

B.E.P.S SCHOOL COUNCIL

MINUTES of the Meeting held on the 22nd July 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), Jacinta Parsons (Education), Rob Rodger (Education), Michael Hole (Community Events), Kirsty Argyle (Buildings & Grounds), Louis Scacciante, Shona Forrest (Staff)

IN ATTENDANCE: Rachael Hedger

APOLOGIES: Jill Howells (Staff)

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>Janet di Pilla introduced and welcomed Shona Forrest, the new staff representative on School Council.</p>	
2.	QUESTION TIME	
3.0	<p>Minutes of the previous meeting Minutes of the previous meeting held 24th June, 2014 were distributed electronically with the agenda.</p> <p>Amendments: – Include Jacinta Parsons in attendance record Correction (sp) Anne-Marie Paton Correction - 7.2.1a The Bullying Prevention Policy will be reviewed at Education Sub-committee and is due back to the July School Council meeting.</p>	<p>Motion/s: M.1.“That the minutes of the meeting held on 24th June, 2014 at 7.00pm are to be confirmed with amendments.”</p> <p>Moved: G. Macdonald Seconded: P. Thomson Vote: Unanimously accepted Outcome: Motion Carried</p>
3.1	<p>Business arising from the previous minutes & review of actions The following action items from the Meeting Record – Outstanding Actions, were amended: A.2, A.6, A.9, A.26 Removed A.14, A.15 Status: Current. Follow Up: Awaiting response from Buildings & Grounds A.20 Amended to Status: Current. Follow Up: Due to August School Council</p>	
4.0	<p>Correspondence None distributed with the agenda.</p> <p>Paula Thomson advised that a number of School Council induction links have been supplied to her by the School Council Induction facilitator, these will be forwarded to all members. <i>(Action: P. Thomson)</i></p>	<p>Action/s: P. Thomson to forward follow-up material from School Council Induction session.</p>

<p>5.0</p>	<p>Principal's report The Principal's Report was distributed electronically with the agenda.</p> <p><u>Assistant Principal current arrangements.</u> As previously advised to School Council the following provisions have been put in place;</p> <ul style="list-style-type: none"> • Jill Howells, Acting Assistant Principal (0.6) • Andrew Dabner, 1 day/week time release to consider data analysis and evaluations. • Katie Backholer, 2 days/week time release to work on BEPS Policies for DEECD compliance; immediate priorities: Bullying Prevention and Asthma. • Steve Tyas, 1 day/week time release to work on ICT plans for 2014 and beyond. Currently focused on: Report back-up; Staff IT access; WiFi rollout. <p><u>Assistant Principal Recruitment.</u> Recruitment for the Assistant Principal will commence this term. It is to be noted that a broader range of candidates are likely to be available for a Term 1, 2015 commencement. The provision of maths coaching expertise will not be explicitly advertised as part of this role, the Principal will consider this coaching role as part of the full teaching allocation for 2015.</p> <p><u>Maths Coaching.</u> The ongoing support of maths coaching and improvement will continue. Bruce Williams will continue working with the school. Andrew Dabner will consider maths improvement measures as part of the broader data analysis. Jill Howells will continue the coaching that started this year. The Principal agreed to communicate the ongoing focus on maths, as per the School Strategic Plan, to the broader community. <i>(Action: J. di Pilla)</i></p> <p><u>Portables.</u> The DEECD will provide an update to the Principal, 28th July 2014. It is hoped that BEPS will receive a new, purpose-built 2 storey portable, which could potentially fit 4 home groups, although ideally 3 with resource space. Installation is expected January 2015.</p> <p>The Portable will potentially leave a 3-metre gap between the back of it and the neighboring fence line. It will be investigated to see if this dead-space can be converted to a bike shed. Consideration could then be given to removing/altering the Stewart St bike shed to provide more shade for students.</p> <p><u>3-way Conferences.</u> The Principal advised that she had received informal feedback about 3-way conferences from parents, teachers and students. She has identified differences in expectations and understanding of these conferences and will formalize a feedback and review process. Following this review there will be further staff training and communication.</p> <p><u>Principal Reviews planned for 2014.</u> The Principal indicated her intention to conduct the following reviews this year: 3-way conferences; School Camps; Staffing numbers and the make-up of Learning Communities; Effective use of relocatables.</p> <p><u>Grade 6 Parent Forums.</u> The Principal will be conducting forums for grade 6 parents in week 4 of this term. J. di Pilla will be attending the four main schools our students attend for secondary education; Northcote; Fitzroy, Princes Hill and Brunswick Secondary Colleges to gather information. Grade 6 students have already provided feedback on their transition concerns, and Janet will work to gather information that can be used to support students in their transition and alleviate student concerns where possible.</p>	<p>Motions: M.2. "That the July Principal's Report be received."</p> <p>Moved: M. Hole Seconded: L. Scacciante Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Action/s: J. di Pilla to write a communication to community outlining the ongoing support of the BEPS maths program.</p>
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	<p><u>Nicholson Street Fence.</u> The Nicholson Street retaining wall and fence needs to be replaced, it has been in bad repair for a very long time and is a safety concern. The engineer's report last year stated that the fence needed to be replaced within 2 months of the report, however the final decision rests with the DEECD. There has been one reported incident of a child's leg slipping through the fence from the BEPS grounds.</p> <p>Permits are required from both Moreland City Council and VicRoads due to road closures. The tender process is currently underway. It is anticipated that the cost will be in the range of \$130,000 - \$150,000, this funding is being sought via application to the DEECD. The DEECD may elect to repair rather than replace the fence or provide a fence only without the wall being built up from the base. It was noted however, that Nicholson St carries large traffic flow including a number of heavy vehicles and the retaining wall provides significant protection from potential traffic</p> <p>School Council expressed their ongoing concern around the safety issues.</p> <p><u>Prep Verandah.</u> The Prep Verandah Project is now underway. Plans are drawn up for Moreland Council and permits requested.</p>	
6.0	<p>Finance Report There was no Finance meeting held in July.</p>	
7.0	<p>Other reports</p>	
7.1	<p>President's Report. There was no President's Report for July.</p>	
7.2	<p>Sub-Committee Reports:</p>	
	<p>7.2.1 Education Sub Committee 7.2.1a Bullying Prevention Policy Rob Rodger advised School Council that the Education Sub-committee was considering the Bullying Prevention Policy. A large amount of feedback had been received which needs to be considered and collated. K. Backholer has also agreed to take the Policy to staff for feedback.</p> <p>The Bullying Prevention Policy will be submitted to the August meeting of School Council.</p> <p>7.2.2 Environment & Sustainability School Council received the Environment & Sustainability Sub-Committee minutes of the meeting of 17th July 2014.</p> <p>School Council considered the 2015 budget requests from Environment and Sustainability.</p> <p>Environment and Sustainability were requested to submit all 2015 budget requests to Finance Sub-committee with clear proposal and costings (<i>Action: J. di Pilla</i>)</p> <p>Sarah Boyle is to be invited to the next Finance Committee meeting to speak to the E&S budget requests (<i>Action: G McDonald</i>)</p>	<p>Motion/s: M.3a. "That the minutes of the Environment & Sustainability Sub Committee meeting held on 17th July, 2014 are accepted."</p> <p>Moved: G. Macdonald Seconded: R. Rodger Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Action/s: J. di Pilla to request E&S to supply costing details for 2015 budget</p>

		<p>requests</p> <p>G McDonald to invite Sarah Boyle to the August Finance to discuss budget requests.</p>
	<p>7.2.3 Community Events <i>Community Events Sub-Committee minutes of the meeting held 14th July are deferred to the August School Council meeting.</i></p> <p>School Council members were reminded that Bronwyn Labagnara is coordinating the 2014 Twilight Market. Communication specific to the Twilight Market will now be distributed under the new TM banner.</p> <p>Jacinta Parsons advised that she had recorded a 20 minute interview with Margaret Suilkowski, School Food Garden Educator, about the BEPS gardening program. J. Parsons agreed to forward this interview to Bronwyn Labagnara for use in promoting the Twilight Market. <i>(Action: J. Parsons)</i></p> <p>School Council extended it's thanks to Jacinta Parsons for conducting the interview.</p>	<p><i>Item deferred</i></p> <p>Action/s: J. Parsons to forward Gardening Program interview to B. Labagnara for publication on TM website.</p>
	<p>General Communication Discussion Following on from the Twilight Market discussion, School Council held an informal discussion about general communication.</p> <ul style="list-style-type: none"> • Concern that the school newsletter may not be being read beyond the Principal's report. • Continued work to be done to streamline the BEPS newsletter. • School Council members to encourage parents to sign-up to post updates on the website. • Information needs to be accessible to all community members and in all formats. • Greater use could be made of the Radio Room to create accessible information formats. <p>Louis Scacciante agreed to research the advantages and price points of COMPASS and report back to School Council. <i>(Action: L. Scacciante)</i></p> <p><i>Note: Compass School Manager is an application designed for staff, students and parents and provides access via an online secure portal to school news, events, upcoming assignments etc. It is known to be currently in use in a number of high schools across Australia.</i></p>	<p>Action/s: L. Scacciante to provide a report on Compass to School Council</p>
	<p>7.2.4 Buildings & Grounds School Council received the Buildings & Grounds Sub-Committee minutes of the meeting of 15th July 2014. The minutes were accepted as read.</p> <p><u>National Tree Day:</u> Kirsty Argyle reminded School Council that Friday 25th July is National Tree Day and there will be a Friday afternoon market, Dress-up day and Tree-sponsorship to raise funds for the three-year tree-planting program.</p> <p><u>TryBooking:</u> TryBooking will be trialed for use in accepting credit card payments for tree sponsorship. School Council members are asked to note that there are transactional and credit card fees associated with this software. It is anticipated that the advantages of having an easy payment gateway and the reduction in manual processing will make this an advisable investment. There remains an option for parents to pay cash directly to the office.</p>	<p>Motion/s: M.3b.“That the minutes of the Buildings & Grounds Sub Committee meeting held on 15th July, 2014 are accepted.”</p> <p>Moved: G. Macdonald Seconded: R. Rodger Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Action/s: J. di Pilla to contact DEECD for an update on the safety of the</p>

	<p>Buildings & Grounds Maintenance: Warwick Savvas previously met with Janine Tickle to complete an overlay for the site plan which identifies maintenance issues. The major maintenance issues identified: Trip hazard on asphalt near Colourful; Post to be inspected on play equipment, W.Savvas has agreed to arrange a professional to have a look at the post sub-softfall level; Rock missing near grate, J. di Pilla has arranged with J. Tickle for corrections to attempt to fix.</p> <p>Kirsty Argyle asked School Council to note that more Buildings & Grounds projects may arise from maintenance issues, so B&G are keen to keep all projects concurrently documented.</p> <p>School Hall: Janet di Pilla agreed to contact DEECD to discuss the safety of the external roller door on the School Hall. <i>(Action: J. di Pilla)</i></p>	external roller door in the School Hall.
	<p>7.2.5 OSHC School Council received the Buildings & Grounds Sub-Committee minutes of the meeting of 15th July 2014. The minutes were accepted as read.</p> <p>School Council extended their thanks to Jayne Crowley for her long term contribution to the OSHC sub committee. Jayne served on the OSHC sub-committee for many years and worked with Rena Swamy to complete Policy and Accreditation documentation and volunteered to deal with parent concerns. Her long-standing commitment to OSHC is greatly appreciated and she will be missed.</p>	<p>Motion/s: M.3c.“That the minutes of the OSHC Sub Committee meeting held on 15th July, 2014 are accepted.”</p> <p>Moved: G. Macdonald Seconded: R. Rodger Vote: Unanimously accepted Outcome: Motion Carried</p>
8.0	<p>General Business School Council members discussed creating an opportunity to thank past school council members. It was agreed that past School Councillors, would be invited to the 2014 Christmas celebrations. <i>(Action: P. Thomson)</i></p>	<p>Action/s: P. Thomson to contact past School Council members to invite them to the 2014 Christmas function.</p>
9.0	<p>Closure of meeting. Meeting closed at 8.21pm.</p> <p>Next meeting: 26 August, 2014</p>	
10.0	<p>Upcoming meeting dates Community Building – 7.00pm, 4th August OSHC – 6.00pm, 11th August Finance – 8.00am, 12th August Building & Grounds – 7.00pm, 12th August Education – 6.00pm, 13th August Environment & Sustainability – 4.00pm, 14th August School Council – 7.00pm, 26th August, 2014</p>	
	<p>Attachments None</p>	

