

B.E.P.S SCHOOL COUNCIL

MINUTES of the Meeting held on the 30th October 2014 at 7.00pm

PRESENT : Paula Thomson (President), Janet Di Pilla (Principal and Executive Officer), Jennaya Smith (Secretary), Michael Hole (Community Events), Kirsty Argyle (Buildings & Grounds), Louis Scacciante (Parent), Rob Rodger (Education)

IN ATTENDANCE: Rachael Hedger

APOLOGIES: Shona Forrest (Staff), Maryanne Clarke (Vice President), Jill Howells (Staff), Gabi Macdonald (Finance), Jacinta Parsons (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>	
2.	<p>Minutes of the previous meeting Minutes of the previous School Council meeting held 26th August 2014 were distributed electronically with the agenda.</p> <p>Amendments: - Typographical errors corrected in original document; 7.1.1, 7.2.5</p>	<p>Motion/s: M.1. "That the School Council minutes of the meeting held on 26th August, 2014 at 7.00pm are to be confirmed."</p> <p>Moved: M. Hole Seconded: K. Argyle Vote: Unanimously accepted Outcome: Motion Carried</p>
3.0	<p>Principal's report The Principal's Report was presented and discussed at the meeting.</p> <p>Summary:</p> <ol style="list-style-type: none"> 1. Mod 10 – update expected before the end of November. 2. 3 Positions have been advertised: Assistant Principal; Ongoing classroom teacher; and Contract graduate. All positions are now closed and interviews will commence Friday 7th November. 3. School Planning Day, 3rd November. Program attached. 4. Comparison of 3-way conferences (report attached): Summary - a. Mostly positive – enthusiastic students/teacher/parent – celebration of student progress; b. School Online Booking System, very positive feedback; c. More time needed; d. Parents wanted students to lead the conferences and present evidence; e. More rigor with setting goals and evaluation; f. Consistency. 5. Concert Feedback Summary: a. Positive; b. Every 2 years; c. Divided opinion about the venue; d. Concern about the number of tickets available; e. Divided about ticketing seating. 6. NAPLAN results – new graphs were presented showing 2010 to 2014 comparison data. (summary report attached) 	<p>Note: The October Principal's Report will be received by School Council at the November meeting.</p>

Additional Information/Clarification:

School Planning Day. Staff are keen to integrate Italian into the classroom and there are currently 2 additional qualified Italian teachers on staff.

3-Way Conferences. The following comments and observations were made by School Council members:

- Need to ensure all staff are aware of the expectations of the 3-way conferences to ensure consistency of experience.
- Difficulties with the first early-in-term 3-way conference in Grades 1 & 4 as students have moved to a new LC.
- Need to develop a process to manage goals that may be achieved early or not followed-up.

The Principal advised that staff will be asked to consider the pros and cons of a 2015 student report format without text, but still inclusive of the dot point matrix. It was noted that parents are generally very supportive of the teaching methodology at BEPS in the early years however, parents of Grade 5 & 6 students begin to express concerns about students transitioning to Year 7 and meeting a common standard.

There was concern about the extensive number of hours that teachers put into report writing, often starting up to 5 weeks in advance. This is a lengthy timeline in a students learning and means reports may not be as reflective of individual achievements as they perhaps could be with an alternative approach. The Principal reported that consideration is being given to real-time reporting mechanisms. In 2015, DEECD reporting requirements will be less stringent so this represents an opportunity for real change.

The Principal noted that any changes to reporting would be taken through all the appropriate feasibility and consultation stages prior to any implementation. Ultimately however, reporting must be made available as a tool to encourage students to improve as individuals, rather than complete against each other.

School Council member comments:

- Written part of the reports are used as a tool to discuss with students, and are more meaningful to them than a graph.
- If parents knew what the progression points meant, there might be more acceptance of this approach.
- If you were to rely on the 3-way conference to give in-depth feedback, you would need much longer than the 15 minutes currently available.
- Would be happy with a more generic specialist report. Generally agree with anything that would free up teacher time, but would need to ensure that graphing was rigorously proven and in-line with state expectations.
- During recent industrial action, it was felt that parents were not generally supportive of the removal of the written section of the report.
- Consideration to be given to the use of effective just-in-time reports.
- Strongly suggest a rigorous data collection and analysis to ensure that the solution is effective and of benefit to parents.
- Could consider a split of methodology across year levels, 456 cohort could be used to trial any changes.

Specific comments:

L. Scacciante noted that secondary schools have already started a period of review of report writing. University High has moved to progress reports at Weeks 7, 14, 20 & 30 – and students receive a score out of 100 for academic skills and

attitude, these build on each of the preceding reports. A written report is then issued at the end of the year. Parents focus groups have worked with the school every step of the way. Parents have been very positive about the progress reports and the school has offered more emphasis on the 2 parent-teacher nights each year. All reports are distributed electronically.

J. di Pilla reported that Belair Primary School had recently visited BEPS and shared their reporting package, this was reviewed by the Assistant Principal and S. Tyas and deemed to be an effective way to use real-time data. S. Forrest is also investigating electronic reporting.

Concert. Concert Feedback will be collated and distributed at a later date. The 2014 Concert reported a \$7,000 deficit. Every year there has been a gap between parent contributions and actual cost of the concert. Parent contributions cover the venue hire and bus costs, additional costs include; lighting, CRT days & technical support. The hire of an additional venue has been considered, but there are difficulties in finding a venue with a large space for the students to congregate when not performing.

School Council will consider M. Hole's suggestion that the Art Expo, run on the alternate year, be developed as a fundraiser to support the additional concert costs.

ICT for Learning. The current ICT DEECD staff member (Daniel) has resigned, but has trained his replacement. Curriculum Day will be used to discuss a new ICT approach, this year has been predominantly focused on repair and maintenance.

Agora. Feedback has been provided on the outdoor teaching space. Realistic responses include a space to sit and be comfortable and the inclusion of more plants. School Council commented that this would provide a nice replacement for the 'old Library' as a quiet play place.

NAPLAN results were considered by School Council. These results will be reviewed against the current Strategic Plan at the November meeting. (Report attached).

General comments:

- Good results against the State Mean, showing an upward trend in Reading, Writing and Maths.
- Writing results. Year 3 students in the top band in 2014 dropped slightly, this will be reviewed.
- Numeracy. 2014 has seen a great improvement in the number of Year 3 students in the Band 7&8. Further work will need to be done with those falling into Bands 1&2 to ensure that their needs are addressed.

School Council noted that one of the aims of the current Strategic Plan had been to lift the students in the lower bands. School Council will consider NAPLAN results at the next meeting, in light of the AIP and SP.'

Student Performance measurement. Student Performance Analyser (SPA Tracker) has been implemented this year to replace the discontinued Ultranet project. All Naplan data has been included within this program. SPA will be used to track individual student results and is able to incorporate teacher comments. Reporting and tracking can be defined at an individual level, by LC or across the school.

The Principal reported that the ACER Progressive Achievement Tests (PAT) in Maths & English are now being considered as replacements for On Demand Testing (ODT), with the aim to collect and collate more accurate data.

<p>4.0</p>	<p>Finance Report School Council received the minutes of the Finance Sub Committee, 14th October 2014.</p> <p><u>School Concert.</u> G. Macdonald was an apology but she asked that School Council in particular note the School Concert deficit of \$7,000 on an operating budget of \$14,000. School Council agreed to review the budgeting process for the school concert and support the staff in finding alternative solutions to ensure that there is not a shortfall in the future.</p> <p><u>Buildings & Grounds Parent Donations.</u> It was highlighted that the four Sail Cloths need to be replaced at a cost of \$4000 each, this will be undertaken progressively as funds allow. There is no money left from parent donations for maintenance this year. The Principal is considering the use of discretionary funds to allow for watering and painting at the next Working Bee.</p> <p><u>Grants Calendar.</u> School Council extended their thanks to Megan Smart for her work on the creation of a Grants Calendar. The Principal will ensure that M. Smart is referred to the Fundraising Policy for further information. School Council will need to allocate resources for acquitting and tracking grants.</p>	<p>Motion/s: M.2. "That the minutes of the Finance Sub Committee meeting held on 14th October, 2014 are accepted."</p> <p>Moved: P. Thomson Seconded: M. Hole Vote: Unanimously accepted Outcome: Motion Carried</p>
<p>5.0</p>	<p><u>Sub-Committee Reports:</u></p>	
	<p>5.1 Education Sub Committee</p> <p>5.1.1 Student Engagement Policy The Student Engagement Policy was considered by School Council. R. Rodger requested that the 'In the Learning Community' staged responses flowchart, include a greater distinction between the Low-level behaviour and Serious behaviour sections and responses. R.Rodger had additional editorial changes and he agreed to work directly with Education sub-Committee to amend.</p> <p>School Council members agreed with the overall direction of the Student Engagement Policy and could not foresee any difficulties with the approval at the November meeting.</p> <p>L. Scacciante raised his concern that school-work not be associated with punishment. J. Smith assured him that students were only kept in and required to complete work where this was a meaningful consequence for unacceptable behaviour. L. Scacciante is to be included in all email correspondence until this Policy is finalised.</p> <p>5.1.2 Asthma Management The Asthma Management Policy was approved by School Council, 28th October 2014.</p>	<p>Note: The Student Engagement Policy is to be amended and provided to the November meeting of School Council for approval.</p> <p>Motion/s: M.3. "That the Asthma Policy is approved."</p> <p>Moved: R. Rodger Seconded: J. Smith Vote: Unanimously accepted Outcome: Motion Carried</p>

	<p>5.2 Environment & Sustainability</p> <p>School Council received the minutes of the Environment & Sustainability Sub-Committee meeting held 16th October, 2014.</p> <p>The Principal will liaise with Peter Hocking and Faith to provide further details and invite them to attend the next meeting of School Council.</p> <p>School Council extended thanks to Environment & Sustainability for their increased involvement in the Twilight Market.</p>	<p>Motion/s: M.4.“That the minutes of Environment & Sustainability Sub Committee meeting held on 16th October 2014 are accepted, with the exception of the item ‘Bike Library’ which is deferred for discussion at the November meeting of School Council.”</p> <p>Moved: R. Rodger Seconded: M. Hole Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>5.2.1 E&S Recommendation: Bike & Blend, need School Council release of \$300</p> <p>School Council approved the Bike & Blend for the Twilight Market, provided that there were no costs accrued to the school. School Council undertook to manage hire costs, ingredient donations and staffing of this activity.</p>	
	<p>5.3a Community Events</p> <p>School Council received the minutes of the Community Events Sub-Committee meeting held 1st September 2014</p> <p>M. Hole and School Council congratulated B. Labagnara on her project management of the Twilight Market and the effective communication strategy in place.</p> <p>School Council received the minutes of the Community Events Sub-Committee meeting held 7th October 2014.</p>	<p>Motion/s: M.5.“That the minutes and attachments of the Community Events Sub Committee meeting held on 1st September are accepted.”</p> <p>Moved: K.Argyle Seconded: L. Scacciante Vote: Unanimously accepted Outcome: Motion Carried</p> <p>Motion/s: M.6 “That the minutes and all attachments of the Community Events Sub Committee meeting held on 7th October, 2014 are accepted.”</p> <p>Moved: K.Argyle Seconded: L. Scacciante Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>Recommendation: School Council to assist with volunteer recruitment for Twilight Market</p> <p>The President of School Council advised that she will remind parents to help out where they can in her newsletter President's Report. School Council members advised that they may not specifically sign-up to stalls however, they will be available to assist on the night.</p>	
	<p>Recommendation: School Council to approve the use of prizes as incentive for volunteering</p> <p>School Council members raised no objections to the use of prizes as incentives for volunteering.</p>	

	<p>M. Hole reported that clean-up wasn't necessarily an arduous task, and could probably be completed with the larger group of CE members however, School Council will remind all Sub-Committee members to help out where they can.</p>	
	<p>Recommendation: School Council to note CE members not available for Election Day BBQ, 29th Nov.</p> <p>M. Hole has arranged for a group of people to run the election day BBQ. There will be no need for CE involvement. This group will manage all ordering separately through M. Booth. M. Hole is not planning a craft or plant stall to run at this event.</p>	
	<p>5.4 Buildings & Grounds School Council received the minutes of the Buildings & Grounds Sub-Committee meeting held 14th October 2014.</p>	<p>Motion/s: M.7.“That the minutes of the Buildings & Grounds Sub Committee meeting held on 14th October, 2014 are accepted.”</p> <p>Moved: P.Thomson Seconded: R.Rodger Vote: Unanimously accepted Outcome: Motion Carried</p>
	<p>Recommendation: BGC recommends that SC consider allowing BEPS to adopt a differentiated grounds levy according to household income (levy remains voluntary, as does the amount), with the minimum suggested amount being \$50. [If appropriate, this approach could be applied to the other voluntary levies as well]. Local schools such as Merri Creek Primary have recently adopted this approach.</p> <p>School Council gave in-principle approval for the implementation of a range for the B&G voluntary levy, \$50 - \$100, though not attached to household income. Implementation of this change is subject to further discussions with M.Booth and Finance Sub-Committee to ensure that collection is feasible and able to be monitored within the confines of the existing CASES budgeting system.</p> <p>School Council noted that any increase in voluntary donations would likely be earmarked for maintenance and may not increase the availability of resources directly to the B&G Sub-Committee.</p> <p>The Principal advised that M.Smart is writing a summary of how schools are funded and how those funds are dispersed for use in a communication piece to all parents, this will coincide with the Booklist distribution.</p> <p>It was noted that other schools have a voluntary levy if you do not donate your time at Working Bees.</p> <p>M.Hole asked that any increase to voluntary contributions be tracked and the impact on other fundraising activities be assessed.</p>	
	<p>Recommendation: BGC requests an indication of the budget for creating shade structures as per the Sunsmart Strategy.</p> <p>The Principal will discuss with Buildings and Grounds the priorities for the remainder of 2014 and 2015.</p>	
	<p>Recommendation: BGC requests that the Finance committee look into whether the BGC levy has been registered to be tax</p>	

	deductible and if not investigate process to do so. School Council confirmed that voluntary contributions are tax deductible up to \$100.	
	7.2.5 OSHC School Council received the OSHC Sub-Committee minutes of the meeting of 13 th October, 2014.	Motion/s: M.8. “That the minutes of the OSHC Sub Committee meeting held on 13 th October, 2014 are accepted.” Moved: P.Thomson Seconded: M.Hole Vote: Unanimously accepted Outcome: Motion Carried
8.0	General Business <ul style="list-style-type: none"> • November meeting of School Council will include an agenda item for the review of the current Strategic Plan. • Booklists will be sent next week. • Swimming Survey will be distributed shortly. 	
9.0	Close of meeting Meeting closed at 9.20pm. Next meeting: 25 th November, 2014	
10.0	<u>Upcoming meeting dates</u> Community Building – 7.00pm, 6 th November OSHC – 5.45pm, 10 th November Finance – 8.00am, 11 th November Building & Grounds – 11 th November Education – 6.00pm, 12 th November Environment & Sustainability – 4.00pm, 13 th November School Council – 7.00pm, 25th November	
	<u>Attachments</u>	