

JSA SCHOOL COUNCIL GENERAL MEETING

Date: 7 th May 2020	Time: 5.30pm	Location: Via Webex
Chairperson: Lisa Sette (School Council President)		Minutes: Fiona Micelotta
		Time Keeper: N/A

Attendees:	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) Fiona MICELOTTA (FM), Angel SAUZIER (AZ) Aidan MULLEN (AMu) Denise CLARKE(DC)(OBSERVER)
Apologies:	

General Meeting Item	Discussion	Motions and Actions
1. Welcome/quorum	<p>Welcome</p> <p>Quorum: (minimum 6 with non DET greater than DET members)</p> <ul style="list-style-type: none"> - Parent Members 6 - DET Members 4 - Community Member 1 	
Apologies	<p>1.1 Motion: That the apologies be accepted.</p> <ul style="list-style-type: none"> • No apologies 	<p>1.1 Motion: That the apologies be accepted. Moved: LS Seconded: MO <i>All in favour, carried unanimously</i></p>
2. Minutes of Previous School Council Minutes	<p>2.1 Motion: That the Minutes of the previous meeting, Monday 26th March 2020 be accepted.</p>	<p>2.1 Motion: That the Minutes of the Previous School Council Meeting 26th March 2020 be accepted. Moved: LS Seconded: AM <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 <p>3.1.2 Correspondence Out:</p> <ul style="list-style-type: none"> • NIL 	<p>3.1.1 <u>Motion</u> That the Correspondence IN be accepted. Moved: LS Seconded: AS <i>All in favour, carried unanimously</i></p>
<p>4. Finance Sub Committee Report</p>	<p>4.1 Motion: That the 21st April 2020 Finance Sub Committee Minutes and Reports be accepted.</p> <p>4.2 Motion: That School Council move \$180,282.93 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of March 2020.</p> <p>4.3 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted</p> <p>4.4 Motion: School Council approve the removal of the Family Invoices due to two families leaving the school.</p> <p>4.5. Motion: School Council approve an additional Sub-program Budget for Remote Learning expenses due to COVID 19 \$1,000.00 (7070 – 2020 Remote Learning)</p>	<p>4.1 <u>Motion</u>: That the 21st April 2020 Finance minutes and reports be accepted Moved: SB Seconded: AM <i>All in favour, carried unanimously</i></p> <p>4.2 Motion : That School Council move \$180,282.93 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of March 2020. Moved: SB Seconded: AS <i>All in favour, carried unanimously</i></p> <p>4.3 <u>Motion</u>: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted Moved: SB Seconded: MO <i>All in favour, carried unanimously</i></p> <p>4.4 Motion: School Council approve the removal of the Family Invoices due to two families leaving the school. Moved: SB Seconded: AM <i>All in favour, carried unanimously</i></p> <p>4.5 Motion: School Council approve an additional Sub-program Budget for Remote Learning expenses due to COVID 19 \$1,000.00 (7070 – 2020 Remote Learning) Moved: SB Seconded: MO <i>All in favour, carried unanimously</i></p> <p>4.6 Motion: School Council approve the budget increase of \$5,000.00 to the</p>

	<p>4.6 Motion: School Council approve the budget increase of \$5,000.00 to the Administration budget due to remote learning increasing the SMS Global usage.</p> <p>4.7 Motion: That School Council approve the adjustments of 2020 School charges reviewed and accepted by Finance Sub-committee on a case by case basis.</p>	<p>Administration budget due to remote learning increasing the SMS Global usage. Moved: SB Seconded: MO <i>All in favour, carried unanimously</i></p> <p>4.7 Motion: That School Council approve the adjustments of 2020 School charges reviewed and accepted by Finance Sub-committee on a case by case basis. Moved: SB Seconded: AS <i>All in favour, carried unanimously</i></p>
<p>5 Building & Grounds Sub Committee</p>	<p>5.1 Motion: That the 23rd April 2020 Buildings & Grounds Sub Committee Minutes be accepted.</p> <ul style="list-style-type: none"> • Flagpoles have been delivered and installed today • Ride on mower has been repaired most likely will need to source a new ride on mower 	<p>5.1 Motion: That the 23rd April 2020 Buildings and Grounds report be accepted. Moved: LS Seconded: AM <i>All in favour, carried unanimously</i></p>
<p>6 Fundraising Sub Committee</p>	<p>Fundraising activities are on hold for Term 2 during COVID 19</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 Highlights:</p> <ul style="list-style-type: none"> • Students numbers on site are assessed case by case. Will continue to monitor over the next few weeks. Currently we have enough staff on site. • Unprecedented start to Term 2 and is so humbled the way the community has responded and impressed with the way the staff have embraced the new technologies recommended by the department. • A special thank you to Denise, Quang and Luat for coordinating the requests from families to have access to school devices and many of the families are grateful for the support. • We have welcomed new staff to JSA: Tom Martin (Teacher Rm 15 W-F), Jade Molinari (Teacher Rm 7), Angela Weatherly (Rm 9). Mandy Sharma relinquished her Learning Specialist Role and Miranda Ingram was the successful applicant following an internal expression of interest. • Assistant Principal in Excellence in Teaching & Learning (Range 2) currently advertised in Term 2. • 2020 Naplan have been cancelled this year to the COVID-19 Pandemic. 	<p>7.1 Motion: That the Principal's Report by Corinne Pupillo be accepted Moved: CP Seconded: VS <i>All in favour, carried unanimously</i></p>

	<ul style="list-style-type: none"> • Currently we have 21 students in the Year 6/7 Program for Students with Disabilities (PSD) review process. • Pupil Free Day on Tuesday 14th April for staff to prepare for the flexible and remote learning on this day. • JSA has a new newsletter look "INewsletter". • Due to the increase of the SRP the principal classification has changed from Principal Range 4 to Principal Range 5 	
8 Assistant Principal: Excellence in Teaching & Learning	<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"> • Term 2 Guidelines for Flexible and Remote Learning – Includes: home and onsite learning programs that are equal, communication protocols between teachers and families are implemented and maintained, submission of student work is recorded regularly, for students that don't have access to digital technologies at home JSA will loan existing devices. • Assessments & Feedback during Flexible and remote learning at JSA will be measured against students PLSP goals and the Victorian Curriculum student work will be collected and recorded. • COVID-19 working from home protocols and procedures for Teachers & ES Staff. • Professional Learning Communities (PLC) 	<p>8.1 Motion: That the Excellence in Teaching & Learning report presented to School Council be accepted.</p> <p>Moved: SDS Seconded: AS <i>All in favour, carried unanimously</i></p>
9 Assistant Principal: Positive Climate for Learning	<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"> • Annual Implementation Plan: Goal – to improve student voice and agency in their learning – Many of the strategies outlined relating to student voice and agency have needed to be put on hold for the time being. There has been much engagement and communication between staff and families through the remote platform. • Key Improvement Strategy 1– SSG's will commence in Week 5 a week later than originally planned. The aim will continue to be that student participation will take place through either webex video conferencing or telephone. SeeSaw app continues to grow and be an important platform for communication between staff and families. Currently there are over 200 families (as of today) connected to SeeSaw. • Key Improvement Strategy 2 – School House Team System – on hold for the time being. House Colour Day at school next Friday 15th May – everyone onsite encouraged to wear their house colours and also staff and students off site. House Captains and Vice Captains will be announced soon. • SIT team plan to meet twice this term 	<p>9.1 Motion: That the Positive Climate for Learning Report be accepted.</p> <p>Moved: RC Seconded: AMc <i>All in favour, carried unanimously</i></p>

- Student Voice Policy revised.

10

10.1 Occupational Health & Safety Report be accepted.

Report tabled & presented by Denise Clarke

Highlights:

- We have two first aid rooms (2nd one near the cleaners room)
- The COVID19 Incident Management Team meet every Thursday to manage the current COVID19 Environment
- One of Emergency Evacuation backpacks are located in the office building
- Emergency Evacuation Signs ordered
- Contagious Disease – due to the COVID19 Pandemic we have put some controls in place to minimise the risk of infection.
- Risk Management – simple powerpoint slide created to train staff regarding the key agency of the incident/hazards
- Immunisation – Flu immunisation was completed for staff on April 16.
- Boosterix and Hep B started also April 16
- Staff First Aid/CPR training scheduled for 13th June (pending COVID19 dates may change)

10.1 **Motion:** Occupational Health & Safety Report be accepted.

Report Tabled:

Moved: DC

Seconded: AMc

All in favour, carried unanimously

11

11.1 ICT Report be accepted.

Report tabled & presented by Denise Clarke

Highlights:

- School ICT equipment upgrade completed
- Clickview for students and 0365 outlook emails for students
- Set up remote desktop for school admin completed
- NBN upgrade for phone system completed
- PLSP and incident report set-up, Goal bank modification and PLSP first printout completed.

11.2 The following computers are four years old and out of warranty, part of schools regular rollover and not compatible to the current school set up. Two are damaged beyond repair. Quang is able to recoup \$300.00 from sale of the computers

Manufacturer	Model	Serial #	Barcode
LENOVO	Thinkcentre M73	PC03YSDJ	0509
LENOVO	Thinkcentre M73	PC0CBT45	0619
LENOVO	Thinkcentre M73	PC0CBT46	0106
LENOVO	Thinkcentre M73	PC0YSMDM	0114
LENOVO	Thinkcentre M73	PC0CBT40	0165

11.1 **Motion:** ICT Report be accepted.

Moved: LS

Seconded: AS

All in favour, carried unanimously

LENOVO	Thinkcentre M73	PC0CBT3Z	0171
LENOVO	Thinkcentre M73	PC03ZUNH	0422
LENOVO	Thinkcentre M73	PC03ZUNK	0616
LENOVO	Thinkcentre M73	PC03YSD4	0265
LENOVO	Thinkcentre M73	PC03YSCT	0352
LENOVO	Thinkcentre M73	PC03YSD2	0266
LENOVO	Thinkcentre M73	PC0CBT41	0274
LENOVO	Thinkcentre M73	PC03YSD0	0344
LENOVO	Thinkcentre M73	PC0CBT3X	0383
LENOVO	Thinkcentre M73	PC03YSCX	0042
LENOVO	Thinkcentre M73	PC03YSD3	0615
LENOVO	Thinkcentre M73	PC0CBT3Y	0037

11.2.2 Motion: That the computers as listed be de-commissioned and removed from Schools asset register.

11.1 Motion: That the computers as listed be de-commissioned and removed from Schools asset register.

Moved: VS

Seconded: LS

All in favour, carried unanimously

12

12.1 Facilities Manager Report be accepted.

Report tabled & presented by Denise Clarke

Highlights:

- Middle School Building – 10 modular units were delivered onsite during the school holidays. All services are now being connected and final electrical and plumbing works are on the way. Each classroom will have a door to an external walkway as well as a door from the main internal walkway
- Grounds – new springfree trampoline PG1 was installed in the last week of term and the Vuly trampoline for PG4 has arrived and waiting on installation.
- The shade sails have been removed for the winter to given time for repairs required and cleaning where necessary.
- Buildings – new staffroom chairs have finally arrived. Door in Room 19 has been replaced and new window frames have been installed in the secondary breezeway
- Remote learning equipment borrowing – all staff are expected to participate in virtual meetings a few times per week as well as professional learning activities and other committees. Many teacher aides did not have access to computers at home, JSA was able to lend approx. 12 computers to staff for school us. We have had approx. 34 requests for equipment for students and must thank Quang and Luat for their work in getting the computers and IPADs ready for these students as it was an enormous job.

12.1 Motion: Facilities Manager Report be accepted.

Moved: LS

Seconded: VS

All in favour, carried unanimously

	<p>12.2 Motion: Screens to be installed in Reception area to make office safer. For School Council to approve the Quote from BR Projects for \$7678.00</p>	<p>12.2 Motion: SC to approve the Quote from BR Projects for \$7678.00 for screens to be installed in Reception be accepted. Moved: AS Seconded: MO <i>All in favour, carried unanimously</i></p>
13 Student Representative Council (SRC) Report	No SRC meeting held on Term 2	
14. General Business	<p>14.1 Policies for Endorsement:</p> <p>14.1.1 Critical Incident Policy</p> <p>14.1.2 Mealtime Assistance Policy</p> <p>14.1.3 Personal Mobile Device Policy</p> <p>14.1.4 Student Voice & Agency Policy</p> <p>14.2. Term 2 SSG's Due to COVID-19 could SC approve that we conduct SSG's in weeks 5, 6 & 7 The dates that were approved in December 2019 were weeks 4, 5 & 6. 14.2.1 Motion: To approve that SSGS are conducted in Weeks 5,6,& 7 in Term 2.</p>	<p>14.1.1 Motion: That the Critical Incident Policy be accepted Moved: CP Seconded: AS <i>All in favour, carried unanimously</i></p> <p>14.1.2 Motion: That the Mealtime Assistance Policy be accepted Moved: MO Seconded: AS <i>All in favour, carried unanimously</i></p> <p>14.1.3 Motion: That Personal Mobile Device Policy be accepted Moved: MO Seconded: AMu <i>All in favour, carried unanimously</i></p> <p>14.1.4 Motion: That the Student Voice & Agency Policy be accepted Moved: AM Seconded: CP <i>All in favour, carried unanimously</i></p> <p>14.2.1 Motion: To approve that SSGS are conducted in Weeks 5,6,& 7 in Term 2. Moved: CP Seconded: RC <i>All in favour, carried unanimously</i></p>
15. Other General Business	Migration to new edumail address this evening after 7.30pm at @education.vic.gov.au	
Next Meeting	Thursday 11 th June 2020	Members to join meeting via WebEX
Meeting Closed at: 6.40pm		

Signed as a correct record: School Council President



Principal

