



ISA SCHOOL COUNCIL GENERAL MEETING

Date: 12 th September 2019	Time: 5.30pm	Location: SA – Community Learning Hub
Chairperson: Michelle Owen/Lisa Sette		Minutes: Fiona Micelotta
		Time Keeper: Leanne Sinnadurai

Attendees:	Lisa SETTLE (LS), Leanne SINNADURAI (LSIN), Fiona MICELOTTA (FM) Denise CLARKE (DC), Michelle OWEN (MO), Angel SAUZHIER (AZ), Sharon BORGE (SB), Andrew McDONOUGH (AD), Virginia SMEDLEY (VS) Alisha MINNS (AM),
Apologies:	Corinne PUPILLO(CP) Aidan MULLEN (AM) and NIKKI DAVIS (ND) (Observer)

General Meeting Item	Discussion	Motions and Actions
1. Welcome/quorum	<u>Welcome</u> Quorum: 8 (minimum 6 with non DET greater than DET members) 7 – Parent Members 5 – DET Members 1 - Community Member	
2. Apologies	2.1 Motion: That the apologies be accepted.	2.1 Motion: That the apologies be accepted. Moved: LSIN Seconded: DC <i>All in favour, carried unanimously</i>
3. Minutes of Previous School Council Minutes	3.1 Motion: That the Minutes of the previous meeting, 8 th August be accepted.	3.1 Motion: That the Minutes of the Previous School Council Meeting 8 August 2019, be accepted.

		<p>Moved: AM Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>4. Correspondence-In/Out</p>	<p>4.1 Motion: That the Correspondence In / Out be approved.</p> <p>4.1.1 Correspondence In:</p> <ul style="list-style-type: none"> • Home Careers Direct requesting permission to advertise in JSA school newsletter possibly on an ongoing basis. • JSA Maintenance Blitz outcome • DET publication (tabled) <p>4.1.2 Correspondence Out:</p> <ul style="list-style-type: none"> • Grant Submission through the Federal Government. A request for \$10,000.00 for STEAM equipment. 	<p>4.1 Motion: That the Correspondence IN be accepted. Moved: AM Seconded: ISIN <i>All in favour, carried unanimously</i></p> <p>4.2 Motion: That the Correspondence Out be accepted. Moved: VS Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>5. Finance Sub Committee Report</p>	<p>5.1 Motion: That the 20 August 2019 Finance Sub Committee Minutes and Reports be accepted</p> <p>5.2 Motion: That the July Balance Sheet Report be accepted</p> <p>5.3 Motion: That the July 2019 Operating Statement Report</p> <p>5.4 Motion: That the accounts payable for July 2019 be approved.</p>	<p>5.1 Motion: That the 20th August 2019 Finance minutes and reports be accepted Moved: DC Seconded: ISIN <i>All in favour, carried unanimously</i></p> <p>5.2 Motion: The July Balance Sheet Report be accepted. Moved: AM Seconded: MO <i>All in favour, carried unanimously</i></p> <p>5.3 Motion: That the July 2019 Operating Statement Report be accepted. Moved: MO Seconded: AMc <i>All in favour, carried unanimously</i></p> <p>5.4 Motion: That the accounts payable for July 2019 be approved. Moved: AM Seconded: MO</p>

	<p>5.5 Motion: That the Westpac Purchasing Card payments be approved.</p> <p>5.6 Motion: To approve Leanne Simadurai and Lisa Sette as verifiers for the school Purchasing cards.</p> <p>5.7 Motion: To Approve and endorse new Purchasing Card for Michelle McMaster to the limit of \$2000.00</p> <p>5.8 Motion: to approve the removal of the unrecoverable Family Invoices for the month of July 2019</p> <p>5.9 Motion: to approve the 2020 Essential Items Fees (\$275 and 10% discount for Term 1 Payments)</p>	<p><i>All in favour, carried unanimously</i></p> <p>5.5 Motion: That the Westpac Purchasing Card payments be accepted. Moved: MO Seconded: LSIN <i>All in favour, carried unanimously</i></p> <p>5.6 Motion: To approve Leanne Simadurai and Lisa Sette as verifiers for the school Purchasing Cards. Moved: AM Seconded: SB <i>All in favour, carried unanimously</i></p> <p>5.7 Motion: To approve and endorse new purchasing card for Michelle McMaster to the limit of \$2000.00. Moved: DC Seconded: MO <i>All in favour, carried unanimously</i></p> <p>5.8 Motion: To approve the removal of the unrecoverable Family Invoices for the month of July 2019. Moved: LSIN Seconded: SB <i>All in favour, carried unanimously</i></p> <p>5.9 Motion: To approve the 2020 Essential Items Fees (\$275.00 and 10% discount for Term 1 payments) Moved: AM Seconded: SB <i>All in favour, carried unanimously</i></p>
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	<p>5.10 Motion: To approve the Budget increase for Employee Health (5501) to \$15,900.00</p>	<p>5.10 Motion: To approve the Budget increase for Employee Health (5501) to \$15,900.00 Moved: MO Seconded: LSIN <i>All in favour, carried unanimously</i></p>
<p>5 Building & Grounds Sub Committee</p>	<p>6.1 Motion: That the 28th August 2019 Buildings & Grounds Sub Committee Minutes be accepted. Highlights:</p> <ul style="list-style-type: none"> • VET Workshop Officially opened on 29th August 2019 • Letterbox delivered to school to replace old – to be installed. <p>6.2 Business Arising – New Public Address (PA) system – still sourcing quotes. It appears as though we B&G will need an additional \$25,000.00. Motion: To approve the leftover funds of \$25,000.00 from VET workshop and transfer to B&G for PA upgrade.</p>	<p>6.1 Motion: That the 28th August 2019 Buildings and Grounds report be accepted. Moved: LSIN Seconded: DC <i>All in favour, carried unanimously</i></p> <p>6.2 Motion: That SC approve the transfer of \$25,000.00 remaining from VET workshop to Buildings and Grounds for PA system upgrade. Moved: AM Seconded: DC <i>All in favour, carried unanimously</i></p>
<p>7 Fundraising Sub Committee</p>	<p>7.1 Motion: That the 5th September 2019 Fundraising Sub Committee Meeting Minutes be accepted. Highlights:</p> <ul style="list-style-type: none"> • Silver coin Frenzy profit of \$1140.00 • Fathers Day Stall profit of \$995.68 • Footy day Lunch order (profit not yet available) • Fundraising committee have ordered new t-shirts and are awaiting arrival. 	<p>7.1 Motion: That the 5th September Fundraising Sub-Committee minutes be accepted. Moved: AM Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>8 Principals Report</p>	<p>8.1 Motion: That the Acting Principal, Leanne Sinnadurai's report be accepted. Report Tabled Highlights:</p> <ul style="list-style-type: none"> • Leanne's last School Council as Acting Principal – thanking SC for the opportunity and really enjoyed the experience. • Staff Preference Forms – have been given to all JSA staff with a return to PCT by Friday 20th September 4pm. • Recruitment – OT (in progress) • 2 Classroom positions (in progress) • 1 Speech Therapist (on hold) due to the completion of Therapy Team Leader position that is currently 	<p>8.1 Motion: That the Acting Principal's Report by Leanne Sinnadurai be accepted Moved: MO Seconded: LSIN <i>All in favour, carried unanimously</i></p>

<p>6.20pm</p>	<ul style="list-style-type: none"> • Therapy Team Leader (in progress) • Attitude to School Survey – positive increase from all our students. Leanne highlighted the growth shown in the survey. • AIP – Reading Sub-School Improvement Team (SIT) – 19th Aug 2019 teachers were able to further develop their knowledge, skills and strategies to more effectively teach reading to students. • 2020 Classroom Placements – ‘The classroom placement is very complex and many factors are considered in the decision making process and all students are given the same careful consideration as others. • Victorian State School Spectacular – Our JSA Music specialists Catherine Schmidt is leading the JSA group of students, staff and volunteers. VSSS will be 2 shows on September 14th 1:00pm, and 6,30pm and filmed by Channel 7 for broadcasting at a later date. • Curriculum day – Monday 4th November <p>School council president Lisa Sette arrived (late arrival) and Michelle Owen – Vice School Council President, handed over to Lisa Sette to chair the remainder of this school council meeting.</p>	
<p>9 Assistant Principal: School Innovation & Accountability Report</p>	<p>9.1 Motion: That the School Innovation and Accountability report presented to School Council be accepted.</p> <p>Report Tabled</p> <p>Highlights: Presented by Leanne Sinnadurai on behalf of Mark Taylor</p> <ul style="list-style-type: none"> • Professional Practice – Term 3 – SIT have been presenting their progress to Teachers on Thursday afternoons. The Literacy SIT will be presenting to staff over the next 3 weeks. • SRC – SRC groups have been working towards their goal for 2019- giving all students at JSA a voice to share their experience during playground time. • ES Professional Learning – 2 classroom observations per term – A roster for all ES staff to be released from their classrooms for 30 minutes to observe chosen classrooms as part of their PDP was provided to all SC’s • Melbourne University Research – Alerting and attention orientating for children with Autism – Our school has been contacted by students from the University of Melbourne to participate in a research project which examines the levels of alertness of young people with ASD and how alertness relates to their abilities to move their attention from one location to another. 	<p>9.1 Motion: That the AP School Innovation and Accountability report be accepted</p> <p>Moved: ISIN</p> <p>Seconded: AM</p> <p><i>All in favour, carried unanimously</i></p>

<p>10 Assistant Principals: eLearning and Operations Report</p>	<p>10.1 Motion: That the eLearning and Operations Report be accepted.</p> <p>Report tabled.</p> <p>Highlights: Presented by Denise Clarke</p> <ul style="list-style-type: none"> Edusafe is a little high (232) compared to last year (100). This could be due to inconsistent data and new staff joining JSA. New staff are being offered some Professional Learning on Tier 1 strategies – focusing on Classroom structure and Routine and structure to help assist and aim to reduce Edusafe reports. eLearning – We have begun trialling a new program called Maths Seeds Building & Grounds – celebrating VET Workshop Opening 29th August 2019 	<p>10.1 Motion: That the eLearning and Operations report be accepted</p> <p>Moved: VS Seconded: SB</p> <p><i>All in favour, carried unanimously</i></p>
<p>11 Student Representative Council (SRC) Report</p>	<p>11.1 Motion: That the SRC report presented to School Council be accepted.</p> <p>Minutes tabled and presented by Leanne Sinnadurai</p> <p>Highlights</p> <ul style="list-style-type: none"> Focus at the moment – how students see staff in the playground? 	<p>11.1 Motion: That the SRC Report be accepted.</p> <p>Moved: VS Seconded: VS</p> <p><i>All in favour, carried unanimously</i></p>
<p>12. General Business</p>	<p>12.1 Policies for Endorsement:</p> <p>12.1.1 AAC Policy 2019 (LS)</p> <p>12.1.2 Parent Carer Payment Policy & Protocols 2020</p> <p>12.1.3 Child Protection Mandatory Reporting and other Obligations 2019 Policy (LS)</p> <p>12.1.4 Duty of Care Policy 2019 (LS)</p>	<p>12.1.1 Motion: That the AAC policy 2019 be accepted;</p> <p>Moved: LSIN Seconded: VS</p> <p><i>All in favour, carried unanimously</i></p> <p>12.1.2 Motion: That the Parent Carer Payment Policy & Protocols be accepted.</p> <p>Moved: MO Seconded: VS</p> <p><i>All in favour, carried unanimously</i></p> <p>12.1.3 Motion: That the Child Protection Mandatory Reporting & other Obligations 2019 Policy be accepted;</p> <p>Moved: MO Seconded: AM</p> <p><i>All in favour, carried unanimously</i></p> <p>12.1.4 Motion: That Duty of Care Policy 2019 be accepted;</p> <p>Moved: MO Seconded: SB</p>

	<p>12.15 Complaints Policy 2019 (LS)</p> <p>12.16 Privacy Policy (LS)</p> <p>12.17 Bus and Drug Alcohol Policy 2019 (DC)</p> <p>12.18 Bullying Prevention Policy (DC)</p> <p>12.19 DET Workplace Bullying Policy (DC)</p>	<p><i>All in favour, carried unanimously</i></p> <p>12.15 Motion: That the Complaints Policy 2019 be accepted; Moved: MO Seconded: LS <i>All in favour, carried unanimously</i></p> <p>12.16 Motion: That the Privacy Policy 2019 be accepted. Moved: AS Seconded: DC <i>All in favour, carried unanimously</i></p> <p>12.17 Motion: That School Council approves the adoption of the Bus and Drug Alcohol Policy for all school council employees, volunteers and contractors engaged by the school council Moved: DC Seconded: AM <i>All in favour, carried unanimously</i></p> <p>12.18 Motion: That School Council approves the adoption of the Department's Bullying Prevention Policy for all school council employees, volunteers and contractors engaged by the School Council Policy 2019 be accepted; Moved: MO Seconded: SB <i>All in favour, carried unanimously</i></p> <p>12.19 Motion: That School Council approves the adoption of the Department's Workplace Bullying Policy for all school council employees, volunteers and contractors engaged by the school council Moved: DC Seconded: VS <i>All in favour, carried unanimously</i></p>
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	<p>(Leanne explained the STEAM program to School Council)</p> <p>12.1.17 VCAL Policy (LS)</p>	<p>12.1.16 Motion: To approve the STEAM program commencing 2020. Moved: LSIN Seconded: SB <i>All in favour, carried unanimously</i></p> <p>12.1 17 Motion: That the VCAL Policy 2019 be accepted. Moved: LS Seconded: LSIN <i>All in favour, carried unanimously</i></p>
<p>13. Other General Business</p>	<p>13.1 Motion: to approve a request from Aimee Trice for permission to bring Cadbury Chocolate Fundraiser Box to sell in Staffroom for her Netball Club in Sunbury.</p> <p>13.2 Motion: to approve a request from Homes Carers Direct to advertise in JSA school newsletter possibly on an ongoing basis</p> <p>13.3 Hidden Disability Lanyard program at Melbourne Airport (VS) Official Launch on Sunday – Hopefully on Channel 7 on Monday night. Virginia gave a brief introduction – the entire airport precinct will be covered including carpark. Virginia provided copies of “Departing Melbourne Airport – Social Story”, Departure Maps, Lanyards for the people using the facility to identify the “Hidden disabilities”, Briefing Note for Aviation/Day of Operations and Hidden Disability Program –website page.</p>	<p>13.1 Motion: To approve the from Aimee Trice for permission to bring Cadbury Chocolate Fundraiser Box to sell in Staffroom for her Netball Club in Sunbury Moved: LS Seconded: VS <i>All in favour, carried unanimously</i></p> <p>13.2 Motion: To approve a request from Homes Carers Direct to advertise in JSA school newsletter possibly on an ongoing basis. Moved that school council has rejected the proposal to advertise in the school newsletter: DC Seconded: LS <i>All in favour, carried unanimously</i></p>

2019 SCHOOL COUNCIL DATES

Thursday 31st October
Thursday 5th December

Meeting Closed at 7.35pm

Signed as a correct record:

School Council President



Principal

