



Jacana School  
for Autism

**JSA SCHOOL COUNCIL GENERAL MEETING**

<b>Date:</b> 6 <sup>th</sup> December 2018	<b>Time:</b> 5:30pm	<b>Location:</b> Community Learning Hub
<b>Chairperson:</b> Lisa Sette (LS)		<b>Minutes:</b> Fiona Micelotta

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

General Meeting Item	Discussion	Motions and Actions
<b>1. Welcome/quorum</b>	Quorum – 4 DET, 5 non-DET rep	
<b>2. Apologies</b>	2.1 Alisha Minns & Amesha Shah	2.1 Motion: That the apologies be accepted. Moved: Lisa S Seconded: MO <i>All in favour, carried unanimously</i>
<b>Dinner Break</b>	Meeting was paused for dinner – 5.40pm-6.00pm	
<b>Meeting recommenced</b>	Meeting recommenced at 6.00pm.	

<p><b>3. Minutes of Previous School Council Minutes</b></p>	<p><b>3.1</b> Minutes of previous School Council Meeting: <b>Motion:</b> SC Minutes 15<sup>th</sup> November 2018</p>	<p><b>3.1 Motion:</b> That the Minutes of the Previous School Council Meeting 15<sup>th</sup> November 2018 be accepted Moved: MO Seconded: SGP <i>All in favour, carried unanimously</i></p>
<p><b>4. Correspondence-In/Out</b></p>	<p><b>4.1.1 In -</b></p> <ul style="list-style-type: none"> <li>• DET Bulletins</li> <li>• JSA AEU Sub Branch – Request to serve alcohol for end of year celebration</li> <li>• Integrity and Assurance Division - regarding Playground 1 Procurement process in June 2018 Outcome – no further action</li> </ul> <p><b>4.1.2. Out - (nil)</b></p>	<p><b>4.1.1</b> That the Correspondence In be accepted Moved: DC Seconded: AS <i>All in favour, carried unanimously</i></p> <p><b>4.1.2</b> That the Correspondence out (nil) be accepted Moved: Lisa S Seconded: SGP <i>All in favour, carried unanimously</i></p>
<p><b>5. Finance Sub Committee Report</b></p>	<p><b>5.1</b> 20<sup>th</sup> November 2018 Finance Minutes and Reports</p> <p><b>5.2</b> FSC recommends the October 2018 accounts be approved for payment</p>	<p><b>5.1 Motion:</b> That the Finance 20<sup>th</sup> November 2018 minutes and reports be accepted Moved: MO Seconded: CP <i>All in favour, carried unanimously</i></p> <p><b>5.2 Motion:</b> That the October accounts be approved for payment. Moved: CP Seconded: MO <i>All in favour, carried unanimously</i></p>



	<p>5.3 Westpac Purchasing Card for Oct/Nov 2018</p> <p>5.4 Request to remove all 2018 unpaid School fees and Excursions/Activities at the end of the year.</p> <p>5.5 School Council to approve 2019 Draft Budget Information provided to school council/general discussion relating to links to 2018-21 School Strategic Plan priorities and allocation of resources.</p> <p>5.6 School Council to approve Leanne Sinnadurai to be added as a signatory for School Bank Accounts to approve payments.</p>	<p><b>5.3 Motion:</b> That the Westpac Purchasing Card be accepted for the month of Oct/Nov 2018 Moved: VS Seconded: MO <i>All in favour, carried unanimously</i></p> <p><b>5.4 Motion:</b> That to remove all 2018 unpaid School Fees 2019 be accepted. Moved: AS Seconded: MO <i>All in favour, carried unanimously</i></p> <p><b>5.5 Motion:</b> That the 2019 Draft Budget be accepted Moved: CP Seconded: MO <i>All in favour, carried unanimously</i></p> <p><b>5.6 Motion:</b> That the request for Leanne Sinnadurai to be added as a signatory for School Bank Accounts to approve payments be approved Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p>
<p><b>6. Building &amp; Grounds Sub Committee</b></p>	<p>6.1 21<sup>st</sup> November 2018 Buildings &amp; Grounds Minutes</p>	<p><b>6.1 Motion:</b> That the Buildings and Grounds 21<sup>st</sup> November 2018 minutes be accepted. Moved: MO Seconded: Leanne S <i>All in favour, carried unanimously</i></p>



	<p><b>6.2</b> B&amp;G recommends and request to accept Tiger Turf quote of \$49,665 + GST for Playground 4 resurface.</p> <p>Following the recommendations from previous SC meeting, contractors from Tiger Turf visited the site and explained how the Laser levelling procedure and additional drainage would effectively resolve the flooding issues.</p> <p>Tiger Turf to be scheduled to complete the work during the 2019 Term 1 School Holiday period</p> <p><b>6.3</b> Internal Blind Replacement The following classrooms/rooms are recommended for replacement blinds Rm 25, 1- 12, Kids Kitchen and the new portable.</p> <p><b>6.4</b> January holiday works planning Internal Painting: Rooms 13-21, wall between AP office &amp; CLH Quote from Whittlesea Painting &amp; Maintenance Services tabled and discussed. Quote for: 8 Classrooms \$1448.00 (per room) om 21 : \$494.00 Paint/repaint walls in Room 8 and door Room 6 \$321.00 Replace and repaint door in Room 18 \$298.00 Repair &amp; repaint walls around office area \$300.00</p> <p><b>6.5</b> Application of safety film Windows in Occupational Therapy room have been broken recently and glass from the windows not protected by safety film (top windows) has contaminated the sand pit. Discussion regarding the benefits of applying the safety film to these windows to protect the sand pit in the event of future breakages. 3 quotes were tabled. AllFilm \$450.00 + GST TintFX \$825.00 Broadway Glass \$500.00</p>	<p><b>6.2 Motion:</b> Tiger Turf Quote of \$49,665 + GST for playground 4 resurface be accepted. Moved: MO Seconded: VS <i>All in favour, carried unanimously</i></p> <p><b>6.3 Motion:</b> To include internal blind replacements for classrooms 1-12, 25, new portable and the Kids Kitchen in the 2019 Master Budget. Moved: MO Seconded: VS <i>All in favour, carried unanimously</i></p> <p><b>6.4. Motion:</b> That the quote from Whittlesea Painting and Maintenance Services be approved. Moved: DC Seconded: VS <i>All in favour, carried unanimously</i></p> <p><b>6.5. Motion:</b> That the quote of \$450.00+GST from AllFilm for safety film on both sides of the window be approved. Moved: MO Seconded: VS <i>All in favour, carried unanimously</i></p>
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	<p><b>6.6</b> Installation of new IP phones IP phones to additional teaching spaces (new classrooms and climbing room) Quote for \$2310.00 (inc GST) from PG Communications was tabled.</p> <p><b>6.7</b> Existing doors repair/replace Quotes tabled and discussed</p> <ul style="list-style-type: none"> <li>• AAA Door Closers \$705.38 for 1 door</li> <li>• ACE Doorclosers \$2403.50 x 5 doors.</li> </ul>	<p><b>6.6 Motion:</b> That the quote from PG Communications be approved. Moved: MO Seconded: Leanne S <i>All in favour, carried unanimously</i></p> <p><b>6.7 Motion:</b> That the quote from ACE Doorclosers for \$2,403.50 for 5 doors be approved. Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p>
<p><b>7 Fundraising Sub Committee</b></p>	<p><b>7.1</b> 22<sup>nd</sup> November 2018 Fundraising Minutes</p> <p><u>Highlights</u> Bunnings BBQ \$1308.65 profit. Special Events/Fundraising 2019 was discussed.</p> <p><b>7.2</b> Request for a school fete in Term 4 (which will replace the shopping tour event)</p>	<p><b>7.1 Motion:</b> That the Fundraising Sub-Committee minutes for 22<sup>nd</sup> November 2018 accepted. Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p> <p><b>7.2. Motion:</b> That school council approve the request for a school fete in Term 4 (to replace the shopping tour event) accepted. Moved: VS Seconded: Lisa S <i>All in favour, carried unanimously</i></p>
<p><b>8 Principal's Report</b></p>	<p><b>8.1</b> Corinne Pupillo's report and minutes tabled.</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> <li>• Notification from DET that the Principal Contract has been renewed for another 5 years. Corinne explained that she was very excited to be leading the school into the next 5 years and working with the community to achieve the goals of the next strategic plan.</li> </ul>	<p><b>8.1 Motion:</b> That the Principal's Report be accepted Moved: CP Seconded: MO <i>All in favour, carried unanimously</i></p>

	<ul style="list-style-type: none"> <li>• 2019 Class List and Transition Program – Students moving into VCAL next year were advised of their child's 2019 class on Friday 23<sup>rd</sup> November. Transitions planned for Monday 17<sup>th</sup> Dec until Fri 21<sup>st</sup> Dec.</li> <li>• ART Exhibitions/Awards</li> <li>• Primary Performance</li> <li>• Secondary Awards – 2<sup>nd</sup> annual award ceremony will be held on Thursday 13<sup>th</sup> December. All students will be presented with at least 1 award.</li> <li>• Hume Scholarships – Ruben Nunez was awarded \$1000.00 for being the successful recipient.</li> <li>• 2019 VET/VCAL awards             <ul style="list-style-type: none"> <li>○ VCAL Achievement – Dilan Arman</li> <li>○ VCAL Engagement – Jack Darby</li> <li>○ VET- Nathan Prigg</li> </ul> </li> <li>• Congratulations to these 3 students for their achievements this year.</li> <li>• Volunteers Morning Tea.</li> <li>• Staffing updates</li> </ul>	
<p><b>9 Occupational Health and Safety Report</b></p>	<p>9.1 Denise Clarke's OH&amp;S report was tabled and discussed.</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> <li>• EDUSAFE – reports are at a lower level than last year. At this stage approx. 33% reduction for the same time last year.</li> <li>• Personal Care Supports – through the Inclusive School Funds, additional toileting aids have been purchased to support students.</li> <li>• Emergency Management Plan for 2018/2019 has been submitted to region.</li> <li>• Rain Damage to 3 classrooms and Bloomfield Hall on Melbourne Cup Day required some plumbing repairs as well as a leak in admin building.</li> <li>• Staff Immunisations 3<sup>rd</sup> dose Hep B vaccine delivered early in 2019.</li> </ul>	<p><b>9.1 Motion:</b> That the OH&amp;S report be accepted.          Moved: MO          Seconded: VS  <i>All in favour, carried unanimously</i></p>
<p><b>10 Innovation &amp; Accountability Report</b></p>	<p>10.1 Leanne Sinnadurai's report was tabled.</p> <p><u>Highlights</u></p> <p>Semester 2 Student Reports were sent home on 23<sup>rd</sup> November.</p> <ul style="list-style-type: none"> <li>• Curriculum Manual – this year was the first year JSA introduced the Curriculum Manuals. As this was in draft form this year, feedback,</li> </ul>	<p><b>10.1 Motion:</b> That the Innovation &amp; Accountability Report be accepted          Moved: MO          Seconded: CP  <i>All in favour, carried unanimously</i></p>



	<p>recommendations and suggestions from teachers was received to redevelop the document to ensure it continues to be an effective tool.</p> <ul style="list-style-type: none"> <li>Professional Learning Communities (PLC) update</li> <li>2019 Curriculum Planning.</li> </ul>	
<p><b>11. ICT &amp; eLearning Report</b></p>	<p>11.1 ICT &amp; eLearning report was tabled.</p> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>Interactive projectors are ready to go in the new classrooms.</li> <li>2019 Planning: Training for the staff in the use of Seesaw APP.</li> <li>Interactive projector in Room 9 (old OT room) will be installed during the holiday period.</li> </ul>	<p><b>11.1 Motion:</b> That the ICT &amp; eLearning reporting be accepted.          Moved: MO          Seconded: VS  <i>All in favour, carried unanimously</i></p>
<p><b>12. Student Representative Council (SRC)</b></p>	<p>12.1 SRC Report was tabled</p> <p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>Students have been exploring the way playground times can be engaging</li> <li>Students are working on how the 3 flags can be effectively and reliably introduced to JSA</li> </ul>	<p><b>12.1 Motion:</b> That the SRC reporting be accepted.          Moved: MO          Seconded: SGP  <i>All in favour, carried unanimously</i></p>
<p><b>13 General Business</b></p>	<p><b>13. General Business</b></p> <p><b>13.1</b> Request to serve alcohol onsite for the last school council dinner/ meeting on 6<sup>th</sup> Dec 2018</p> <p><b>13.2</b> School Council: Casual Vacancy          Expression of Interest, vacancy until March 2019          Andrew McDonough provided councillors with an expression of interest statement.</p>	<p><b>13.1 Motion:</b> That School Council approve the serving alcohol at 6<sup>th</sup> Dec 2018 meeting be accepted.          Moved: Lisa S          Seconded: MO  <i>All in favour, carried unanimously</i></p> <p><b>13.2 Motion:</b> That the school council approve Andrew McDonough be appointed to the casual vacancy on School Council until March 2019.          Moved: VS          Seconded: CP  <i>All in favour, carried unanimously</i></p>

	<p><b>13.3</b> 2019 Class List</p> <p>27 classrooms / approximately 7 vacancies. Elizabeth Smith is working on filling these over the next few months.</p> <p><b>13.4.</b> 2019 Dates for approval</p> <p><b>13.4.1</b> School Council Dates 2019</p> <ul style="list-style-type: none"> <li>• Thursday 21<sup>st</sup> February</li> <li>• Thursday 21<sup>st</sup> March</li> <li>• Thursday 16<sup>th</sup> May</li> <li>• Thursday 20<sup>th</sup> June</li> <li>• Thursday 8<sup>th</sup> August</li> <li>• Thursday 12<sup>th</sup> September</li> <li>• Thursday 31<sup>st</sup> October</li> <li>• Thursday 5<sup>th</sup> December</li> </ul> <p><b>13.4.2</b> Curriculum Days 2019</p> <ul style="list-style-type: none"> <li>• Monday 29<sup>th</sup> January</li> <li>• Tuesday 12<sup>th</sup> March</li> <li>• Monday 19<sup>th</sup> August</li> <li>• Monday 4<sup>th</sup> November</li> </ul> <p><b>13.4.3.</b> SSG Arrangements for 2019</p> <ul style="list-style-type: none"> <li>• Term 1: 3.30-4.30pm Monday 4<sup>th</sup> &amp; Thurs 21<sup>st</sup> / 3 weeks</li> <li>• Term 2: 3.30-4.30pm Monday 13<sup>th</sup> May-Thurs 30<sup>th</sup> May / weeks</li> <li>• Term 3: 3.30-4.30pm Monday 29<sup>th</sup> July- Thurs 15<sup>th</sup> Aug / 3 weeks</li> <li>• Term 4: 3.30-4.30pm – Monday 25<sup>th</sup> Nov – Thurs 12<sup>th</sup> Dec / 3 weeks.</li> </ul>	<p><b>13.3 Motion:</b> That the school council endorse the 2019 Class List  Moved: Lisa S  Seconded: MO  <i>All in favour, carried unanimously</i></p> <p><b>13.4.1 Motion:</b> That the school council approve School Council 2019 Dates  Moved: MO  Seconded: SB  <i>All in favour, carried unanimously</i></p> <p><b>13.4.2 Motion:</b> That the Curriculum Days for 2019 be approved  Moved: MO  Seconded: SB  <i>All in favour, carried unanimously</i></p> <p><b>13.4.3 Motion:</b> That the SSG arrangements for 2019 be approved  Moved: SB  Seconded: DC  <i>All in favour, carried unanimously</i></p>
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	<p><b>13.4.4. End of Term Arrangements for 2019</b> Early Finish – Term 1- 3 / 2pm Term 4 – 1pm</p> <p><b>13.4.5 Senior Secondary – End of Year Arrangement 2019</b> Attendance – Students in Year 11 or 12 equivalent (17 &amp; 18 yr) will be in attendance until end of Week 8 – Friday 29<sup>th</sup> Nov 2019. Parents/ careers may choose for their child/ren to attend school until the last day on 29<sup>th</sup> Nov.</p> <p><b>13.4.6 Approval for all excursions during school hours &amp; off site arrangements for 2019</b></p>	<p><b>13.4.4 Motion:</b> That the End of Term arrangements for 2019 be approved Moved: DC Seconded: SB <i>All in favour, carried unanimously</i></p> <p><b>13.4.5 Motion:</b> That the End of Arrangements 2019 Attendance be approved Moved: SGP Seconded: DC <i>All in favour, carried unanimously</i></p> <p><b>13.4.6 Motion:</b> That the approval for all excursions during school hours &amp; off site arrangements 2019 be approved Moved: SGP Seconded: DC <i>All in favour, carried unanimously</i></p>
<p><b>13.5 2018 AIP Final Report</b></p>		<p><b>13.5 Motion:</b> That the 2018 AIP Final report be accepted. Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p>
<p><b>13.6. 2019 Draft AIP</b></p>		<p><b>13.6 Motion:</b> That the 2019 Draft AIP be accepted. Moved: Leanne S Seconded: Lisa S <i>All in favour, carried unanimously</i></p>

	<p><b>13.7 Policies for Endorsement</b> 13.7.1 Communications with Staff Policy</p>	<p><b>13.7.1 Motion:</b> That the Communications with Staff Policy be accepted. Moved: SB Seconded: DC <i>All in favour, carried unanimously</i></p>
<p><b>14 Other General Business</b></p>	<p><b>14.1</b> AEU (Australian Education Union) JSA Sub Branch Request for authorisation to have onsite celebration on Wed 19<sup>th</sup> December 2018 at 3.15pm for staff to participate in. Celebrations will include canapes and drinks (both alcoholic and non-alcoholic with a restriction of approx. 2 drinks per person)</p> <p><b>14.2</b> Corinne acknowledged and expressed thanks to all school councillors for their contributions during 2018 and attending school council meetings.</p>	<p><b>14.1 Motion:</b> That school council approves for celebrations on 19<sup>th</sup> December 2018 that includes canapes and drinks (both alcoholic and non-alcoholic drinks). Moved: SB Seconded: VS <i>All in favour, carried unanimously</i></p>
<p><b>2018 SCHOOL COUNCIL DATES</b></p>	<ul style="list-style-type: none"> <li>• <del>Thursday 22<sup>nd</sup> February</del></li> <li>• <del>Thursday 22<sup>nd</sup> March</del></li> <li>• <del>Thursday 10<sup>th</sup> May rescheduled to Monday 14<sup>th</sup> May</del></li> <li>• <del>Thursday 14<sup>th</sup> June</del></li> <li>• <del>Thursday 9<sup>th</sup> August</del></li> <li>• <del>Thursday 13<sup>th</sup> September</del></li> <li>• <del>Thursday (1<sup>st</sup>/8<sup>th</sup>)/15<sup>th</sup> November</del></li> <li>• <del>Thursday 6<sup>th</sup> December</del></li> </ul>	
<p><b>Meeting Closed at 7.40pm</b></p>		

Signed as a correct record:

School Council President *R. Felt*

Principal *[Signature]*

21/02/19