

B.E.P.S SCHOOL COUNCIL

MINUTES of the Meeting held on the 26th August 2014 at 7.00pm

PRESENT : Paula Thomson (President), Maryanne Clarke (Vice President), Janet Di Pilla (Principal and Executive Officer), Jill Howells (Staff), Jennaya Smith (Secretary), Gabi Macdonald (Finance), Michael Hole (Community Events), Kirsty Argyle (Buildings & Grounds), Shona Forrest (Staff)

IN ATTENDANCE: Rachael Hedger

APOLOGIES: Louis Scacciante (Parent), Jacinta Parsons (Education), Rob Rodger (Education)

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p>Welcome from the President & Acknowledgement of Country The President welcomed all attendees with an acknowledgement of the traditional owners of the land.</p> <p>The President reminded members that her role is to facilitate the meeting to move effectively through the agenda, however, members were encouraged to raise issues as needed.</p> <p>The Executive Officer reminded all members that any formatting changes or grammatical errors within the agenda, minutes or papers are to be forwarded to the relevant person prior to the formal meeting. Meetings are to be restricted to reviewing content and major changes.</p>	
2.	<p>Minutes of the previous meeting Minutes of the previous School Council meeting held 22nd July 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 22nd July, 2014 at 7.00pm are to be confirmed.”</p> <p>Moved: K. Argyle Seconded: M. Clarke Vote: Unanimously accepted Outcome: Motion Carried</p>
3.0	<p>CORRESPONDENCE Incoming: Back 2 School Fitness – Fundraising Proposal Back2School Fitness submitted a proposal to School Council offering a fundraising opportunity. This program offers group fitness classes to parents, with an opportunity for the school to take a percentage of participant fees as fundraising money. In return the school must allow for advertising Back2School throughout the school grounds and electronically to parents, and provide a minimum of 13 attendees per fitness round.</p> <p>School Council extended their thanks to Back2School Fitness and acknowledged the success of the program at Moreland Primary School. It was considered that this was not an appropriate time for BEPS to take on additional fundraising activities. In the future, it is hoped that a participating BEPS parent may take this on as a project.</p> <p>School Council agreed to offer Back2School the opportunity to rent the School Hall for weekday and weekend sessions, subject to the conditions outlined in the Hire Policy; including allowances for events already scheduled for Saturday mornings. Current known conflict, State Election, Saturday 29th November 2014.</p>	<p>Motion/s: M.2:“That the fundraising proposal from Back2School Fitness is approved as a rental agreement only.”</p> <p>Moved: M. Hole Seconded: M. Clarke Vote: Unanimously accepted Outcome: Motion Carried</p>

Incoming: 123 Camp Approval

The 123 Learning Team submitted a request for approval to School Council for the 123 Camps, 2014: 2014 Mt Morton DEECD School Council Approval Form & Costings; Risk Register Mt Morton 2014; and Camp Program 2014.

The 123 Camps will be held at Mt Morton Fairmont Ave, Belgrave Heights. 20th – 22nd October, 27th – 29th October, 29th – 31st October, 2014.

J. Smith confirmed that there would be Adventure Activities offered, however, they do not fall into the categories outlined in the DEECD School Council Approval Form. Final costings will be made available once camp attendees are confirmed.

The 123 Camps for 2014 are approved and minuted at this school council meeting, 26th August 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 [Approval Proforma for all excursions and activities requiring School Council approval](#).

School Council requested that thanks be extended to Sarah Boyle, Jennaya Smith & Katie Backholer for the comprehensive information supplied and acknowledged the effort of all the 123 teachers in supporting this activity.

Incoming: Moreland Council Notice of Application for a Planning Permit

School Council received a notice of application for a planning permit for the property at 164 Nicholson Street, Brunswick East. M Clarke agreed to draft a response on behalf of School Council outlining concerns for parking issues and school safety. J. di Pilla will review draft prior to submission to Moreland Council. (A.1)

Outgoing

A thank you letter has been forwarded to Yirmal Marika, for his performance with students at the School Concert.

Motion/s:

M.3. "That the 123 Camp Proposal to Mt Morton, 20th Oct – 31st October and all associated papers are approved. "

Moved: G. Macdonald

Seconded: J. Howells

Vote: Unanimously accepted

Outcome: Motion Carried

Action/s:

A.1. M. Clarke to draft a response to Moreland Council on behalf of School Council. J. di Pilla to review.

4.0

Principal's report

The Principal's Report was distributed electronically with the agenda.

Additional Information/Clarification:

Reviews: J. di Pilla advised School Council that the 3-way conference review link has been sent electronically to all parents and staff requesting feedback. The School Concert and School Camps are now due for review.

Contact Details: All parents will receive a letter requesting confirmation of personal contact details and student immunisation status. School Councillors are requested to encourage all parents to return these forms as soon as possible. (A.2)

Immunisation/Measles: The school is aware that there has been a measles outbreak in the local area. Notification of measles is mandatory and the management is the responsibility of the public health authority. The DEECD and Principal are formally notified of an outbreak within the school population. Measles is of particular concern to unimmunised

Motion/s:

M.4. "That the August Principal's Report be received."

Moved: M. Hole

Seconded: J. Smith

Vote: Unanimously accepted

Outcome: Motion Carried

Action/s:

A.2. School Councillors to encourage all parents to update personal details and student immunisation status as a matter of priority.

A.3. J. di Pilla to obtain advice on information for at risk categories in the

	<p>children and pregnant women. J. di Pilla will seek further information and advice from DEECD regarding information to be supplied to at-risk categories. Relevant information will be included in the BEPS newsletter. (A.3)</p> <p><u>Enrolments for 2015:</u> There is currently a large waiting list for 2015 Prep places, not all applicants will be accommodated.</p> <p><u>Portables:</u> There has been no definite decision to date, however, the school is very hopeful of receiving a double-story portable to be located on the preferred-site. An electrician is still to be consulted and soil testing will take place shortly.</p> <p><u>Nicholson Street Fence Work:</u> DEECD have acknowledged that they are in possession of the application for funding to replace the Nicholson Street Fence and Retaining wall.</p> <p><u>Agora Project:</u> The Agora project is underway. The Bicicletta lower roof and Agora roof will be replaced over the September school holidays. The quote for the project is higher than anticipated to allow for additional flashing to protect the woodwork. School Council acknowledged the increase to the pre-approved request from \$16,000 to \$20,000. The money obtained from the Nelson Alexander Community Grant will be used for the student-informed beautification project within the Agora. It was confirmed that all funds are available from within the fundraising account, and that the Twilight Market contingency is not impacted.</p> <p><u>Roof Repairs:</u> A request has gone to the DEECD under the building guarantee, to repair work undertaken in 2009 on the 456 roof.</p> <p>School Council extended their thanks to Janet di Pilla for project managing the various building works.</p>	<p>event of a measles outbreak.</p>
<p>5.0</p>	<p>Finance Report School Council received the minutes of the Finance Sub Committee, 5th August 2015.</p> <p>It was noted that M. Booth adjusted the 2014 budget and all staff have managed to absorb cuts. Thanks are extended to all staff for accommodating these changes.</p> <p>G. Macdonald advised that a meeting of the Finance Sub Committee can be scheduled for 16th September if required.</p>	<p>Motion/s: M.4. "That the minutes of the Finance Sub Committee meeting held on 5th August, 2014 are accepted." Moved: S. Forrest Seconded: M. Clarke Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>Recommendation: School Council approve the EFTPOS facility</p> <p>School Council approved the BEPS EFTPOS Facility Policy, subject to the removal of reference to 'signatures' which have been phased-out and a change to review date.</p> <p>School Council agreed that the per transaction cost for credit cards (excluding AMEX) and surcharge for keycard usage, will be passed onto parents. School Council noted that a Communication Strategy will need to be developed to inform parents of the transaction and surcharge payments when using EFTPOS. All other payment options remain available.</p> <p>The EFTPOS machine will be available for Fundraising events. A procedure will need to be developed for use outside of school reception.</p>	<p>Motion/s: M.5. "That the BEPS EFTPOS Facility Policy be approved, subject to minor amendment" Moved: G. Macdonald Seconded: K. Argyle Vote: Unanimously accepted Outcome: Motion Carried</p>

	School Council recommended that this policy be reviewed in 12 months time to assess effectiveness.	
	<p>Recommendation: School Council approve the use of the funds from Nelson Alexander Grant to repair the roof of the Agora</p> <p>Recommendation was amended and agreed: the Nelson Alexander grant money will be used for the student-informed beautification project within the Agora.</p>	<p>Motion/s: M.6. "That School Council approve the use of the funds from the Nelson Alexander grant to be used for the beautification of the Agora in consultation with students."</p> <p>Moved: P. Thomson Seconded: M. Clarke Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>Recommendation: School Council approve the Father's Day Stall</p>	<p>Motion/s: M.7. "That School Council approve the Father's Day Stall."</p> <p>Moved: M. Hole Seconded: K. Argyle Vote: Unanimously accepted Outcome: Motion Carried</p>
6.0	Other reports	
7.1	<u>Sub-Committee Reports:</u>	
	<p>7.1.1 Education Sub Committee School Council received the minutes of the Education Sub Committee, 13th August 2015.</p> <p>7.1.1.1 Bullying Prevention Policy School Council approved the Bullying Prevention Policy.</p> <p>The President noted that the work on the Bullying Prevention Policy was: exceptional, complete and comprehensive. Thanks are extended to everyone involved. J. di Pilla will now work towards a Bully Stoppers Ceremony at a Monday assembly.</p> <p>7.1.1.2 Sunsmart School Council approved the Sunsmart Policy.</p> <p>J. Howells advised that the Sunsmart Policy had drawn on a number of exemplar policies, in particular updates had been included because of new health concerns about Vitamin D uptake. The Policy is now consistent with the Cancer Council's advice. School Council requested that the Sunsmart Policy and clothing implications be clearly included in</p>	<p>Motion/s: M.8. "That the minutes of the Education Sub Committee meeting held on 13th August, 2014 are accepted."</p> <p>Moved: G. Macdonald Seconded: M. Hole Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Motion/s: M.9. "That the Bullying Prevention Policy is approved."</p> <p>Moved: G. Macdonald Seconded: K. Argyle Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Motion/s: M.10. "That the Sunsmart Policy is approved."</p> <p>Moved: S. Forrest Seconded: K. Argyle Vote: Unanimously accepted Outcome: Motion Carried</p>

	<p>the Prep Handbook.</p> <p>K. Argyle advised that the annual shade audit is included in the Buildings & Grounds Sub Committee Workplan for 2014.</p>	
	<p>7.1.2 Environment & Sustainability <u>Fundraising Proposal – Tea towel Print Run. \$1200 Budget requested.</u> School Council extended its thanks to Libby Chow and the Environment & Sustainability Sub Committee for the proposal of a Seasonal Tea Towel Fundraiser to raise awareness of the Sustainability Program within the BEPS Gardening Work.</p> <p>School Council considered the proposal and determined that it was to be referred to Community Events and Finance for further consideration. It was thought that this proposal presented a significant financial risk and it was hoped that Community Events may be able to identify some cost-cutting measures to align the project more closely with other fundraisers. Consideration is to be given to alternative printing options; i.e. a preference would be for a BEPS parent-company to be used if possible.</p> <p>School Council acknowledged that this delay may prevent the timelines for the project being met in 2014, in this event, consideration should be given to inclusion on the 2015 Fundraising Calendar.</p> <p>There is no School Council representative currently on the Environment & Sustainability Sub Committee and members noted that this presented difficulties in receiving timely process advice. School Council apologised for this inconvenience and hoped that a member could be found to attend future meetings.</p>	<p>Motion/s: M.11 “That the fundraising proposal from Environment & Sustainability Sub Committee, including the request for \$1200 budget is referred to the Community Events and Finance Sub-Committees for further consideration.”</p> <p>Moved: J. di Pilla Seconded: G. Macdonald Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>7.1.3 Community Events School Council received the minutes of the Community Events Sub-Committee meeting held 14th July.</p> <p>School Council received the minutes of the Community Events Sub-Committee meeting held 4th August.</p> <p><u>Workplan & Budget:</u> The proposed Community Events 2015 Workplan and Budget is approved. <u>Friday Afternoon Markets:</u> School Council clarified that Community Events do not need to seek approval for the management and information dissemination of the Friday Afternoon Markets. <u>CE Website for Twilight Market:</u> The proposed website will be used to channel communication directly related to the Twilight Market. CE Sub Committee were requested to ensure that promotion of 3rd parties focused on thanking contributors rather than advertising. All website content to be approved by J. di Pilla. The website will be reviewed at the end of the Twilight Market and a report provided to School Council. Summary of website costs to be provided to School Council.</p>	<p>Motion/s: M.12. “That the minutes and attachments of the Community Events Sub Committee meeting held on 14th July 2014 are accepted.”</p> <p>Moved: G. Macdonald Seconded: M. Clarke Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Motion/s: M.13.1 “That the minutes and all attachments of the Community Events Sub Committee meeting held on 14th August, 2014 are accepted.”</p> <p>Moved: G. Macdonald Seconded: M. Clarke Vote: Unanimously accepted Outcome: Motion Carried</p> <p>M.13.2 “That the Community Events</p>

	<p><u>Risk Plan</u>: CE were congratulated on the comprehensive Risk Management Plan for the Twilight Market.</p>	<p>2015 Workplan and Budget are approved.”</p> <p>Moved: J. Howells Seconded: J. Smith Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>7.2.4 Buildings & Grounds School Council received the minutes of the Buildings & Grounds Sub-Committee meeting held 12th August.</p> <p><u>Working Bee</u>: The working bee held over the weekend (24th Aug.) was well attended and the ground has been prepared for planting, in addition the bridge was repaired and the screening along Nicholson Street replaced. <u>Budget</u>: The Buildings & Grounds Budget will be followed-up when M. Booth returns from leave. <u>Tree donations</u>: P. Thomson will provide text to K. Argyle to contact the Tax Department to discuss the possibility of tax deductibility status for Tree Donations, this status will not be available retrospectively. (A.4) <u>Tree Day</u>: Congratulations were extended to Buildings & Grounds for the success of BEPS Tree Day. The Sub Committee is discussing boundaries and safety for protecting young trees as they are planted. It was suggested that Tree Day be scheduled onto the formal calendar of events. <u>Playground Audit</u>: A full inspection of the safety of the playground will be conducted. <u>Seedlings</u>: Sale of seedlings for raising funds was confirmed as an idea-only, this project has not been formally proposed.</p> <p>Whole School Calendar School Council suggested that a whole school calendar of events would be a useful planning tool for the community. In particular, it was noted that there is a finite amount of money available for fundraising events and it would be useful for parents to be able to see annual events and make early decisions about projects that they intend to support.</p> <p>School Council hoped that a Calendar could be produced and distributed with the Book List, with an indication of the likely events and predicted costs for the following year. This could also include explanations of the money requested for the Buildings & Grounds Levy and the Library Trust Fund. (A.5)</p>	<p>Motion/s: M.14.“That the minutes of the Buildings & Grounds Sub Committee meeting held on 12th August, 2014 are accepted.”</p> <p>Moved: P. Thomson Seconded: M. Hole Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Action/s: A.4. P. Thomson to provide advice to K. Argyle to request tax deductibility status for Tree Donations.</p> <p>Action/s: A.5. School Council to appoint resources to review the feasibility of a whole school calendar for 2015.</p>
	<p>7.2.5 OSHC School Council received the OSHC Sub-Committee minutes of the meeting of 11th August 2014.</p> <p>M. Clarke advised that she is working with R. Swamy to review all OSHC policies. The intent of policies has not changed, however, work has been done to update and make them more accessible. An information sheet has been developed to distribute to all parents at the end of Term 3. The information sheet will include key dates and make all timelines clear.</p> <p>School Council extended their thanks to M. Clarke and J. Prior and the OSHC Sub Committee for the enormous amount of work that has gone into updating the policies.</p>	<p>Motion/s: M.15.“That the minutes of the OSHC Sub Committee meeting held on 11th August, 2014 are accepted.”</p> <p>Moved: P. Thomson Seconded: J. Howells Vote: Unanimously accepted Outcome: Motion Carried</p>

	<p>7.2.5.1 Enrolment Policy School Council approved the OSHC Enrolment Policy, subject to the amendment to review date.</p>	<p>Motion/s: M.16.“That the OSHC Enrolment Policy is approved, subject to minor amendment.”</p> <p>Moved: P. Thomson Seconded: J. Howells Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>7.2.5.2 Waiting List Policy School Council approved the OSHC Waiting List Policy, subject to the amendment to review date.</p>	<p>Motion/s: M.17.“That the OSHC Waiting List Policy is approved, subject to minor amendment.”</p> <p>Moved: P. Thomson Seconded: J. Howells Vote: Unanimously accepted Outcome: Motion Carried</p>
8.0	<p>General Business J. di Pilla advised that it is intended to have a Curriculum Day on Monday 3rd November, 2014. This will be scheduled as a Strategic Planning Day to allow staff to discuss the impact of; portables, changes to Learning Communities and transition to 2015.</p> <p>It is anticipated that there may need to be an additional Curriculum Day scheduled for a Friday early in December to allow for the delivery and bump-in of a portable. There will be no OSHC available for this day as there can be no students on-site. The portable can be located on-site over a Friday/Saturday, and then an additional 6 days is required to wire and plumb. School Council agreed to approve the additional Curriculum Day, out-of-session, via email if required.</p>	<p>Motion/s: M.18.“That a Curriculum Day on Monday 3rd November is approved.”</p> <p>Moved: J. di Pilla Seconded: P. Thomson Vote: Unanimously accepted Outcome: Motion Carried</p>
9.0	<p>Closure of meeting. Meeting closed at 9.10pm. Next meeting: 28th October, 2014</p>	
10.0	<p>Upcoming meeting dates Community Building – 7.00pm, 1st Sept OSHC – 5.45pm, 8th September Finance – 8.00am, 9th Sept (& 16th Sept, if required) Building & Grounds – 7.00pm, 9th Sept Education – 6.00pm, 10th Sept Environment & Sustainability – 4.00pm, 11th Sept School Council – 7.00pm, 28th October</p>	
	<p>Attachments: <i>Principal’s Report</i></p>	

Attachment 1 – Minutes, 26th August 2014

Principal's Report to the School Council Meeting, 26 August 2014

Portables	It is still likely that we will get a double story portable for next year. Soil testing and some inspection of possible sites will be done on Friday 22 August. We might know more after that.
Agora Project	Roof repairs Agora – will be done during the Sept holidays. Quote is higher than first thought but still needs to go ahead.
Enrolments	Projected number of students for next year is still between 430 – 450. We have 60 prep students accepted and confirmed for 2015. 6 spaces still available.
Learning Community Structure	Scenarios for LC – current proposal is that we have 1 prep LC x 3 Home Groups (HG); 3 x 123 LCs all with 3 HG (this means a reduction of 1 HG); 2 x 456 LCs, 1 with 3 HG & other with 4 HG
Grade 6 Parent Forums	2 Forums for Grade 6 parents were done. 29 parents attended (22 families I think)
Grade 6 student transition	Grade 6 students have now received a letter (as at Thursday 21/8/14) informing them of the secondary school that they have been accepted for.
Nicholson St Fence	Fence still no progress here. Working with Kathy Doyle to progress this.
Roller Door on School Hall	Roller door – is it safe if not used? Department has been contacted but no definitive answer at the moment.
Prep Verandah Project	Prep Verandah – report to come.