For School Council Meeting to be held on 27<sup>th</sup> May 2014

*Letter from Maryanne Clarke to Moreland City Council*

23 May 2014

Lee Dowler  
Manager  
Strategic Transport and Property  
Moreland City Council  
Via email: [info@moreland.vic.gov.au](mailto:info@moreland.vic.gov.au)

Dear Lee,

I am writing to you on behalf of Brunswick East Primary School Council, to formally request a reduction in the speed limit along Stewart Street Brunswick East, to 40 km per hour.

School Council believes a 40kmph speed limit on Stewart St, as is already in place in many other areas of Brunswick, would support safe, active travel by the school families and also the local community. We also note that this request is aligned with the priorities outlined in Council's Integrated Travel Strategy for the municipality.

BEPS has an Active Travel Policy and encourages families to use sustainable travel options to get to school – by foot, bicycle and scooter. A survey of families in 2013 found that a significant number of students, families and Moreland residents, travel on foot, scooter or bicycle along Stewart Street, on a regular basis. Approximately 56% of those who completed the survey travel along Stewart St. And of these, almost 30% of the students, will travel independently, so without an accompanying adult. As a primary school we feel it is especially important that community members can feel safe and the local environment encourages an active travel commitment.

We are proud of the fact that so many in our school community feel able to travel in active modes and we are conscious that much of this is due to Moreland City Council's work providing infrastructure throughout the city that supports this.

What concerns us, however, is that we have received feedback about speeding along Stewart Street, and school staff have spoken to Victoria Police at Fawkner about this issue.

We would ask that you consider our request as a matter of urgency, as we are keen to ensure that our families continue to support BEPS Active Travel policy, as part of the school's commitment to environmental sustainability.

If you would like any additional information, please contact me on 0425 852 209.

Regards  
Maryanne Clarke

*Email response to Maryanne Clarke from Moreland City Council*

**From:** David Atkins

**Sent:** Tuesday, 27 May 2014 10:54 AM

**Subject:** Council Response - Request from Brunswick East Primary School - 40kmh Speed Limit in Stewart Street - Brunswick East

To: Maryanne Clarke

Dear Maryanne,

Thank you for your email, received on 23 May, requesting that Council implements a 40km/h speed limit in Stewart Street, Brunswick East. Thank you also for your telephone call on 26 May.

As part of the Moreland Integrated Transport Strategy (MITS), Council is proposing to reduce the speed limit in all Local Roads within Moreland Road from 50km/h to 40km/h. As part of this, a 40km/h area speed limit is being implemented in the area bounded by Albion Street, Nicholson Street, Blyth Street and Sydney Road. This includes Stewart Street adjacent to Brunswick Primary School.

This change was previously implemented in the area bounded by Blyth Street, Nicholson Street, Glenlyon Road and Sydney Road in July 2012 and in the area bounded by Moreland Road, Citylink, Albion Street and Melville Road in April 2014.

Council has received authorisation from VicRoads to implement the 40km/h area speed limit in the area bounded by Albion Street, Nicholson Street, Blyth Street and Sydney Road and the signs will be installed during May/June.

Should you require further information regarding the above matter, please call or email me.

Kind Regards

David Atkins

Transport Engineer | Strategic Transport and Property | Moreland City Council

T: 9240 1249 | F: 9240 1212 | [datkins@moreland.vic.gov.au](mailto:datkins@moreland.vic.gov.au)