



JSA SCHOOL COUNCIL GENERAL MEETING

Date: 26 th March 2020	Time: 4.05 pm	Location: JSA – Community Learning Hub
Chairperson: Lisa Sette (School Council President)		
Minutes: Corinne Pupillo		
Time Keeper: N/A		

Attendees:	<p>Lisa SETTE (LS), Corinne PUPILLO(CP), Stephanie Di Salvo(SDS), Richard Crawshaw(RC) Virginia SMEDLEY (VS), Alisha MINNS (AM),Michelle OWEN (MO), Sharon BORG (SB) & Andrew MCDONAUGH (AMc)</p>
Apologies:	Fiona MICELOTTA (FM), Angel SAUZIER (AZ) Aidan MULLEN (Amu) Denise CLARKE(DC),

General Meeting Item	Discussion	Motions and Actions
<p>1. Welcome / quorum</p> <p>Welcome</p> <p>Quorum: (minimum 6 with non DET greater than DET members) - Parent Members 5 - DET Members 3 - Community Member 1</p>		
<p>Apologies</p>	<p>1.1 Motion: That the apologies be accepted.</p> <ul style="list-style-type: none"> • Angel Sauzier • Fiona Micelotta • Aidan Mullen • Denise Clarke 	<p>1.1 Motion: That the apologies be accepted. Moved: SB Seconded: AMc <i>All in favour, carried unanimously</i></p>

<p>2. Minutes of Previous School Council Minutes</p>	<p>2.1 Motion: That the Minutes of the previous meeting, Monday 20th February 2020 be accepted.</p>	<p>2.1 Motion: That the Minutes of the Previous School Council Meeting 20th February 2020 be accepted. Moved: SDS Seconded: VS <i>All in favour, carried unanimously</i></p>
<p>3. Correspondence-In/Out</p>	<p>3.1 Motion: That the Correspondence In / Out be approved.</p> <p>3.1.1 Correspondence In:</p> <ul style="list-style-type: none"> • DET Bulletins • Alternative Option Form/Letter Re: Student Member Category on School Council • School Council Assessment Tool (information) • "Saluting Their Service" Commemorative Grants Program-grant of \$3500.00 to install flagpoles at JSA. <p>3.1.2 Correspondence Out:</p> <ul style="list-style-type: none"> • NIL 	<p>3.1.1 Motion That the Correspondence IN be accepted. Moved: RC Seconded: SB <i>All in favour, carried unanimously</i></p> <p>3.1.2 Motion That the Correspondence OUT be accepted. Moved: LS Seconded: AM <i>All in favour, carried unanimously</i></p>
<p>4. Finance Sub Committee Report</p>	<p>4.1 Motion: That the 3rd March 2020 Finance Sub Committee Minutes and Reports be accepted</p> <p>Given the reports were distributed ahead of the meeting, all recommendations were discussed</p> <p>4.2 Motion: That School Council move \$146,659.08 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of February 2020.</p>	<p>4.1 Motion: That the 3rd March 2020 Finance minutes and reports be accepted Moved: VS Seconded: AMc <i>All in favour, carried unanimously</i></p> <p>4.2 Motion : That School Council move \$146,659.08 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of February 2020. Moved: VS Seconded: SDS <i>All in favour, carried unanimously</i></p>

4.3 Motion: That School Council approve the carryover of last year's leftover budget for Serenity Garden/Workshop for \$4,200.00 to cover the cost of an outstanding invoice.

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Moved: AM
Seconded: SDS
All in favour, carried unanimously

4.4 Motion: That School Council approve the increase to the Communication Budget by \$5,000.00 due to food items needing to be purchased for their teaching and learning programs throughout the year, with the goal of developing students' communication skills.

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Moved: SB
Seconded: RC
All in favour, carried unanimously

4.5 Motion: That School Council approve a new Budget for "Modular Building 2020" for \$20,000.00 to cover costs.

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Moved: RC
Seconded: AM
All in favour, carried unanimously

4.6 Motion: That School Council approve the increase to the Classroom Setup Budget by \$15,000 to cover the additional costs of replacing chairs, desks, cutlery, etc. in classrooms throughout the year

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Moved: AMc
Seconded: SB
All in favour, carried unanimously

	<p>4.7 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted</p>	<p>4.7 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted Moved: SB Seconded: VS <i>All in favour, carried unanimously</i></p>
	<p>4.8 Motion: That School Council approve the limit increase of the Schools credit to \$3,000 to cover the new cards being issued.</p>	<p>4.8 Motion: That School Council approve the limit increase of the Schools credit to \$3,000 to cover the new cards being issued. Moved: VS Seconded: AM <i>All in favour, carried unanimously</i></p>
	<p>4.9 Motion: School Council approve the removal of the Sundry Debtor Invoices due to unrecoverable costs.</p>	<p>Motion: School Council approve the removal of the Sundry Debtor Invoices due to unrecoverable costs. Moved: LS Seconded: AM <i>All in favour, carried unanimously</i></p>
	<p>4.10 Motion: School Council approve the removal of the Family Invoices due to Unrecoverable Excursion Costs and 10% fee discount.</p>	<p>4.10 Motion: School Council approve the removal of the Family Invoices due to Unrecoverable Excursion Costs and 10% fee discount. Moved: AM Seconded: AMcD <i>All in favour, carried unanimously</i></p>
	<p>4.11 Motion: That School Council approve and endorse the following signatory for the listed bank accounts: (a) High Yield – 10001 (Westpac) ① Richard Crawshaw (b) Official Account – 10002 (CBA) ① Richard Crawshaw</p>	<p>4.11 Motion: That School Council approve and endorse the following signatories for the listed bank accounts: (a) High Yield – 10001 (Westpac) ① Richard Crawshaw (b) Official Account – 10002 (CBA) ① Richard Crawshaw Moved: SB Seconded: AMc <i>All in favour, carried unanimously</i></p>

	<p>4.12 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted</p>	<p>4.12 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted. Moved: SB Seconded: AMc All in favour, carried unanimously</p>
<p>5 Building & Grounds Sub Committee</p>	<p>5.1 Motion: That the 5th March 2020 Buildings & Grounds Sub Committee Minutes be accepted.</p> <p>5.2 Motion: To target \$12000 of the Reconciliation funds to purchase & install window protection on lower windows of secondary rooms & HLK.</p>	<p>5.1 Motion: That the 5th March 2020 Buildings and Grounds report be accepted. Moved: AM Seconded: SB All in favour, carried unanimously</p> <p>5.2 Motion: To target \$12000 of the Reconciliation funds to purchase & install window protection on lower windows of secondary rooms & HLK. Moved: SB Seconded: LS All in favour, carried unanimously</p>
<p>6 Fundraising Sub Committee</p>	<p>6.1 Motion: That the 12th March Fundraising Sub Committee Meeting Minutes be accepted.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Celebrations of events and revised profit and loss statement was tabled as of 26 /03 /2020 • Reschedule of Jacanarama due to COVID-19 <p>Query regarding the expenditure and revenue for Uniform – To follow up with Finance Team</p> <p>6.2 Motion: That the JSA Fete proposal document for Hume City Council be accepted.</p> <p><u>Compliance Tasks</u> Hume City Council requires a fete proposal. Letter drafted by Fundraising Team and tabled. Recommendation for the letter to include that the development of robust Risk Assessment procedures</p>	<p>6.1 Motion: That the 12th March 2020 Fundraising Sub-Committee minutes be accepted. Moved: SDS Seconded: AMcD All in favour, carried unanimously</p> <p>6.2 Motion: That the JSA Fete proposal documents for Hume City Council be accepted. Moved: RC Seconded: SB All in favour, carried unanimously</p>

<p>7 Principal's Report</p>	<p>7.1 Motion: That Principal, Corinne Pupillo's report be accepted.</p> <p>Report Tabled -- Presented by Corinne Pupillo</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Enrolments have increased and this was reflected in the Confirmed SRP • Healthy budget to operate all aspects of the school 	<p>7.1 Motion: That the Principal's Report by Corinne Pupillo be accepted</p> <p>Moved: SDS</p> <p>Seconded: SB</p> <p><i>All in favour, carried unanimously</i></p>
<p>8 Assistant Principal: Excellence in Teaching & Learning</p>	<p>8.1 Motion: That the Excellence in Teaching & Learning report presented to School Council be accepted.</p> <p>Report tabled & presented by Stephanie Di Salvo</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Personalise LSP sent out earlier due to early start to school holidays • JSA Assessment Guidelines developed for teachers 	<p>8.1 Motion: That the Excellence in Teaching & Learning report presented to School Council be accepted.</p> <p>Moved: AMc</p> <p>Seconded:</p> <p><i>All in favour, carried unanimously</i></p>
<p>9 Assistant Principal: Positive Climate for Learning</p>	<p>9.1 Motion: That the Positive Climate for Learning Report be accepted.</p> <p>Report tabled & presented by Richard Crawshaw</p> <p>Highlights:</p> <ul style="list-style-type: none"> • SeeSaw platform engagement is well above our registration target and in current Learning from Home will be very practical and useful for staff and parents • House Groups rolled out for 2020 	<p>9.1 Motion: That the Positive Climate for Learning Report be accepted.</p> <p>Moved: SB</p> <p>Seconded: CP</p> <p><i>All in favour, carried unanimously</i></p>
<p>10</p>	<p>10.1 Occupational Health & Safety Report be accepted.</p> <p>Report tabled & presented by Corinne Pupillo</p>	<p>10.1 Motion: Occupational Health & Safety Report be accepted.</p> <p>Report Tabled:</p> <p>Moved: AMc</p> <p>Seconded: SB</p> <p><i>All in favour, carried unanimously</i></p>
<p>11</p>	<p>11.1 ICT Report be accepted.</p> <p>Report tabled & presented by Corinne Pupillo</p>	<p>11.1 Motion: ICT Report be accepted.</p> <p>Moved: SB</p> <p>Seconded: RC</p> <p><i>All in favour, carried unanimously</i></p>

<p>12</p>	<p>12.1 Facilities Manager Report be accepted. Report tabled & presented by Corinne Pupillo</p>	<p>12.1 Motion: Facilities Manager Report be accepted. Moved: VS Seconded: RC <i>All in favour, carried unanimously</i></p>
<p>13 Student Representative Council (SRC) Report</p>	<p>13.1 Motion: That the SRC report presented to School Council be accepted. Minutes tabled and presented by Alisha Minns Highlights</p> <ul style="list-style-type: none"> House Groups & House Cup was displayed for councillors 	<p>13.1 Motion: That the SRC Report be accepted. Moved: RC Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>14. General Business</p>	<p>14.1 Policies for Endorsement: 14.1.1 Asset Management Policy</p> <p>14.1.2 Cash Handling Policy</p> <p>14.1.3 EFTPOS & QKR Policy</p> <p>14.1.4 Electronic Funds Transfer Policy</p> <p>14.1.5 Finance Administration Policy</p>	<p>14.1.1 Motion: That the Asset Management Policy be accepted Moved: VS Seconded: SD <i>All in favour, carried unanimously</i></p> <p>14.1.2 Motion: That the Cash Handling Policy be accepted Moved: RC Seconded: SB <i>All in favour, carried unanimously</i></p> <p>14.1.3 Motion: That EFTPOS & QKR Policy be accepted Moved: SDS Seconded: VS <i>All in favour, carried unanimously</i></p> <p>14.1.4 Motion: That the Electronic Funds Transfer Policy be accepted Moved: RC Seconded: SDS <i>All in favour, carried unanimously</i></p> <p>14.1.5 Motion: That the Finance Administration Policy be accepted Moved: VS Seconded: AM <i>All in favour, carried unanimously</i></p>

<p>14.1.6 Fundraising Policy</p>	<p>14.1.6 Motion: That the Fundraising Policy be accepted. Moved: VS Seconded: AMD <i>All in favour, carried unanimously</i></p>
<p>14.1.7 Gifts Benefits & Hospitality Policy</p>	<p>14.1.7 Motion: That the Gifts Benefits & Hospitality Policy be accepted. Moved: AM Seconded: RC <i>All in favour, carried unanimously</i></p>
<p>14.1.8 Hire of Facilities Policy and Agreement</p>	<p>14.1.8 Motion: That the Hire of Facilities Policy & Agreement be accepted. Moved: RC Seconded: SDS <i>All in favour, carried unanimously</i></p>
<p>14.1.9 Internet Banking Policy</p>	<p>14.1.9 Motion: That the Internet Banking Policy be accepted. Moved: SDS Seconded: VS <i>All in favour, carried unanimously</i></p>
<p>14.1.10 Purchasing Card Policy</p>	<p>14.1.10 Motion: That the Purchasing Card Policy be accepted. Moved: VS Seconded: SDS <i>All in favour, carried unanimously</i></p>
<p>14.1.11 Sponsorship and Promotion Policy</p>	<p>14.1.11 Motion: That the Sponsorship & Promotion Policy be accepted. Moved: AM Seconded: SB <i>All in favour, carried unanimously</i></p>

	<p>14.2 Wakakirri Best Start Program including the offsite and out of school hours performances on 24th, 25th and 28th August 2020 (only 1 one of these dates will be required).</p> <p>14.2.1 Motion: That school council endorse the Wakakirri Best Start Program including the offsite and out of school hours performances on 24th, 25th and 28th August 2020 (only 1 of these dates will be required)</p>	<p>14.2.1 Motion: That school council endorse the Wakakirri Best Start Program including the offsite and out of school hours performances on 24th, 25th and 28th August 2020 (only 1 of these dates will be required)</p> <p>Moved: AM Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>15. Other General Business</p>	<p>15.1 Motion: That School Council approve Michelle Owen as the Casual School Council Parent Representative</p> <p>15.2 Motions: That school council approve Michelle Owen to fill the Vice President vacancy on School Council.</p> <p>15.3 COVID-19 – Corinne Pupillo</p> <ul style="list-style-type: none"> • Learning from Home arrangements were explained including expectations of staff • Thank you to school council for their support and co-operation as we move to the next phase of remote teaching and learning • Councillors explained that the school had provided timely and effective Communication • Individual packs would be sent home to families in preparation for Term 2. • Staff have been hugely positive and responsive. • The situation may change in the coming weeks however, we still believe Tuesday 14th is a Pupil Free day. In the event arrangements change, Corinne will contact parents via email. <p>Corinne wished all councillors a restful and healthy break and asked everyone to reach out for support if needed.</p>	<p>15.1 Motions: That School Council approve Michelle Owen as the Casual School Council Parent Representative until March 2022</p> <p>Moved: RC Seconded: VS <i>All in favour, carried unanimously</i></p> <p>15.2 Motion: That school council approve Michelle Owen to fill the Vice President vacancy.</p> <p>Moved: SDS Seconded: SB <i>All in favour, carried unanimously</i></p>

Next Meeting

Investigate the possibility of remote link in the event we are unable to meet in person.

Meeting Closed at: 5.20pm

Signed as a correct record:

School Council President



Principal

