

BITTERN PRIMARY SCHOOL

MINUTES OF SCHOOL COUNCIL MEETING

Tuesday 13th June

PRESENT:

Kate Bacon, Brooke Monck, Simone McDonald, Alina Perdikomatis, Lorna Bagworth, Kayla Farrugia, Claire Murray.

APOLOGIES: Liam Rylance, Rebecca Andrew, Melissa Taggart, Melissa Walden, Tanya White and Sue Mills.

MINUTES OF PREVIOUS MEETING: 2nd May 2017

Motion THAT the minutes of the previous meetings be accepted.

Moved: Lorna Bagworth

Seconded: Claire Murray

CARRIED

BUSINESS ARISING FROM LAST MINUTES: NIL

CORRESPONDENCE:

- IN:
1. Higgins Painting Proposal – scope and schedule of work (to be discussed in general business)
 2. 2017 Leader Education Calendar
 3. Mornington Pen. Leader [May 9th] education Week advertisement. We ran an advertisement for our school recently and Simone showed the councillors the advertisement.

Business Arising from Correspondence to be addressed in General Business

Motion THAT the correspondence be accepted.

Moved: Alina Perdikomatis

Seconded: Brooke Monck

CARRIED

PRINCIPAL'S REPORT

As tabled.

Simone expanded on the following:

1. Our current enrolment is at 156 as we have had a few families enrol and a few families transfer out. All of the teachers and students continue to work on their learning goals. Simone had two families let her know today that they will be finishing up at the end of term.
2. Kayla F and Greg have conducted a 2018 prep information session tonight, which went well. We have also been speaking to the kinder and conducting tours. Kayla and Greg will head out into the community to promote our school for potential enrolments for 2018.
3. Staffing: Mrs Fyfe continues her Personal Leave for the remainder of 2017. Until then, Mrs Simone McDonald will continue in the Acting Principal position. This information will be added to our first newsletter in Term 3.

Mrs Linda Owen is taking Long Service Leave for Term 3. As this is a term position, it has been advertised on recruitment online and the appointment process is currently underway. We will be appointing this person shortly.

Mr. Durrington and Mrs. Towill will be taking leave the first week of Term 3. These positions will be covered by regular CRTs supplied by Teaching Relief Services. I am confident that the classroom programs will continue to run smoothly.

4. OH&S continues to be an important priority for us at Bittern PS. Simone recently attended a professional development [Strategic Management for Leaders] which took participants through the Departments OH&S supports and requirements.
The staff have also had the opportunity to access support through the EAP [Education Assistance Programme] as a whole staff and individually. This support had been provided in recognition of the cumulative effect of working with several challenging students and families. Simone clarified that this process is a debriefing for teachers, she explained that we had an interesting presenter and therefore Simone has asked for a more suitable person for our staff.

The Department have also made significant reference to the EAP through the OH&S supports provided. It is an area of growing concern across the Education Sector.

5. **Professional Development:** Simone McDonald has now completed the Bastow UP – Unlocking Potential learning modules and will spend term 3 completing the internship requirement alongside a Mentor principal. Participation in this programme has been invaluable with the learning experiences relating directly to ‘daily life’ within our school.

The modules included;

- Building relationships and developing self and others
- Shaping the future
- Leading learning and teaching
- Managing the organisation and managing change
- Securing accountability
- Strengthening community
- Unlocking potential to build a community of professional learners

The teaching members of our School Improvement Team [SIT] – Mrs Jo Towill, Miss Kate Bacon and Mr Greg Clement, attended a Bastow Data Literacy professional development day to further enhance their knowledge and skills in interpreting data for student learning.

Our three graduate teachers have all accessed a professional development day around well – being and student management. They are also part of a strong Graduate Network on the peninsula. Mr Greg Clement is their assigned Mentor and has completed Mentor training to assist with their VIT registration process.

Motion THAT the Principal’s Report be accepted

Moved: Kayla Farrugia

Seconded: Lorna Bagworth

CARRIED

TREASURER’S REPORT:

Motion THAT the financial reports for the period 01/05/2017 to 31/05/2017 be accepted and approved by School Council and endorsed as a true and correct depiction of the school’s finances.

That the following payments be ratified by School Council –

Direct debits for the month of May

Transfers between High Yield and Official Account

Direct credits for the month of May numbered from 6041 to 6079

Total payments for month \$32671.14

There were no cancelled payments for the month of May.

Cancelled receipts 124, 128, 129 , and direct credit receipt 1074.

All financial reports are available in the school office for perusal.

Motion THAT the Treasurer’s Report be accepted

Moved: Brooke Monck

Seconded: Alina Perdikomatis

CARRIED

SUB COMMITTEE REPORTS:

FINANCE/

FINANCE: As tabled.

Simone explained that the school council's role includes the school financial operations, to ensure that all money coming into the hands of the council is expended for proper purposes relating to the school.

Motion THAT the Finance Report be accepted

Moved: Alina Perdikomatis

Seconded: Brooke Monck

CARRIED

FUNDRAISING:

As tabled

1. The Mother's Day stall and high tea was very successful and well received by all. We had many parents happy with the day.
2. The next item on the fundraising agenda is the Spring Fair, which will be held on Sunday the 15th October.
3. There is also a chocolate drive coming up, for which the notes have already been sent home.
4. We also have our clothes drive running at the moment, for which we have quite a few donations already.
5. The fundraising committee are also discussing a time change for their meetings as their meetings currently clash with our school assembly.

Motion THAT the list of fundraising activities tabled for 2017 be approved.

Moved: Brooke Monck

Seconded: Lorna Bagworth

CARRIED

FACILITIES: As tabled.

Buildings and grounds

1. 1. Asbestos update: Year One/Two portable: After a light rain on Thursday 25th May, an already cracked [but passed in the audit] eave sheet cracked and broke with a portion hanging down. EMS were contacted and Make Safe were on site 7am, Friday 26th May taking an air sample and securing the area. Simone received a report back about there being nothing in the air sample and no asbestos. However, Simone has queried this as the plans that we have suggest that this section of the building should have had asbestos in it. She is waiting for a reply. Claire asked if we have had the gutters cleaned out which Brenda has been doing but this did not cause the Emergency Maintenance issue.
2. EMS were also contacted regarding an odour in the ICT/Library Gallery on the 25th May and Make Safe were onsite 30th May to take an air sample and determine if maintenance work needs to be undertaken.
3. Recently we have had 'Higgins' measure up the portables and give a quote to paint. These measurements will remain in their system and should we decide to utilise their services a remeasure will not be required. Further discussion in General Business.

CURRICULUM: As tabled.

1. NAPLAN was completed and we are now awaiting the results so that we can determine the next path to take. The whole process ran smoothly and all students completed the tests except for one student who was requested as being removed by their family.
2. Education week was a huge success and despite the weather we had an excellent turnouts to all activities. Families eagerly completed the competition held on our open night as they worked their way through the school. The fitness club morning session was attended in record numbers.
3. Our **Indonesian Incursion and Experience Day** was on May 29th and was a wonderful success. Significant recognition must go to Mrs Linda Owen who organised the day, which involved visiting presenters, WPSC staff and students. Sadly, the Kinder was unable to join us.

4. The **annual Book Fair** operated under the smooth handling of Kay Morsman. The students particularly enjoy browsing the storybooks to purchase.
5. Our Senior Year 5 & 6 students attended Sovereign Hill **Camp** last week. We had 42 students attend. They had a fabulous experience. Yesterday we had [10] year 4 and 5 students' head to the Department camp at Woorabinda, also this term. A further four [4] maybe even 10 students will attend an 'out of area' Department camp at Woorabinda in the last week of Term 2.
6. Staff have been putting the final additions on the Semester One reports and these will be ready to go home in the last week of the term. We have transferred over to the Victorian Curriculum so parents will notice a few differences although the format of the reports remains the same.
7. Our Year 3-6 students have been enjoying the Winter Interschool Sports, which will culminate in the Winter Lightning Premiership. Go, Team Bittern!

Motion THAT the Sub Committee Reports be accepted.

Moved: Kayla Farrugia

Seconded: Claire Murray

CARRIED

GENERAL BUSINESS:

2. Painting Proposal: Simone explained that she met 'Tony' and explained that we have some buildings that are quite shabby looking. This is why we have asked for a quote because when we are running tours, certain parts of this school don't look great. Simone got them to measure up and quote for painting the far portable and the back of the ICT/Library and the front of the gallery doors so that it looks nice and fresh. There was a suggestion for a mural as this was discussed years ago. Claire and Kate discussed that we have years ago contacted Jason Cannon's dad who is a tattoo artist and they were originally keen to attempt a mural. Lorna suggested that we utilise a graffiti artist (a teacher from W.P.S.C) to create a mural. This is maybe a more preferable option. Simone asked the councilors if we should bite the bullet and spend some money to spruce up the school. Obviously Simone would have to get several quotes. If we got the go ahead then it is possible to pay for them to paint the buildings over the holidays. Brooke said that it couldn't hurt to get a few more quotes, because we can always say no, this is not affordable. The council decided to get some more quotes.
3. Curriculum Days are proposed for the following reasons:
 - 'The Resilience Project' (This will be Bittern Staff joining the Crib Point staff)– Term 3, August 4th
 - Cengage Writing – Term 4, November 3rd or November 17th

Motion THAT the curriculum day about 'The Resilience Project' on the 4th August (Term 3) be accepted.

Moved: Alina Perdikomatis

Seconded: Lorna Bagworth

CARRIED

Motion THAT the curriculum day about 'Cengage Writing' on Friday 3rd November (Term 4) be accepted.

Moved: Brooke Monck

Seconded: Claire Murray

CARRIED

4. Resilience, Rights and Respectful Relationships – Expression of Interest to become a Partner School. New Victorian Curriculum documents to support school communities. Simone explained what this entailed as she has already filled in an expression of interest form for our school. This program is around building respectful environments and after last meetings discussion Simone was happy to fill this form out. There is also a possibility of obtaining some grant money. The curriculum day that we have planned will help us towards this goal.
5. Bastow Leadership Project Report: Simone explained that this has been an 8 month program, which she had to have a school based project. She decided that her project would be around learning intentions and success criteria. The staff have in turn linked this to their Performance and Development reviews. Simone's leadership project was about developing relationships, which she has done so by building guidelines and high expectation for all staff at school. Throughout this program

Simone has had a coach for 10 hours. The process also required several staff to complete a survey, which she then unpacked with the coach provided. There is a more formal report, which Simone will present to the School Improvement Team and her mentor school.

6. Simone explained the Sun Smart Policy and asked the councilors to read through it.

Motion THAT the Sun Smart Policy be accepted.

Moved: Brooke Monck

Seconded: Alina Perdikomatis

CARRIED

7. Alina asked if we know what is happening for next year and Simone explained that a normal principal contract is usually for about 5 years. However, the principal panel also consists of a council member on the board. Simone explained that her contract currently finishes at the end of the school year. All said and done there is no official decision for next year as Lyn is on leave until the end of the year and we won't know what will happen until Lyn makes a decision. Alina asked what happens if a lot of parents have noticed changes that they are happy with, they want to know if these positive changes will continue if Lyn comes back. Simone explained that due to our review we were in need of making changes and we hope that these positive changes continue regardless.
8. There was a question around whether we were going to get an assistant principal to replace Lyn and Simone explained that she doesn't believe the budget will accommodate this at this time.
9. Alina asked if Simone will continue at this school regardless and she explained that she is connected to this school now, so even if we got a new principal Simone will remain at Bittern Primary School.
10. Our school had a meeting with Extend (our after school care providers), they called us recently asking why we hadn't paid our accounts, yet we hadn't received them. This is because they were being sent to Lyn. These bills are considerably more than we budgeted for, as we are not getting the numbers that we first expected. Some schools run these programs and actually make money. However, this is not the case for us. After speaking to Extend we have decided to advertise more rigorously as the cost to parents is not so high in comparison to child care. We have enquired about other programs, yet we cannot find a program that is as cheap as them. We have not made any drastic decisions regarding this program as yet. We are hoping that by advertising more often we may get more students. If we did have to close this program we would be breaking a contract, which is not ideal. Extend have loads of options which include casual rates.
11. Melissa Taggart who is our community member is working for longer hours and Simone thinks that it is time to find another community member. She has some people in mind that she can approach. Simone will also approach other council members who are not always able to attend. If any members of council can think of a parent that may wish to join school council then please let her know.
12. Alina said that she just saw the senior school leave the school with those impressive polo tops. She asked whether the whole school to possibly wear these jumpers? Simone explained that it is only year 5/6 as they are very expensive to continue buying. Alina asked if we could possibly do something to spruce up our school uniform? She is concerned that the winter uniform is just plain navy blue she expressed the need to break it up with a stripe of some kind. Simone to research when we can organise a new sports top order. There was also a question about shoes and Simone explained that next term we might start a firm ruling on socks.

MEETING CLOSED:

The meeting closed at 7:30 pm