

BITTERN PRIMARY SCHOOL

MINUTES OF SCHOOL COUNCIL MEETING

Tuesday 1st August

PRESENT:

Kate Bacon, Brooke Monck, Alina Perdikomatis, Kayla Farrugia, Claire Murray, Lorna Bagworth, Rebecca Andrew, Melissa Walden, Cheryl Chapple, Mary Azer and Sue Mills.

APOLOGIES: Liam Rylance, Tanya White.

CLOSED MEETING:

SEIL [Senior Education Improvement Leader/s] addressed the School Councillors with the following information: They trained the councillors in the Principal Selection Process, explaining that it is a completely confidential process which needs to remain confidential FOREVER.

PRESENT:

Kate Bacon, Simone McDonald, Brooke Monck, Alina Perdikomatis, Kayla Farrugia, Claire Murray, Lorna Bagworth, Rebecca Andrew, Melissa Walden and Sue Mills.

APOLOGIES: Liam Rylance, Tanya White.

MINUTES OF PREVIOUS MEETING: 13th June, 2017

Motion THAT the minutes of the previous meetings be accepted.

Moved: Alina Perdikomatis

Seconded: Kayla Farrugia

CARRIED

BUSINESS ARISING FROM LAST MINUTES: NIL

CORRESPONDENCE:

- IN:
1. DET Improving School Governance booklets: We have new versions of the booklets that were handed out at the beginning of the year so Simone handed the new version out.
 2. Conflict of Interest Quick Guide: These are guidelines about practices with finances.
 3. SunSmart Membership renewal:
 1. nconline.com.au – invitation for School Council Training Sessions: There is an opportunity for school council members to attend information session on finance and understanding financial reports, investing and fund raising and a session on strategic planning sessions. There were several members who were interested in attending these sessions. Simone will follow up with this and organise dates.

Correspondence Out:

1. Letter of thanks to Melissa Taggart: Simone also called Melissa and thanked her.

Business Arising from Correspondence to be addressed in General Business

Motion THAT the correspondence be accepted.

Moved: Brooke Monck

Seconded: Melissa Walden

CARRIED

PRINCIPAL'S REPORT

As tabled.

Simone expanded on the following:

1. Our current school enrolment numbers are holding at 154 students.
2. Respectful Relationship Partner School – linking with Lead school Somerville Rise PS. Our lead school is full of praise for this new curriculum document and they have now replaced You Can Do It with Resilience, Rights and Respectful Relationships. As we receive further information we will also begin to utilise these curriculum documents to support our SELS [Social Emotional Learning] programme.
3. Philanthropic groups 'Zonta' and Western Port Rotary have sponsored the Girls Way/ Boys Biz programme for our Year 5 and Year 6 students. Students will engage in a 3 hour programme that will address adolescent issues such as; how to maintain personal safety by understanding how to set boundaries with friends and acquaintances, respecting one another, critical thinking skills, drug and alcohol awareness, identifying potential dangerous relationships, raising self-esteem, developing health body image and Internet safety.
The students will be guided through the programme by renowned facilitators Kate Wilde and Paul Zappa. The members of the Mornington Zonta Group will also be providing a lunch for the participating students.
4. We have recently completed our Student Led Conferences, which is always an exciting time as students share with their parents/carers the learning they are most proud of and their learning goals and strategies moving forward. Utilising the feedback we received from last year we included an opportunity for parents to speak with teachers directly about reports. Early feedback suggests this was a welcome addition to the format. The teachers have also responded well.
5. The NED show – a character education programme that centres around three important messages that have lifelong relevance: **Never give up & Encourage others & Do your best**
Students learnt about these messages whilst enjoying storytelling, magic, humour and yo-yo tricks.
6. Athletics and swimming lessons will both be running during this term.
7. **Staffing News** – Mrs Linda Owen is currently on Long Service Leave [LSL]. Miss Kayla Wesley is replacing Linda in 12B on a Friday.
8. **Professional Development** – The staff will be joining with Crib Point PS this Friday for our Curriculum Day. The focus is around Resilience and providing a rigorous [SEL] Social and Emotional Learning curriculum. Workshops will highlight; Empathy, Gratitude, Mindfulness and the science of resilience. A keynote presenter is Dr Richard Chalmers. The staff are looking forward to this learning experience and bringing this back to Bittern PS.
9. All of our staff are working through completing their mid-cycle performance and development plans. Teams will meet with the 'reviewer' to discuss their evidence of progress made on goals set.
10. Our three graduate teachers have all accessed further professional development around their VIT registration process. They are feeling well prepared through the work with their mentor teacher, Mr Clement. They also continue to access professional development through the Graduate Network on the peninsula.
11. We will shortly begin our work on the Respectful Relationships Initiative by being involved in a one day professional development session for Lead and Partner schools. The agenda will provide an overview of the initiative, an introduction to the whole school approach, available resources and links with community organisations. The Resilience, Rights and Respectful Relationships [RRRR] learning materials cover eight topics of Social and Emotional Learning across all levels of primary and secondary education. The topics are,

1. Emotional literacy
2. Personal Strengths
3. Positive Coping
4. Problem Solving
5. Stress management
6. Help Seeking
7. Gender and Identity
8. Positive Gender Relationships

Motion THAT the Principal's Report be accepted

Moved: Kayla Farrugia

Seconded: Rebecca Andrew

CARRIED

TREASURER'S REPORT:

Motion THAT the financial reports for the period 01/07/2017 to 31/07/2017 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 July GL 1084 to GL1090

Transfers between High Yield and Official Account

Direct credits for the month of July numbered from 6121 to 6142

Total payments for month \$24,392.74

Motion THAT the Treasurer's Report be accepted

Moved: Brooke Monck

Seconded: Sue Mills

CARRIED

SUB COMMITTEE REPORTS:

FINANCE/

FINANCE: As tabled.

1. We have had a break in and the photocopier has been taken along with our paper slicer.
2. Simone explained that it is very difficult to segregate duties for small schools and Sim handed out an attestation to explain this.

Motion THAT the Finance Report be accepted

Moved: Melissa Walden

Seconded: Kayla Farrugia

CARRIED

FUNDRAISING:

As tabled

1. The Fundraising team has run the chocolate drive and at this stage we have approximately half of the chocolate money returned.
2. The Bunnings BBQ is booked for August the 12th and the roster is almost full.
3. The Spring Fair organisation is well underway along with an advertising campaign to ensure maximum exposure within the community.
4. Fathers' day is coming up this term.

FACILITIES: As tabled.

Buildings and grounds

1. The Facilities and Grounds committee met and conducted a walk through the grounds to list jobs/tasks to complete.
2. The Working Bee during the holidays was supported by representatives from nine [9] families. Our front gardens have had a fantastic tidy up.
3. We had a break in during the holiday period. A window shutter was damaged and has been repaired.
4. 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. Further followup has been requested. The following information was received on Wednesday 26th July - **As there is no health risk and minor actions the expectation is that the issues are addressed as part of your school maintenance program.** We will need to replace a panel in the ceiling and look at the external roofing to prevent further leakage.
5. We have the little lights that have been sorted out however, we are still working on the lights at the front of the BER building.

CURRICULUM: Discussed in the Principal Report

Motion THAT the Sub Committee Reports be accepted.

Moved: Melissa Walden

Seconded: Alina Perdikomatis

CARRIED

GENERAL BUSINESS:

1. End of Financial Year Attestation:

Motion THAT the Financial Year Attestation be accepted.

Moved: Brooke Monck

Seconded: Sue Mills

CARRIED

Motion THAT the Declaration of Private Interests be accepted.

Moved: Claire Murray

Seconded: Rebecca Andrew

CARRIED

- School's Purchasing Card Annual Statement of Assurance 01/07/2016 - 30/06/2017

Motion THAT the School's Purchasing Card Annual Statement of Assurance 01/07/2016 - 30/06/2017 be accepted.

Moved: Brooke Monck

Seconded: Kayla Farrugia

CARRIED

2. Rights, Resilience and Respectful Relationships – Simone explained that we have joined this program and we will get a little financial benefit for this later on so any Professional Development that we attend we may be able to recuperate the money for.
3. Attitudes to School Survey results: Simone explained that the year 4 to 6 students completed this survey and we had a total of 91% of students in this area complete it, due to students being on camps etc. Simone walked the councilors through this survey and we discussed the excellent response to this survey. She pointed out areas for celebration, as there were many because the results were overall very positive. This data is just for our school so the next data that comes out will allow us to compare ourselves to other schools. The parent survey will be going out on Monday.

4. The School Dentist: In the last two-week we have had 3 different dental information around providing check ups. These are through Medicare cards. This will cover a lot of families, and if they find issues then the families can book another appointment. If the students are eligible then that can attend this service. If they are not eligible then they can provide this service for \$99. Simone is keen to have these services come into the school and the councilors were happy for this to happen also. Simone will now organise this service to come into the school.
5. Melissa asked what is happening with Kate Bacon's maternity leave. Simone explained that we are confident that the swap over will be well organized as we have a timeline to stick to.
6. Sue Mills said that she had a concerned grandparent who was worried about having to have a working with children check during cooking classes. Simone said that she will clarify this as there are teachers in the classroom with those helpers.

MEETING CLOSED:

The meeting closed at 7:51 pm