

MINUTES

School Council

21 February 2013

Present: Virginia Swanton, Robert McWaters, Tim Dolan, Pauline Rice, Linda Mitchell, Sandra Dickins, James Jackson, John Melia, Tony McPhee

Apologies: Jackie Van Vugt, Cyndi Dawes

1. Minutes of Previous Meeting

Motion: The minutes of meeting held on 13 December 2012 are accepted.

Moved: Sandra Dickins

Seconded: Robert McWaters

Carried

2. Business Arising from Minutes and Action Sheet

2.1 Updated policies – in progress

2.2 Use and hire of basketball courts – report from meeting. Need to increase the costs and buy a new scoreboard. An agreement needs to be made including conditions of use that complies with City of Yarra joint use agreement. This would allow us to negotiate with the council about some funding for cooling. In order to address some of the current issues, we could turn the scoreboard down, change signs and encourage siblings to use area out the front not the outdoor courts. There is evidence that Collingwood BC has addressed some of the issues of doors being open and siblings using the outdoor courts.

Actions

Linda to:

- Review charges and what needs to be purchased. Consider sponsorship of scoreboard as per sponsorship policy
- Remind City of Yarra to give us the joint use agreement
- Have another stakeholder meeting
- Change charges at the same time as new agreement.

2.3 Terms of Reference: VCE Review. Has been renamed Senior School Program Review, includes two sections, one focusing on SS offerings and the other focusing on VCE delivery. Timeframe to be followed as per the document and review to finish by end of Term 2.

Actions

- Linda: Ask Zita to give her hourly rate (to a maximum of \$3000 for total project costs) and request final report to be brought forward if possible (end of Term 2), document to be rewritten to reflect that.

Motion: That the terms of reference and costs for the VCE Review are approved.

Moved: John Melia

Seconded: Tim Dolan

Carried



2.4 School Review article for newsletter – held over

2.5 Food technology room, promote in 2013 – held over

2.6 Budget wish lists - priorities to be decided when 2013 budget is known after February census. Student preferences to be sought as part of the process.

2.7 Scholarships awards process. To be done by Education Sub Committee.

Action

- John Melia to help team leaders with the process (Sandra).

2.8 Review of dress code and Sunsmart policy – content agreed, published in late 2012 and early 2013, complete 'Joining the Program' The Cancer Council Victoria.

Actions:

- Virginia and Linda: complete paperwork for Cancer Council.
- Linda to work with team leaders: How to enforce the policy.
- Linda: Rewording the Sunsmart policy in line with the Dress Code and Sunsmart secondary school guidelines.

2.9 Musical Futures report.

Classroom and instrumental program has developed.

Actions

- Pauline and Linda to clarify budget requests, timelines etc. including planning for music program and associated lesson cost
- Linda and Pauline: Create a small working party about "performance" in general: develop a vision, guidelines, budget, etc. More formal processes may be required in general (Leadership)

2.10 Protocols for website: in progress

2.11 Newsletter and meetings templates: in progress. New staff badges and student ID cards being designed in line with new look.

Action

- Sandra: Careers newsletter link to be emailed home to Scarlet parents

2.12 Promotion of conversion of drama/Year 7/8 area.

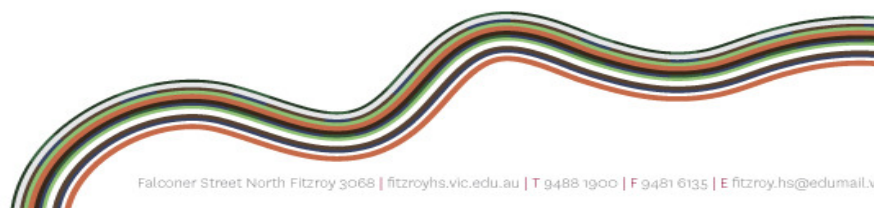
Action

- Linda: repeat promotion in newsletter – voluntary contribution to Building Fund

2.13 Request for parent expertise in landscaping

Action

- Antony and Linda: item to be placed in newsletter



2.14 10 year anniversary celebrations - plan to be developed in early 2013.

Actions

- Communication subcommittee to work on expanded version of plan (could include past school councillor, past DEECD person, past parent or student)
- Pauline and Linda to put together an invitation to working party and terms of reference

3. Principal's Report

Pauline spoke to the report. Letter received from VASSP asking school councils to invite local member to speak to them about our concerns. Need to consider how we encourage parents to think about what the public education system is about and how they can support it.

4. Sub Committee Reports

4.1 Finance Committee

Motion: School Council ratifies all payments and reports approved by Finance Committee for December 2012 and January 2013 including:

- Bank Account Movements – summary
- Cash Flow Statement
- General Ledger Balance Sheet
- Cancelled receipts report

Moved: James Jackson

Seconded: Antony McPhee

Carried

NOTE: Canteen Profit and Loss report for December not included

Actions

- Pauline to request the report for next meeting
- When reminder invoices are sent, include letter about fees. Also put in the newsletter again.

Audit requirements

Recommendation: that School Council approves/endorse/ratifies the following documents/policies:

Table, sign (Principal & President) and approve end-of-year financial reports (Balance Sheet & Operating Statement)

- Approve any proposed fundraising events for the year including 10 year anniversary celebration events.
- Endorse proposed GST treatment of fundraising events including School Performance
- Input tax
- Endorse proposed GST treatment of trading operations including School Formals, valedictory, sports shirts, VCE hoodies – NPSE – Non-Profit SubEntity
- Minute whether the funding of camps or excursions are approved – Yes



- Endorse the school investment policy attached
- Endorse the school internet banking policy attached
- Endorse the school purchasing card policy attached
- Endorse the school purchasing card register (card holders and limits) attached
- Set dates for meetings (with a minimum of 8): 3rd Thursday of the month - attached

Moved: Robert McWaters

Seconded: James Jackson

Carried

4.2 Communication Committee: no report

4.3 Education Committee: no report

4.4 Built & Natural Environment Committee: no report

4.5 Canteen Committee

Physical changes made to canteen, thanks to Tim. Canteen subcommittee met with business early this week seeking feedback from interested parents. Newsletter item was put in last week regarding changes to the canteen operations in 2013. DEC has provided us with a statement promising to work with the school on changes. Changes to the menu have been made; further changes to be made. Canteen management happy to make some more home made items. DEC is also happy to look at a system where students order their lunch from home. Open meeting of canteen subcommittee will be held to allow school community to give direct feedback; will be advertised in the newsletter and also sent to parents who have emailed. Furthermore parents can join the school council and/or join the subcommittee.

Actions

1. Pauline to advertise in newsletter, an open meeting to be held on Tuesday March 5 at 6pm.
2. Pauline to reply to specific emails that were sent after the first response offering a phone conversation as well as the open meeting.
3. Pauline and Linda to write to the part time workers and volunteers thanking them for their contribution.
4. Linda to survey staff and students to see their responses before the open meeting
5. Linda to advertise position for teacher to join canteen subcommittee after AGM.

Motion: All reports are accepted

Moved: Sandra Dickins

Seconded: John Melia

Carried

5. Other business

5.1 Meeting dates 2013: provided

5.2 Canteen response: see above



5.3 School Council elections are closed. There are staff vacancies on School Council

Action

Linda to advertise at staff briefing

5.4 Year 8 camp: papers provided

Motion: that the Year 8 camp is approved

Moved: Linda Mitchell

Seconded: James Jackson

Carried

5.4 AEU bans. The AEU sub-branch provided School Council president with information regarding the current AEU bans and the 38 hour week.

Action

Pauline to ask the sub-branch to communicate to parents about how the bans are affecting school operations.

Action

- Pauline to ask sub-branch to do a report for the newsletter

5.6 Proposal re 3 way conferences. School Council agreed to proposal to hold 3 Way Conferences on one day on March 5 from 8.30-4.30pm.

Action

- Linda to prepare communication regarding change to 3 Way Conferences to parents tomorrow, newsletter, email, paper copy, calendar/highlighted dates on website. Booking system remains the same. Try to hand out logins for parents access to SMT on the 3 way conference day.

Next Meeting: 6.30pm, Thursday 21 March