



School Council General Meeting Minutes

Tuesday, July 19th 2016

Present

Evan Savage, Penny Byron, Breeanna Guardabascio, Kristy Mortimer, Bernadette Redenius, Glen Glanvill

Apologies	Doug Bailey, Elle Gillard, Roseann McGregor	Visitors	Nil
Chairperson	Jason Mallia	Minutes	Breeanna Guardabascio

Meeting Opened: 6:15pm

Welcome: welcomed everyone to the meeting and noted apologies.

Confirmation of Previous Meeting Minutes:

Last Meeting: 21st June 2016

Motion to accept minutes of previous meeting to be a true and accurate record.

Moved: Kristy **Second:** Glen **Motion Carried:** Yes

Chairperson's endorsement of previous minutes.

Business Arising from Previous Meeting:

1. Priority Review update - Our Senior Advisor, Tony Simpson (Region) he has put the selection for reviewer forward and Julie (Mcraile Institute) will be the reviewer. Once confirmed then timelines will be known. First thing to complete is School Self Evaluation based on previous/current School Strategic Plan
2. Community Consultation Update - still formulating dates and needing to incorporate the Priority Review and Capital Works Project. Have a meeting/forum/consultation/survey format so many can participate.
3. School Council Training - held last Tuesday and was very valuable. If there are other modules that are relevant we can explore training at a later date.
4. Background Checks for members - confirmed with Department that you do not need any checks.

Finance Sub-Committee:

Sub-committee met prior to School Council meeting on July 19th 2016.

Evan read out minutes. Copies given to all members present.

Purchasing Card Statements were sighted.

The WPAC Purchasing card documents were sighted.

Motion: The Finance Sub-Committee minutes be accepted and the committee's recommendations be adopted.

Moved: Bernadette **Seconded:** Glen **Motion Carried:** Yes

Buildings and Grounds Sub-Committee:

Sub-committee met prior to School Council meeting on July 18th 2016
Evan read out minutes. Copy displayed on whiteboard and copies will be provided with these minutes.

Motion: The Building and Grounds Sub-Committee minutes be accepted and the committee's recommendations be adopted.
Working Bee to be held on Saturday 27th August 10am to 1pm.

Moved: Penny **Seconded:** Bernadette **Motion Carried:** Yes

Education and Policy Sub-Committee:

Sub-committee has met prior to School Council meeting on July 12th, 14th and 19th 2016
Penny read out minutes. Copies given to all members present.

Motion: The Education and Policy Sub-Committee minutes be accepted and the committee's recommendations be adopted.
The 3 policies submitted will be taken on notice and RATIFY via email/phone. The deadline for a response is COB Monday 24th July 2016.
There will be an online process to ratify policies as they are reviewed instead of an extraordinary meeting. The deadlines for these are September 1st.

Moved: Kristy **Seconded:** Glen **Motion Carried:** Yes

Correspondence:

Received: Parents, Carers and Community Club
Out: Nil

Motion to accept correspondence to be a true and accurate record.

Moved: **Second:** **Motion Carried:** Yes

Principal's Report:

Staffing

Speech Pathologist and Physiotherapist positions have close and interviews for Speech Pathologist position being conducted this week. No applicants for Physiotherapist job. Leadership team to consider options.

Enrolments.

Total enrolments as of 19/7/16 – 279 students

School Holiday Update

Over the break we have had numerous bits of work taking place. Unfortunately, as a result of the very wet weather some of this has not been completed and will continue into term 3. Of note, the synthetic basketball court and area below this have not been completed and are unable to be accessed until this is done. I am in regular communication with the DET and contractors and working with them to ensure this isn't delayed any further than absolutely necessary. The wet weather has also meant that large areas of the school have at times become flooded and this has made many spaces unusable. Thanks to admin staff, Cherrie, Shona and the cleaners for identifying and minimising much of this. The plumber has been working on rectifying the bits he can and will be in throughout the first couple of weeks to continue to work on this.

Other things that have occurred over the break include;

- Installation of thousands of \$\$\$ worth of blinds in new classrooms and the staffroom
- New cupboards and painting in some rooms
- Replacement of windows in identified areas for safety reasons

- New cupboards, pigeon holes and a new filtered water/boiling water tap in the staffroom (please note that the contents of cupboards in the staffroom need to be sorted and replaced. This will be done tomorrow but please do not take items from the staffroom thinking they are unwanted)
- Work has commenced on establishing an outdoor learning environment in the Middles area near Tabitha, Kelly and Sue's classes. This will be a great resource when complete and I expect this to be done in the first 2 weeks.

Term 3 Big Ticket Items

There will be a number of 'Big Ticket' items that we will be working on as a school community this term. In the past week I have had a chance to meet with the three architects who may be working with our school through the capital works program announced earlier in Term 2. They have had a tour of the school to become knowledgeable of where our needs are and submissions close on July 21st. We will enter the interview stage and select the successful architect in the next fortnight.

We will also begin preparation for our Priority Review (a Peer Review was conducted in 2014) and the Leadership Team will begin planning for 2017; just to name a few things.

Student Support Group (SSG) meetings

This week we are celebrating student child's progress and achievements and reviewing student learning goals at our Student Support Group (SSG) meetings Monday, Tuesday, Wednesday. A great opportunity for parents, carers and staff to collaborate and develop plans to effectively support improving learning outcomes for all students.

Festival Healthy Living

This has begun in Middles and Later Years co-hort. All class groups have selected an arts/therapy based genre which has two artists working with our staff. There is a choice of hip hop, percussion and drumming, circus skills, story telling, lantern making. There will be a performance at the Schools Dream Big Festival in Melton South on September 9th.

General Business:

Items, Discussions, Actions				
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No.	Type	ITEM	Time	Discussion	Action
1	Information/ Decision	Capital Works Funding	10	Nomination for Architect Interview Evan recommends having a representative from school council. Ourselves and Melton Secondary may have option to upgrade mutually beneficial resources with funding. Interview panel will be sitting on Friday July 29th. Council representative to offer support and consultation. Glen has indicated he is interested in this opportunity. Council happy to accept this.	Motion: Glen Glanvill to be the school council representative on the architect selection panel. Moved: Bernadette Seconded: Jason Motion Carried: Yes

				Evan has met with the 3 architects and all have experience in special setting. The architects will pitch at us and we will select. Process is more centric to school decision rather than department based.			
2	Decision	Building and Grounds Sub-Committee Parent Submission	5	John Heath submitted his expression of interest for the Building and Grounds Sub-Committee.	Motion: Accept John's nomination and appoint him to the Building and Grounds Sub-committee. Action: Evan to communicate acceptance with John. Moved: Bernadette Seconded: Glen Motion Carried: Yes		
3	Information/ Discussion	Victorian Registration and Qualifications Authority (VRQA) Child Safety Legislation Requirements	20	Department information link http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx Video information link http://www.vrqa.vic.gov.au/childsafepages/resources.html?Video=preparing&#tab-standards-2 Video played for all present. Fact Sheets handed to all present. Standard 5 can be viewed online as it is a 54 page document. A lot of this is already in place and this is an opportunity for schools and department to develop consistency in relation to child safety. Enables the school community to be aware of the policies and procedures relating to identifying and reporting issues regarding child safety. It also provides an opportunity to better cater for the appropriate safety of all our school community members with a renewed focus on student wellbeing.			

4	Decision	Volunteers Policy, Yard Duty Policy, OH&S Policy	10	The 3 policies submitted will be taken on notice and RATIFY via email/phone.	Action: All committee members to submit their response to Evan. The deadline for a response is COB Monday 24th July 2016.
5	Decision	Parents, Carers and Community Club (PCCC) Raffle Approval and Non-Profit Sub Entity(NPSE) Approval for fundraising activities	5	Canvass local businesses, offer advertising and certificate of appreciation in return. PCCC Members are taking letter to businesses. As the PCCC are undertaking a break-even/profit fundraising activity GST legislation requires that a motion is to be passed through school council to gain approval prior to the event according to GST legislation. The activities to be run as NPSE or Input Taxed are listed on the attached motion.	Motion: Approval for the raffle to be run and approval of the NPSE motion. Moved: Bernadette Seconded: Penny Motion Carried: Yes
6	Decision	Debutante Ball Non-Profit Sub Entity(NPSE) Approval	5	As the Debutante Ball Committee are undertaking a break-even/profit fundraising activity GST legislation requires that a motion is to be passed through school council to gain approval prior to the event according to GST legislation. The activities to be run as NPSE or Input Taxed are listed on the attached motion.	Motion: Approval of the NPSE motion for the Debutante Ball Moved: Bernadette Seconded: Glen Motion Carried: Yes
7	Discussion	Recruitment and Retention of Allied Health(AH) Staff	10	In conjunction with recent resignations of our Physiotherapist and Speech Therapist and with NDIS in competition with school based Allied Health(A/H Staff how can we attract and retain staff for the school. It is traditionally harder to find and retain A/H staff as we are a specialised environment. It is a general trend within the health industry to have high turnover. Schools tend to attract graduate applicants. We advertise in	

				Seek and Recruitment Online. Traditionally there is better wages and supervision in health industry. Need to seek alternative models. Seek university partnerships. Need to sell the benefits of the position at recruitment time. Special Schools Network is also discussing this issue.	
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Camps and Excursions:

22 August 2016 – Animal Land – Diggers Rest - Tara, Sunita, Kate classes

Project Officer's Report:

No update at this time

Next Meeting Information:

Agenda Items Deadline: 16th August 2016
 Next School Council Meeting: 23rd August 2016
 Finance Sub-Committee Meeting: 23rd August 2016 5pm
 Building and Grounds Sub-Committee Meeting: 15th August 2016 4pm
 Education and Policy Sub-Committee Meeting: Every Tuesday and Thursday going forward 9:30am to 11:30am

Meeting Closed: 7:50 pm

Chairperson's Endorsement:

Position:	<i>School Council President</i>	Name:	<i>Eleanora Cillard</i>
Date:	<i>23-8-16</i>	Endorsement:	<i>Eleanora Cillard</i>