



JSA SCHOOL COUNCIL GENERAL MEETING

Date: 21 st February 2019	Time: 5:30pm	Location: Community Learning Hub
Chairperson: Lisa Sette (LS)		Minutes: Fiona Micelotta

Attendees:	Corinne PUPILLO, Denise CLARKE (DC), Leanne Sinnadurai (Leanne S), Lisa SETTE (LS) (President), Angel SAUZIER (AZ), Michelle OWEN (MO), Sharon BORG (SB), Andrew McDonough (AMc,)Alisha MINNS (AM)(Observer), Fiona MICELOTTA (FM) (minute taker, (Observer),
Apologies:	Nikki DAVIS (ND) (Observer), Amesha Shah (AS), Virginia SMEDLEY (VS),

General Meeting Item	Discussion	Motions and Actions
1. Welcome/quorum	Quorum – Minimum: 3 DET, 4 non-DET reps	
2. Apologies	2.1 Nikki Davis, Amesha Shah & Virginia Smedley	2.1 Motion: That the apologies be accepted. Moved: MO Seconded: AS <i>All in favour, carried unanimously</i>
3. Minutes of Previous School Council Minutes	3.1 Minutes of previous School Council Meeting: Motion: SC Minutes 6 th December 2018	3.1 Motion: That the Minutes of the Previous School Council Meeting 6 December 2018 be accepted Moved: MO Seconded: AS <i>All in favour, carried unanimously</i>
4. Correspondence-In/Out	4.1.1 In - DET Correspondence Tabled 4.1.2 Donations for the homeless: VCAL class	4.1.1 That the Correspondence In be accepted Moved: AS

	4.1.2. Out - (nil)	Seconded: Leanne S <i>All in favour, carried unanimously</i>
5. Finance Sub Committee Report	5.1 5 th February 2019 Finance Minutes and Reports	5.1 Motion: That the Finance 5 th Feb 2019 minutes and reports be accepted Moved: MO Seconded: DC <i>All in favour, carried unanimously</i>
	5.2 FSC recommends that school council endorses the Dec 2018 & January 2019 accounts payable	5.2 Motion: That the school council endorses the Dec 2018 & January 2019 accounts payable Moved: MO Seconded: DC <i>All in favour, carried unanimously</i>
	5.3 Westpac Purchasing Cards for Dec 2018 & January 2019	5.3 Motion: That the Westpac Purchasing Cards be accepted for the month of Dec 18 & Jan 19 Moved: Leanne S Seconded: CP <i>All in favour, carried unanimously</i>
	5.4 School Council to approve the 2019 Financial Commitment Summary	5.4 Motion: That the Financial Commitment Summary for 2019 be approved Moved: MO Seconded: DC <i>All in favour, carried unanimously</i>
	5.5 School Council to approve 2019 Draft Budget	Hold over for next School Council Meeting 5.6 Motion: That school council approve Bank

	<p>5.6 School Council to approve Bank Signatories: Corinne Pupillo, Leanne Sinnadurai, Denise Clarke and Lisa Sette</p> <p>5.7 School Council to approve Purchase Order form Signatories: Corinne Pupillo, Leanne Sinnadurai, Denise Clarke</p> <p>5.8 School Council to approve Fundraising Activities – Input Tax 2019 Approved events attached</p> <p>5.9 School Council to approve the closure of JSA investment account As of 1st January 2019 Schools must not open or extend existing term deposits beyond 14th February 2019. All term deposits maturing in 2019 must be rolled over into the Schools Official Account and then transferred to the HYLA.</p> <p>5.10 School Council to approve Financial Policies 5.10.1 Assets Policy</p> <p>5.10.2 Cash Handling Policy</p>	<p>Signatories: Corinne Pupillo, Leanne Sinnadurai, Denise Clarke & Lisa Sette Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p> <p>5.7 Motion: That school council approve Purchase Order form Signatories: Corinne Pupillo, Leanne Sinnadurai & Denise Clarke Moved: MO Seconded: Leanne <i>All in favour, carried unanimously</i></p> <p>5.8 Motion: That school council approve all Fundraising Activities for 2019 – Input Tax Moved: MO Seconded: AS <i>All in favour, carried unanimously</i></p> <p>5.9 Motion: That school council approve the closure of JSA investment account. Moved: DC Seconded: Leanne S <i>All in favour, carried unanimously</i></p> <p>5.10.1 Motion: That school council approve the Assets Policy Moved: Leanne S Seconded: SB <i>All in favour, carried unanimously</i></p> <p>5.10.2 Motion: That school council approve</p>
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<p>6. Building & Grounds Sub Committee</p>	<p>6.1 6th February 2019 Buildings & Grounds Minutes tabled Denise Clarke highlighted some of the major works</p>	<p>6.1 Motion: That the Buildings and Grounds 6th February 2019 minutes be accepted. Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p> <p>6.2 Motion: Egmont Concrete quote of</p>

	<p>6.2 B&G recommends and request to accept Egmont Concrete quote of \$4620.00 (GST included) to replace grass from concrete pad oval path.</p> <p>6.3 B&G Recommends and request to accept Joe's Fencing quotes: 6.3.1 Quote 2471 - \$2850.00 – Bloomfield Hall Gates.</p> <p>6.3.2 Joe's Fencing Quote 2459 - \$6950.00 for replacement fencing between Playground 4 & 5</p> <p>6.3.3 Joe's Fencing Quote 2487 - \$2450.00 for replacement fencing and gate at the top of secondary ramp – entrance near room 27</p> <p>6.4 B&G recommends and request to approve expenditure of \$1000.00 (budget code 6068) for shelving for PG1 Shed.</p>	<p>\$4620.00 (GST included) to replace grass from concrete pad oval path Moved: DC Seconded: SB <i>All in favour, carried unanimously</i></p> <p>6.3.1 Motion: To accept Joe's fencing quote 2471 \$2850.00 for Bloomfield Hall Gates. Moved: DC Seconded: AS <i>All in favour, carried unanimously</i></p> <p>6.3.2 Motion: To accept Joe's fencing quote 2459 \$6950.00 for replacement fencing between Playground 4 & 5 Moved: DC Seconded: MO <i>All in favour, carried unanimously</i></p> <p>6.3.3 Motion: To accept Joe's fencing quote 2487- \$2450.00 for replacement fencing and gate at the top of secondary ramp – entrance near room 27 Moved: DC Seconded: AMc <i>All in favour, carried unanimously</i></p> <p>6.4. Motion: To approve expenditure of \$1000.00 (budget code 6068) for shelving for PG1 Shed. Moved: DC Seconded: SB <i>All in favour, carried unanimously</i></p>
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<p>7 Fundraising Sub Committee</p>	<p>7.1 5th February 2019 Fundraising Minutes</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> • Welcoming of a new committee member (prep parent) to our first meeting this year. • New meeting times for Fundraising to 1.30pm-2.30pm. • Profit for 2018 \$15,928.32 • Term 1 – Hot Cross Bun Event, Easter Raffle, Jacanarama Fun Run • Bunnings BBQ – only 1 this year and will be in Term 4 • Silver coin Frenzy will be held during Term 2 <p>7.2 Fundraising request school council to approve that wrapping of gifts at Broadmeadows Shopping Centre for the following times</p> <ul style="list-style-type: none"> • 1 week (before) Mother’s Day • 1 week (before) Father’s Day • 2 weeks in December during Christmas period. <p>These will be added to the calendar and sent to school councillors with the minutes</p>	<p>7.1 Motion: That the Fundraising Sub-Committee minutes for 5th February 2019 accepted. Moved: MO Seconded: CP <i>All in favour, carried unanimously</i></p> <p>7.2. Motion: That School council approve the wrapping of gifts at Broadmeadows Shopping Centre for Mothers & Fathers Day (1 week each) and 2 Weeks in December during XMAS Moved: Lisa Sette Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>8 Principal’s Report</p>	<p>8.1 Corinne Pupillo’s report and minutes tabled.</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> • JSA new theme for 2019 is <i>Excellence in Teaching & Learning</i> • This year we have 20 Foundation (prep) students – who are settling well into their classroom routines. Full time attendance will commence on 25th February. • Warm welcome to 15 new staff and wish them well in their respective teams • Congratulations and welcome to our new SRC reps for 2019. • Leadership will be reading and discussing Simon Senik’s book “Start with Why” – Focussing our investigations over the year on what the important factors in retaining staff. • CP was pleased to advise that she is now a member of Regional Leadership Integrity Group. 	<p>8.1 Motion: That the Principal’s Report be accepted Moved: MO Seconded: AS <i>All in favour, carried unanimously</i></p>

	<ul style="list-style-type: none"> Principal Class Forum – CP, LS & DC will attend on 5th March. JSA Strategic Plan 2018-2020 – Excellence in Teaching and Learning/Building Practice Excellence & Positive Climate for Learning/Empowering Students and Building School Pride. Clarification on school council nominations to close on February 28th 4pm. 	
9 Occupational Health and Safety Report	<p>9.1 Denise Clarke's OH&S report was tabled and discussed.</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> Summary of EDUSAFE Reports – 2018 – 47 2017 – 84 2016 – 105 <p>Pleasing results.</p> <ul style="list-style-type: none"> Changes to injury and incident management procedure – This year the Student Engagement Leader (SEL) will manage the EDUSAFE, Cases21 and Incident management reports from the classrooms for which they are responsible for. Emergency Management Drill – The School practiced an evacuation drill in week 3 of Term 1. This went well. Foundation students were not at school but will practice a “non-siren” in the future. First Aid officers and interested staff will have their annual CPR Training on 14th March. 	<p>9.1 Motion: That the OH&S report be accepted. Moved: AS Seconded: MO <i>All in favour, carried unanimously</i></p>
10 Innovation & Accountability Report	<p>10.1 Leanne Sinnadurai's report was tabled</p> <p><u>Highlights</u> <u>Primary Sub School Leader</u> – Introducing Libby Pitruzello to JSA team <u>Middle Sub School Leader</u> – Introducing Dan Moloney to JSA team <u>Secondary Sub School Leader</u> – Mark Taylor is in his 3rd year as sub school leader. <u>Autism Coach(s)</u> – Shared Role between Stephanie DiSalvo and Elizabeth Smith <u>Literacy Leader</u> – Stephanie DeSalvo</p>	<p>10.1 Motion: That the Innovation & Accountability Report be accepted Moved: MO Seconded: DC <i>All in favour, carried unanimously</i></p>
11. ICT & eLearning Report	<p>11. 1 ICT & eLearning report was tabled.</p> <p><u>Highlights</u> New interactive projectors were installed in the new classrooms and some damaged interactive whiteboards were replaced.</p> <ul style="list-style-type: none"> New optical fibre cabling was installed in the secondary area to improve efficiency of the school network. During holidays the passwords of many Edumail accounts expired so technicians were required to assist with this. 	<p>11. 1 Motion: That the ICT & eLearning reporting be accepted. Moved: MO Seconded: LS <i>All in favour, carried unanimously</i></p>

<p>12. Student Representative Council (SRC)</p>	<p>12.1 No SRC Report as SRC have not met as yet for 2019</p> <p><u>Highlights</u></p> <p>Congratulations to the SRC of 2019</p> <p><u>Secondary Sub School</u></p> <ul style="list-style-type: none"> • Caitlin Steuer • Blair Watt • Aaron Alescio • Jack Shalders <p><u>Middle Sub School</u></p> <ul style="list-style-type: none"> • Jackson Bacon-Hill • Moses Ali • Jordyn Ferguson <p><u>Primary Sub School</u></p> <ul style="list-style-type: none"> • Emily Minns • Bilal Raza 	
<p>13 General Business</p>	<p>13. General Business</p> <p>13.1 School Council Elections – Information/discussion relating to process and procedures of nominations/elections.</p> <p>13.2 2019 AIP Summary</p> <p>13.3 Policy for Endorsement</p> <p style="padding-left: 40px;">13.3.1 Policy Development and Communication Policy 2017 (Updated Jan 2019 – copy for each councillor was provided)</p> <p>13.3.2 Communication with Staff Policy</p>	<p>13.3.2 Motion: That the Communications with Staff Policy be accepted. Moved: CP Seconded: MO <i>All in favour, carried unanimously</i></p>



	13.3.3 Standing Orders for a School Council	13.3.3 Motion: That the Standing Orders for a School Council Staff Policy be accepted. Moved: CP Seconded: Lisa Sette <i>All in favour, carried unanimously</i>
14 Other General Business	14.1 Donations for the Homeless – VCAL students have put up posters around the school and are intending to fundraise for the homeless.. VCAL are seeking approval from School Council to fundraise for Food Bank and Salvation Army	14.1.1 Motion: That school council approves VCAL to fundraise for Food Bank and Salvation Army be accepted. Moved: CP Seconded: Lisa Sette <i>All in favour, carried unanimously</i>
	14.2 Change of School Council dates in May from 16 th to May 23 rd due to PCT away at conference.	14.1.2 Motion: That school council approves the date change for School Council meeting from 16 th May to 23 rd May be accepted. Moved: CP Seconded: Lisa Sette <i>All in favour, carried unanimously</i>
2018 SCHOOL COUNCIL DATES	School Council Dates 2019 <ul style="list-style-type: none"> • Thursday 21st February • Thursday 21st March • Thursday 23rd May • Thursday 20th June • Thursday 8th August • Thursday 12th September • Thursday 31st October • Thursday 5th December 	
Meeting Closed at 7.30pm		

Signed as a correct record:

School Council President

Principal