



JSA SCHOOL COUNCIL GENERAL MEETING

Date: 9 th August 2018	Time: 5:30pm
Chairperson: Lisa Sette (LS)	Location: JSA -- Community Learning Hub
	Minutes: Fiona Micelotta

Attendees:	Corinne PUPILLO, Angel SAUZIER (AZ), Lisa SETTE (LS) (President), Michelle OWEN (MO), Leanne SINNADURAI (Leanne S), Sharon BORG (SB), Shaun Geerlings-Parker (SGP) & Denise CLARKE (DC)
Apologies:	Fiona MICELOTTA (FM) (minute taker) Alisha MINNS (AM) (Observer,) Nikki DAVIS (ND) (Observer), Amesha Shah (Observer) Virginia SMEDLEY (VS)

General Meeting Item	Discussion	Motions and Actions
1. Welcome/ quorum	Quorum - 4 DET Representatives & 4 parent representatives 1 DET member (Leanne Sinnadurai) abstained from voting.	
2. Apologies	2.1 Virginia Smedley	2.1 Motion: That the apologies be accepted. Moved: MO Seconded: SGP
3. Minutes of Previous School Council Minutes	3.1 Minutes of previous School Council Meeting: Motion: SC Minutes 14 th June 2018 be accepted	3.1 Motion: That the Minutes of the Previous School Council Meeting 14 th June 2018 be accepted Moved: DC Seconded: SB <i>All in favour, carried unanimously</i>

<p>4. Correspondence-In/Out</p>	<p>4.1 4.1.1 In - DET Bulletins tabled NWVR Office – Approval from regional office of 5 MOD Portable, increasing enrolments by 16 students Centenary Grant Recipient Certificate. Donation of \$10,000.00 going towards Sensory Modulation Room (Bloomfield Hall)</p> <p>4.1.2. Out - NWVR - Doug Hammetty regarding provision for an additional 5 Mod Portable and temporary increase in our enrolment to 216</p>	<p>4.1.1 That the Correspondence In be accepted Moved: DC Seconded: SGP All in favour, carried unanimously</p> <p>4.1.2 That the Correspondence out be accepted Moved: MO Seconded: ND All in favour, carried unanimously</p>
<p>5. Finance Sub Committee Report</p>	<p>5.1 24th July 2018 Finance Minutes and Reports</p> <p>5.2 FSC recommends the June & July 2018 accounts be approved for payment</p> <p>5.3 Westpac Purchasing Card</p>	<p>5.1 Motion: That the Finance 24th July 2018 minutes and reports be accepted Moved: MO Seconded: SGP All in favour, carried unanimously</p> <p>5.2 Motion: That the June & July accounts be approved for payment. Moved: MO Seconded: SGP All in favour, carried unanimously</p> <p>5.3 Motion: That the Westpac purchasing card be accepted for months of June & July 2018 Moved: SB Seconded: MO All in favour, carried unanimously</p>

	<p>5.4. School Council to approve investment of \$250,000.00 from the High Yield to Bank First Investment account for 30 days to stagger maturity date from current investment account, recommend going 90 days investment after that.</p> <p>5.5 School Council to approve a request to increase both the School Purchasing Card limits from \$3000.00 to \$5000.00 each totalling \$10,000.00 credit</p> <p>5.6. To approve the request to use the \$1,060.00 donation to new Library Books. The donation was generously provided by the Stehmann Family</p>	<p>5.4 Motion: School Council approve \$250,000.00 be invested from High Yield to Bank First Investment Account for 30 days then stagger maturity date to 90 days hereafter Moved: DC Seconded: MO <i>All in favour, carried unanimously</i></p> <p>5.5 Motion: School Council approve the school purchasing card limit be increased from \$3000.00 to \$5000.00 to total of \$10,000.00 Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p> <p>5.6 Motion: School Council to approve the request of \$1,060.00 donation to new Library Books Moved: SB Seconded: ND <i>All in favour, carried unanimously</i></p>
<p>6. Building & Grounds Sub Committee</p>	<p>6.1 25th July 2018 Buildings & Grounds Minutes That the Buildings and Grounds report be accepted</p> <p>Discussion: Playground 1 re-development Project: Complaint raised with DET:</p> <p>a) School council was not given enough detail about all the quotes for the playground redevelopment. DC explained that All contractors were given the same information to enable quotes. All the information provided by the contractors was presented to School Council. It was noted that one contractor provided more detail and information than others.</p> <p>b) That the quote accepted by SC (Mark Gabell & Associates) was over the DET threshold at which tenders were required.</p>	<p>6.1 Motion: That the Buildings and Grounds 25th July 2018 report be accepted. Moved: MO Seconded: SGP <i>All in favour, carried unanimously</i></p>

Denise also explained that any base works over \$50,000.00 require Victorian Schools Building Authority approval.

Denise explained that the all contractor quotes were listed on a spreadsheet and compared element by element.

The spreadsheet also separated any optional items not in the base works.

Mark Gabell & Associates quotes show the comparative base elements but also included additional options which the school could chose if money was available.

As the work has been staged all base elements were under the tender threshold. All extras will be approved individually as under the \$25,000.00 per item.

B&G sub-committee will work with Finance Sub-committee to establish when funds become available. The work is being staged in four smaller components with a number of elements in each

6.2 School Council to approve Mark Gabel & Associates quote of the Playground 1 Re-development and implementation of Stages A-D at total cost of \$97,130.00

6.2 Motion: School Council approve the quote of \$97,130.00 for Playground 1 Re-development and implementation of Stages A-D from Mark Gabell & Associates
Moved: MO
Seconded: IS
All in favour, carried unanimously

6.3 School Council to approve the optional extras in Mark Gabell & Associates quote of the Playground 1 redevelopment as funds become available.

6.3 Motion: School Council approve the optional extras in Mark Gabel & Associates quote of the Playground 1 Re-development as funds become available.
Moved: MO
Seconded: SB
All in favour, carried unanimously

<p>7 Fundraising Sub Committee</p>	<p>7.1 2nd August Meeting Minutes – tabled and Lisa highlighted the events for term 3 Term 3 events Father's Day Stall Book Fair Special Lunch Day</p>	<p>7.1 Motion: That the Fundraising Sub-Committee minutes for 2nd August be accepted. Moved: SGP Seconded: CP <i>All in favour, carried unanimously</i></p>
<p>8 Principal's Report</p>	<p>8.1 Corinne Pupillo's report and minutes tabled. Highlights</p> <ul style="list-style-type: none"> • Teaching positions on ROL and recruitment process for staff for 2019. • Budget planning for 2019 • Acknowledgment of SGP's hard work, enthusiasm and experience with Mary Poppins Jr Musical. There has been approximately 80 students involved in the lead up to production with 20 students in the actual cast. Great to see some students featured in the Hume Leader this week. Every student in Rosie's Art class has contributed to the Mary Poppins Backdrop. Photos are on the schools Facebook Page • SSG Week - Great to hear some positive feedback regarding students participating in their SSG. • 2018 Parent Opinion Survey -- Surveyed parents/carers who were randomly selected that visited the school. 48 parents/carers completed the survey which is 100% increase from last year. • School Review – Lisa Sette presented feedback from her participation on Validation Day on 31st July 2018. Lisa observed many changes since the last review for her 4 years ago. JSA had no formalised curriculum 4 years ago, and now there is a clear curriculum in place. Lisa was very impressed and proud of JSA particularly around the continuous hard-working leadership team and staff. • Staffing update - Lana Payne was the successful applicant for the classroom teacher position in Room 23. Cindy Bull (Strickland) is returning and will fill the classroom teacher position in Room 20 when Evette Hirmiz goes on maternity leave. Unfortunately, the psychologist position was not filled and will be re-advertised in the next few weeks. 	<p>8.1 Motion: That the Principal's Report be accepted Moved: SGP Seconded: MO <i>All in favour, carried unanimously</i></p>

<p>9 Occupational Health and Safety Report</p>	<p>9.1 Denise Clarke's OH&S report was tabled and discussed.</p>	<p>9.1 Motion: That the OH&S report be accepted. Moved: MO Seconded: SGP <i>All in favour, carried unanimously</i></p>
<p>10 Innovation & Accountability Report</p>	<p>10.1 Leanne Sinnadurai's report was tabled.</p> <p><u>Victorian Curriculum</u> – JSA 3 year Curriculum plans provide a high-level summary of the coverage of all the curriculum areas, reflecting the school's goals, vision and any particular areas of specialisation or innovation.</p> <p><u>Whole School English Curriculum</u></p> <p>JSA has introduced a Literacy Leader to facilitate the curriculum team and has been instrumental in the success of the team thus far. The team have prioritised the auditing and re-organisation of the JSA classroom reading program.</p> <p><u>JSA Library</u></p> <p>The JSA Library is going through a gentrification process this year: the new two Library Staff – Nikki Davis and Sandra DaCunha have been working very hard to cull old books, purchase new furniture, purchase new books, develop a classroom booking system and new student friendly signage. Looking ahead, the plan is for all students to have a library card for the borrowing system to be fully automated.</p>	<p>10.1 Motion: That the Innovation & Accountability Report be accepted Moved: MO Seconded: AS <i>All in favour, carried unanimously</i></p>
<p>11. ICT & eLearning Report</p>	<p>11. 1 ICT & eLearning report was tabled. <u>Computers:</u></p> <p>Each classroom has a base of 2-3 computers. We have now purchased and imaged a bank of notebook computers which can be borrowed in the primary department. These should be available next week for use. Secondary sub-school already have banks of notebooks for borrowing.</p>	<p>11. 1 Motion: That the ICT & eLearning reporting be accepted. Moved: MO Seconded: AS <i>All in favour, carried unanimously</i></p>

	<p><u>Virtual Learning Coach</u></p> <p>The eLearning team will be meeting in SSG week with the regional Virtual Learning Coach. Virtual Learning allows students to interact and learn with others outside of their classrooms and school using virtual conferencing</p> <p><u>Electricity outages</u></p> <p>This week we have an event when the electricity supply dropped overnight and shut down all our servers causing significant problems with no internet or sharePoint – our main communication system with staff in the morning. We will continue to work with energy company to try to resolve these issues.</p> <p>Equipment report damage/lost or obsolete.</p>	
<p>12. Student Representative Council (SRC)</p>	<p>AM's provided feedback from the SRC meeting 9th August 2018</p> <p><u>Secondary</u></p> <ul style="list-style-type: none"> - Some students are not enjoying the playground – Proposal to dispose of old bikes - Mark discussed the School Review – student focus group and how bullying is a concern to some students <p><u>Primary</u></p> <ul style="list-style-type: none"> - A student advised they play soccer and basketball on playground and no bullying. - Students discussed ways to make it safe. <p>Suggestion to introduce the Australian Flag on the flagpole out front of school</p> <p>Students discussed singing national anthem – its being done in primary years.</p> <p>Discussion with students “what inclusion means to students” – students putting up posters around school.</p> <p>Alisha to take back to next SRC meeting that School Council would like SRC to explore the purchase of an Australian Flag at JSA</p>	

	<p>12. 1 Motion : That School Council accept the SRC Minutes 9th August 2018</p>	<p>12. 1 Motion: That the SRC minutes be accepted. Moved: MO Seconded: SGP <i>All in favour, carried unanimously</i></p>
<p>13 General Business</p>	<p>13. General Business</p> <p>13. 1 School Council Representatives - Casual Parent Vacancy Expression of interest – Stephen Griffiths & Ameshah Shah Both parents of students at the school provided an overview of the reasons why they would like to be part of the JSA school council.</p> <p>Congratulations to both Stephen Griffiths & Ameshah Shah for their appointment to JSA School Council. There is still one more casual parent vacancy to be filled.</p> <p>13.2 Mandatory Reporting Training for school councillors Denise provided councillors with a short training session - DET ‘Protecting Children – Mandatory reporting and other obligations’</p> <p>13.3 Enrolment Ceiling – Temporary Increase to make provision for an additional 5 Mod Portable to be placed between the Finance office / Room 25 / Count yard and Staff Car Park. Motion: That school council will write to the Regional Director for a temporary enrolment ceiling increase from 200 to 216 in 2019 to cater for an additional 16 students.</p>	<p>13.1 Motion: The school council approve Ameshah Shah as a parent representative school councillor member until March 2020 Moved: LS Seconded: MO <i>All in favour, carried unanimously</i></p> <p>13.2 Motion: That school council approve Stephen Griffiths as a parent representative school councillor member until March 2019 Moved: LS Seconded: MO <i>All in favour, carried unanimously</i></p> <p>13.3 Motion: To apply for enrolment ceiling temporary increase in enrolments for 2019 to cater for an additional 16 students Moved: CP Seconded: ND <i>All in favour, carried unanimously</i></p>

<p>13.4 Pecha Kucha presentation Professional Learning Teams – Instructional Leaders presentation Pecha Kucha (Japanese for: Chit Chat) Presentation: Presented by Corinne, Leanne and Denise. (20 slides presentation) Summary of how the Professional Learning Teams will operate in Term 4 onwards. PLC's will be supported to measure the impact of their teaching and will use the High Impact Teaching Strategies (HITS) to support this work.</p>	
<p>13.5 School Policies for Review</p>	
<p>13.5.1 Asthma Policy – DC Motion: That school council endorse the Asthma Policy</p>	<p>13.5.1 Motion: That the Asthma Policy be accepted Moved: AS Seconded: CP All in favour, carried unanimously</p>
<p>13.5.2 Camp Policy – DC Motion: That school council endorse the Camp Policy</p>	<p>13.5.2 Motion: That the Camp Policy be accepted Moved: SB Seconded: LS All in favour, carried unanimously</p>
<p>13.5.3 Distribution of Medicine Policy – DC Motion: That school council endorse the Distribution of Medicine Policy</p>	<p>13.5.3 Motion: That the Distribution of Medicine Policy be accepted. Moved: MO Seconded: SB All in favour, carried unanimously</p>
<p>3.5.4 Excursion/Incurson Policy – CP Motion: That school council to endorse the Excursion/Incurson Policy</p>	<p>13.5.4. Motion: That the Excursion/Incurson Policy be approved Moved: CP Seconded: MO All in favour, carried unanimously</p>



	<p>13.5.5 Safe use of Technology Policy – DC</p> <p>Motion: That school council endorse the Safe Use of Technology Policy</p>	<p>13.5.5 Motion: That the Safe Use of Technology Policy be approved</p> <p>Moved: MO</p> <p>Seconded: CP</p> <p><i>All in favour, carried unanimously</i></p>
<p>2018 SCHOOL COUNCIL DATES</p>	<ul style="list-style-type: none"> • Thursday 22nd February • Thursday 22nd March • Thursday 10th May rescheduled to Monday 14th May • Thursday 14th June • Thursday 9th August • Thursday 13th September • Thursday 1st November • Thursday 6th December 	
<p>Meeting Closed at 7.30pm</p>		

Signed as a correct record: _____
 School Council President

_____ Principal