



JSA SCHOOL COUNCIL GENERAL MEETING

Date: Thursday 29 th October 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), Virginia SMEDLEY (VS), Alisha MINNS (AM), Michelle OWEN (MO), Andrew MCDONAUGH (AMc), Angel SAUZIER (AZ), Sharon BORG (SB), Emmaleen OAKLEY (EO) (OBSERVER), Denise CLARKE(DC) (OBSERVER) & Fiona MICELOTTA (FM)
Apologies:	Richard Crawshaw (RC), Paul MALAVISI (PM), Aidan MULLEN (AMn) & Stephanie Di Salvo (SDS) (Due to technical issues)

General Meeting Item	Discussion	Motions and Actions
1. Welcome/quorum 1.1 Welcome Quorum: (minimum 6 with non DET greater than DET members) - Parent Members - 5 - DET Members - 2 - Community Member - 1		
Apologies 1.1 Motion: That the apologies be accepted. Apologies: Aidan Mullen, Richard Crawshaw, Paul Malavisi, and Stephanie DiSalvo		1.1 Motion: That the apologies Aidan, Richard Paul and Steph be accepted. Moved: AMcD Seconded: VS <i>All in favour, carried unanimously</i>
2. Minutes of Previous School Council Minutes 2.1 Motion: That the Minutes of the previous meeting, Thursday 6 th August 2020 accepted.		2.1 Motions: That the Minutes of the Previous School Council Meeting 6 th August 2020 be accepted. Moved: AM Seconded: AMcD <i>All in favour, carried unanimously</i>

<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 • My School Pilot: Filimpond collaboration <p>3.1.2 Correspondence Out:</p> <ul style="list-style-type: none"> • My School Pilot: Filimpond collaboration 	<p>3.1.1_Motion That the Correspondence IN be accepted. Moved: AS Seconded: AM <i>All in favour, carried unanimously</i></p> <p>3.1.2_Motion That the Correspondence OUT be accepted. Moved: AS Seconded: VS <i>All in favour, carried unanimously</i></p>
<p>4. Finance Sub Committee Report</p>	<p>4.1 Motion: That the 13th October 2020 Finance Sub Committee Minutes and Reports be accepted.</p> <p>4.2 Motion: That School Council move \$66,884.70 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of July 2020</p> <p>4.3 Motion: That School Council move \$70,321.55 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of August 2020</p> <p>4.4 Motion: That School Council move \$78,959.88 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of September 2020</p>	<p>4.1 Motion: That the 13th October Finance minutes and reports be accepted Moved: SB Seconded: AS <i>All in favour, carried unanimously</i></p> <p>4.2 Motion: That School Council move \$66,884.70 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of July 2020 Moved: SB Seconded: DC <i>All in favour, carried unanimously</i></p> <p>4.3 Motion: That School Council move \$70,321.55 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of August 2020 Moved: SB Seconded: VS <i>All in favour, carried unanimously</i></p> <p>4.4 Motion: That School Council move \$78,959.88 payments be endorsed and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of September 2020 Moved: SB Seconded: EO</p>

All in favour, carried unanimously

4.5 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted for the months of July, August and September 2020.
Moved: SB
Seconded: AMinns
All in favour, carried unanimously

4.6 Motion: School Council approve the removal of the Sundry Debtor Invoices for unrecoverable 2020 Staff Association Fees of approximately \$3,020.00
Moved: SB
Seconded: AM
All in favour, carried unanimously

4.7 Motion: School Council approve the removal of the Family Invoices due to change of Primary Family.
Moved: SB
Seconded: AM
All in favour, carried unanimously

4.8. Motion: That School Council approve the 2021 Essential Items Fees (\$275.00) and 10% discount for Term 1 payments
Moved: SB
Seconded: AMcD
All in favour, carried unanimously

4.9. Motion: That School Council accept the request to carry of the remainder 2020 Swimming Budget and Kitchen Garden Program Budget into 2021 expenditure
Moved: SB
Seconded: DC
All in favour, carried unanimously

4.5 Motion: That School Council move all statements and payments as tabled for the School Purchase Cards be accepted for the months of July, August and September 2020.

4.6 Motion: School Council approve the removal of the Sundry Debtor Invoices for unrecoverable 2020 Staff Association Fees of approximately \$3,020.00

4.7 Motion: School Council approve the removal of the Family Invoices due to change of Primary Family.

4.8 Motion: That School Council approve the 2021 Essential Items Fees (\$275.00) and 10% discount for Term 1 payments

4.9 Motion: That School Council accept the request to carry of the remainder 2020 Swimming Budget and Kitchen Garden Program Budget into 2021 expenditure

* Query approx. \$8.2 million – to follow up with Finance.

4.10 Motion: That School Council accept and endorse the 2021 indicative cash budget for \$2,061,799.00

4.10 Motion: That School Council accept and endorse the 2021 indicative cash budget for \$2,061,799.00

Moved: SB
Seconded: CP

All in favour, carried unanimously

4.11 Motion: That School Council approve the expenditure increase to budget 5503 Occupational Health & Safety (OH&S) by \$3500 to cover additional OH&S supplies due to COVID-19

4.11 Motion: That School Council approve the expenditure increase to budget 5503 Occupational Health & Safety (OH&S) by \$3500 to cover additional OH&S supplies due to COVID-19

Moved: SB
Seconded: AMcD

All in favour, carried unanimously

4.12 Motion: That School Council approve the expenditure increase to budget 4801 (Library) by \$500 to cover the cost of new shelving

4.12 Motion: That School Council approve the expenditure increase to budget 4801 (Library) by \$500 to cover the cost of new shelving

Moved: SB
Seconded: AMinns

All in favour, carried unanimously

4.13 Motion: That the following assets have been disposed of for the following reasons:

(a) See attached list of unseen assets from February 2020 stocktake (approx. 116 items)

4.13 Motion: That the following assets have been disposed of for the following reasons:
(a) See attached list of unseen assets from February 2020 stocktake (approx. 116 items)

Moved: SB
Seconded: AS

All in favour, carried unanimously

4.14 Motion: That School Council approve and endorse the following signatories to be removed for the listed bank accounts:

- a) High Yield – 10001 – Westpac
 - i. Denise Clarke
- b) Official Account – 10002 (CBA)
Denise Clarke

4.14 Motion: That School Council approve and endorse the following signatories to be removed for the listed bank accounts:
c) High Yield – 10001 – Westpac

- i. Denise Clarke

d) Official Account – 10002 (CBA)
Denise Clarke

Moved: SB
Seconded: AMinns

	<p>4.15 Motion: That School Council approve and endorse the following non-signatories to have online banking access for the listed bank accounts:</p> <p>a) High Yield – 10001 – Westpac</p> <ul style="list-style-type: none"> i. Melissa Beckwith ii. Frances Hansen iii. Michelle McMaster <p>b) Official Account – 10002 (CBA)</p> <ul style="list-style-type: none"> i. Melissa Beckwith ii. Frances Hansen 	<p><i>All in favour, carried unanimously</i></p> <p>4.15 Motion: That School Council approve and endorse the following non-signatories to have online banking access for the listed bank accounts:</p> <p>e) High Yield – 10001 – Westpac</p> <ul style="list-style-type: none"> i. Melissa Beckwith ii. Frances Hansen iii. Michelle McMaster iv. Melissa Beckwith ii. Frances Hansen <p>f) Official Account – 10002 (CBA)</p> <ul style="list-style-type: none"> ii. Frances Hansen <p>Moved: SB Seconded: VS <i>All in favour, carried unanimously</i></p>
<p>5 Building & Grounds Sub Committee</p>	<p>5.1 Motion: That the 15th October 2020 Buildings & Grounds Sub Committee Minutes be accepted.</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> • Restoration of Staff Room • Water around the school (pooling outside room 15 and oval and flooding in playground 4 which was caused by broken pipe. Pipe has been replaced. • Middle school new building – works being done to steps – handrails etc 	<p>5.1 Motion: That the 15th October 2020 Buildings and Grounds report be accepted.</p> <p>Moved: AMinns Seconded: AMcD <i>All in favour, carried unanimously</i></p>
<p>6 Fundraising Sub Committee</p>	<p>6.1 Fundraising activities are on hold for Term 4 during COVID 19</p> <ul style="list-style-type: none"> • Profit and Loss statement tabled in Finance Report 	
<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><u>Highlights:</u></p> <ul style="list-style-type: none"> • Term 4 Focus- Health and wellbeing, literacy and numeracy and transitions. Unfortunately, due to the pandemic Year 6 & 12 graduation ceremonies, school performances and award ceremonies have been cancelled. A modified COVID protocol has been developed for Graduation that includes live streaming for those who are not able to attend. • Parent Opinion Survey – Will be conducted from Monday 12th October to Friday 13th November. • Work Safe Visit – On Tuesday 15th Sept, Workplace Inspector Ron Carli visited JSA for the purpose of routine COVID19 Inspection. Overall the report was very positive and verified the schools' systems work. 	<p>7.1 Motion: That the Principal's Report by Corinne Pupillo be accepted</p> <p>Moved: CP Seconded: AS <i>All in favour, carried unanimously</i></p>

	<ul style="list-style-type: none"> ● PASS Awards – Recognising Outstanding Achievement – Outstanding Volunteer Category: Fundraising for Climbing Gym: Lisa Sette -Outstanding Team Category: COVID-19 Incident Management Team: Denise Clarke, Leila Tehrani Homa, Michelle McMaster, Fiona Micelotta, Richard Crawshaw, Emmaleen Oakley & Corinne Pupillo -Outstanding Team Category: Student Voice and Agency School Improvement Team: Richard Crawshaw, Dan Moloney, Mark Taylor, Loren Cendlewski, Rachael MacMillan & Miranda Ingram ● Additional pupil free day in August 18th was a very productive day and appreciation to School Council for allowing the extra. ● In planning for 2021 we are currently advertising for the following positions: <ul style="list-style-type: none"> 3 x Classroom Teachers 1 x Learning Specialist 1x 0.6 Art Specialist 1 x Occupational Therapist 2 x Teacher Aides <p>Secondary classroom teacher Katelyn Ledy has had to return to Canada due to personal reasons and we have employed a regular CRT Insan Azzubaidi to replace Katelyn for the remainder of the year.</p> <ul style="list-style-type: none"> ● My School Website – joint project with Filmpond & ACARA are exploring a way that schools can add a video school tour to their My School profile page. 20 schools invited and JSA is fortunate to be selected for a free 3-minute film. 	
<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 Emmaleen Oakley</p> <p>Highlights:</p> <ul style="list-style-type: none"> ● Term 4 SSG's – from 23rd November to 10th December ● Reports – Term 4 ● PLC – Peer observations ● New funding for on-site tutoring 2021 – The Dept of Education is providing students with extra individual support with \$2.50 million being invested in this initiative. 	<p>8.1 Motion: That the Excellence in Teaching & Learning report presented to School Council be accepted.</p> <p>Moved: EO</p> <p>Seconded: MO</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 Corinne Pupillo</p> <p>Highlights:</p> <ul style="list-style-type: none"> ● Attitudes to student Survey – Was available for Middle & Secondary Students only. So far, the overall response rate is 24% however the survey is open until Friday 13th November. 	<p>9.1 Motion: That the Positive Climate for Learning Report be accepted.</p> <p>Moved: CP</p> <p>Seconded: MO</p> <p><i>All in favour, carried unanimously</i></p>

	<ul style="list-style-type: none"> Xuno Team – At the beginning of Term 4 staff commenced marking student attendance on Xuno. 	
<p>10 OH & S Report</p>	<p>10.1 Motion: Occupational Health & Safety Report be accepted.</p> <p>Report tabled & presented by Denise Clarke</p> <p>Highlights:</p> <ul style="list-style-type: none"> Due to COVID19 pandemic – JSA have put some controls into place to minimise the risk of infection in our school. The Off-site evacuation drill that was scheduled for the 19/10/2020 was cancelled due to COVID19 restrictions Emergency evacuation signs installed around the school pointing to the Assembly area to assist staff in evacuating correctly and according to the evacuation map. Student Immunisation and Staff Immunisation are complete for 2021 Purchased new flame-proof cabinet for all our flammables (ie sanitisers) 	<p>10.1 Motion: Occupational Health & Safety Report be accepted. Report Tabled: Moved: DC Seconded: VS <i>All in favour, carried unanimously</i></p>
<p>11 ICT Report</p>	<p>11.1 Motion: ICT Report be accepted.</p> <p>Report tabled & presented by Denise Clarke</p> <p>Highlights:</p> <ul style="list-style-type: none"> School ICT equipment upgrade – In progress COVID support for staff and students – Completed Server/network infrastructure – Completed School Reports – in progress. <p>A big thank you from School Council to ICT Department and Alisha Mimms for all their assistance in supporting the JSA school community with ICT issues during the year.</p>	<p>11.1 Motion: ICT Report be accepted. Moved: DC Seconded: AMcD <i>All in favour, carried unanimously</i></p>
<p>12 Facilities Manager Report</p>	<p>12.1 Motion: Facilities Manager Report be accepted.</p> <p>Report tabled & presented by Denise Clarke</p> <p>Highlights:</p> <ul style="list-style-type: none"> Middle School Building – Library shelving 20th October Public Address System was installed during the school holidays Staff Room has had a face-lift – ceiling repaired after damage, replaced carpet and vinyl. Rolling facilities Audit - scheduled for Term 4 is now scheduled for May 2021 	<p>12.1 Motion: Facilities Manager Report be accepted. Moved: DC Seconded: MO <i>All in favour, carried unanimously</i></p>

<p>12 Student Representative Council (SRC) Report</p>	<ul style="list-style-type: none"> Wish list – Cancer Council Grant Application for a shade sail in playground 1. Also applied to Minor Capital Works Fund for the extension of the Sensor Modulation room. 	<p>13.1 Motion: SRC be accepted. Moved: AMinns Seconded: EO <i>All in favour, carried unanimously</i></p>
<p>14. General Business</p>	<p>12.1 SRC report be accepted Report tabled and presented by Alisha Minns.</p> <ul style="list-style-type: none"> Goals for Term 4 – Record Video of JSA Flag protocols, Wearing house colour “hi-vis” vests in the playground during allocated playground times. Due to the disruption of COVID19 pandemic, SRC are asking if they can continue on for another year. To be discussed at the next meeting. 	<p>14.1.1 Motion for School Council to endorse Anaphylaxis Policy Moved: MO Seconded: AMcD <i>All in favour, carried unanimously</i></p> <p>14.1.2 Motion for School Council to endorse Assistant Principal, Leading Teacher and Learning Specialist Tenure Policy. Moved: AS Seconded: AMcD <i>All in favour, carried unanimously</i></p> <p>14.1.3 Motion for School Council to endorse Asthma Policy. Moved: AMinns Seconded: EO <i>All in favour, carried unanimously</i></p> <p>14.1.4 Motion : For school Council to endorse COVID19 Policy for Term 4 Moved: VS Seconded: SB <i>All in favour, carried unanimously</i></p> <p>14.1.5 Motion: For School Council to endorse Emergency Management Plan. Moved: AS Seconded: VS <i>All in favour, carried unanimously</i></p>
<p>14. General Business</p>	<p>14.1 Policies for Endorsement:</p> <p>14.1.1 Anaphylaxis Policy Motion for School Council to endorse Anaphylaxis Policy</p> <p>14.1.2 Assistant Principal, Leading Teacher and Learning Specialist Tenure Policy Motion: for School Council to endorse the Assistant Principal, Leading Teacher and Learning Specialist Tenure Policy</p> <p>14.1.3 Asthma Policy Motion: for School Council to endorse Asthma Policy</p> <p>14.1.4 COVID19 Policy for Term 4 Motion: For school Council to endorse COVID19 Policy for Term 4</p> <p>14.1.5 Emergency Management Plan Motion: For School Council to endorse Emergency Management Plan</p>	<p>14.1.1 Motion for School Council to endorse Anaphylaxis Policy Moved: MO Seconded: AMcD <i>All in favour, carried unanimously</i></p> <p>14.1.2 Motion for School Council to endorse Assistant Principal, Leading Teacher and Learning Specialist Tenure Policy. Moved: AS Seconded: AMcD <i>All in favour, carried unanimously</i></p> <p>14.1.3 Motion for School Council to endorse Asthma Policy. Moved: AMinns Seconded: EO <i>All in favour, carried unanimously</i></p> <p>14.1.4 Motion : For school Council to endorse COVID19 Policy for Term 4 Moved: VS Seconded: SB <i>All in favour, carried unanimously</i></p> <p>14.1.5 Motion: For School Council to endorse Emergency Management Plan. Moved: AS Seconded: VS <i>All in favour, carried unanimously</i></p>

<p>14.1.6 Professional Learning & Policy Plan Motion: For School Council to endorse Professional Learning & Policy Plan. Moved: AMcD Seconded: SB <i>All in favour, carried unanimously</i></p>	<p>14.1.6 Professional Learning & Policy Plan Motion: For School Council to endorse Professional Learning & Policy Plan.</p>	<p>14.1.6 Motion: For School Council to endorse Professional Learning & Policy Plan. Moved: AMcD Seconded: SB <i>All in favour, carried unanimously</i></p>
<p>14.1.7 Staff Information Register Motion: For School Council to endorse Staff Information Policy</p>	<p>14.1.7 Staff Information Register Motion: For School Council to endorse Staff Information Policy</p>	<p>14.1.7 Motion : For School Council to endorse Staff Information policy. Moved: VS Seconded: MO <i>All in favour, carried unanimously</i></p>
<p>14.1.8 Staff Images Policy Motion: For School Council to endorse Staff Images Policy</p>	<p>14.1.8 Staff Images Policy Motion: For School Council to endorse Staff Images Policy</p>	<p>14.1.8 Motion : For School Council to endorse Staff Images Policy. Moved: AS Seconded: LS <i>All in favour, carried unanimously</i></p>
<p>14.1.9 Staff Leave Policy Motion: For School Council to endorse Staff Leave Policy</p>	<p>14.1.9 Staff Leave Policy Motion: For School Council to endorse Staff Leave Policy</p>	<p>14.1.9 Motion : For School Council to endorse Staff Leave Policy. Moved: VS Seconded: MO <i>All in favour, carried unanimously</i></p>
<p>14.1.10 VET Policy Motion: For School Council to endorse VET Policy</p>	<p>14.1.10 VET Policy Motion: For School Council to endorse VET Policy</p>	<p>14.1.10 Motion : For School Council to endorse VET Policy. Moved: EO Seconded: DC <i>All in favour, carried unanimously</i></p>
<p>14.1.11 VCAL Policy Motion: For School Council to endorse VCAL Policy</p>	<p>14.1.11 VCAL Policy Motion: For School Council to endorse VCAL Policy</p>	<p>14.1.11 Motion : For School Council to endorse VCAL Policy. Moved: MO Seconded: AMcD <i>All in favour, carried unanimously</i></p>
<p>14.2. School Council Self-Assessment Tool. (10 min) School Councillors continued the Self-Assessment Tool from the previous School Council meeting. -- Started this meeting with "Finance" and was able to complete quite a bit of the self-assessment tool.</p>	<p>14.2. School Council Self-Assessment Tool. (10 min) School Councillors continued the Self-Assessment Tool from the previous School Council meeting. -- Started this meeting with "Finance" and was able to complete quite a bit of the self-assessment tool.</p>	
<p>14.3. COVID-19</p> <ul style="list-style-type: none"> Work Safe Entry Report - Corinne shared details of the report with School Council 	<p>14.3. COVID-19</p> <ul style="list-style-type: none"> Work Safe Entry Report - Corinne shared details of the report with School Council 	

	Thursday 3 rd December 2020	
Meeting Closed at: 7.10pm		

Signed as a correct record: School Council President  Principal 