



## JSA SCHOOL COUNCIL GENERAL MEETING

|   |                     |                                 |
|---|---------------------|---------------------------------|
| <b>Date:</b> Thursday 3 <sup>rd</sup> December 2020       | <b>Time:</b> 5.30pm | <b>Location:</b> Via Webex      |
| <b>Chairperson:</b> Lisa Sette (School Council President) |                     | <b>Minutes:</b> Fiona Micelotta |

|                   |   |
|-------------------|---|
| <b>Attendees:</b> | Lisa SETTE (LS), Corinne PUPILLO (CP), Paul MALAVISI (PM), Stephanie Di Salvo (SDS)<br>Virginia SMEDLEY (VS), Alisha MINNS (AM), Michelle OWEN (MO), Andrew MCDONAUGH (AMc)<br>Angel SAUZIER (AZ), Richard Crawshaw (RC), Fiona MICELOTTA (FM), |
|                   | <b>OBSERVERS:</b> Emmaleen OAKLEY (EO), Denise CLARKE (DC), Melissa BECKWITH (MB)   |
| <b>Apologies:</b> | Aidan MULLEN (AMu) & Sharon BORG (SB)   |

| General Meeting Item                                 | Discussion  | Motions and Actions   |
|--|---|---|
| <b>1. Welcome/quorum</b>                             | <b>Welcome</b><br>To Denise, Emmaleen and Melissa to the meeting as observers.<br><br><b>Quorum:</b> (minimum 6 with non DET greater than DET members)<br>- Parent Members - 5<br>- DET Members - 4<br>- Community Member - 1 |   |
| <b>Apologies</b>                                     | <b>1.1 Motion:</b> That the apologies be accepted.<br><b>Apologies:</b> Aidan Mullen and Sharon Borg  | <b>1.1 Motion:</b> That the apologies Aidan and Sharon be accepted.<br><b>Moved:</b> VS<br><b>Seconded:</b> EO<br><i>All in favour, carried unanimously</i>   |
| <b>2. Minutes of Previous School Council Minutes</b> | <b>2.1 Motion:</b> That the Minutes of the previous meeting, Thursday 27 <sup>th</sup> October 2020 be accepted.  | <b>2.1 Motion:</b> That the Minutes of the Previous School Council Meeting 27 <sup>th</sup> October 2020 be accepted.<br><b>Moved:</b> VS<br><b>Seconded:</b> AS<br><i>All in favour, carried unanimously</i> |

|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>● Query from previous minutes re: 8 Million dollars – this was actually related to an agenda item under this error – for correction purposes – there was not 8 million dollars in swimming.</li> </ul>   |  |
| <b>3. Correspondence-In/Out</b>        | <p>3.1 <b>Motion:</b> That the Correspondence In / Out be approved.</p> <p>3.1.1 Correspondence In:</p> <ul style="list-style-type: none"> <li>● DET Bulletins</li> <li>● School Shades Grant Program 2020</li> <li>● 29<sup>th</sup> October regrading Ministerial Order 1280</li> </ul> <p>3.1.2 Correspondence Out:</p>  | <p>3.1.1 <b>Motion:</b> That the Correspondence IN be accepted.<br/>         Moved: AMinns<br/>         Seconded: SDS<br/> <i>All in favour, carried unanimously</i></p>   |
| <b>4. Finance Sub Committee Report</b> | <p>4.1 <b>Motion:</b> That the 17<sup>th</sup> November 2020 Finance Sub Committee Minutes and Reports be accepted.</p> <p>4.2 <b>Motion:</b> That School Council move \$78,503.27 payments be endorsed, \$150,000 transfers be ratified, and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of October 2020</p> <p>4.3 <b>Motion:</b> That School Council move all statements and payments for the months of October and November, as tabled for the School Purchase Cards be accepted.</p> <p>4.4 <b>Motion:</b> That School Council approve an additional School Purchasing Card for Melissa Beckwith for \$2000.00 with no purchasing restrictions.</p> | <p>4.1 <b>Motion:</b> That the 17<sup>th</sup> November 2020 Finance minutes and reports be accepted<br/>         Moved: AS<br/>         Seconded: MO<br/> <i>All in favour, carried unanimously</i></p> <p>4.2 <b>Motion:</b> That School Council move \$78,503.27 payments be endorsed, \$150,000 transfers be ratified, and all presented reports be accepted as a true and correct depiction of the JSA school finances for the month of October 2020<br/>         Moved: AMinns<br/>         Seconded: MO<br/> <i>All in favour, carried unanimously</i></p> <p>4.3 <b>Motion:</b> That School Council move all statements and payments for the months of October and November, as tabled for the School Purchase Cards be accepted.<br/>         Moved: AS<br/>         Seconded: AMinns<br/> <i>All in favour, carried unanimously</i></p> <p>4.4 <b>Motion:</b> That School Council approve an additional School Purchasing Card for Melissa Beckwith for \$2000.00 with no purchasing restrictions.<br/>         Moved: AMinns<br/>         Seconded: EO<br/> <i>All in favour, carried unanimously</i></p> |

|  |  |   |
|--|--|---|
|  | <p>4.5 <b>Motion:</b> That School Council accept the request to carry over the Outdoor Gym Equipment Budget of \$2000.00 into 2021 expenditure.</p> <p>4.6 <b>Motion:</b> That School Council accept the request to increase 2021 OH&amp;S Budget, an additional \$6000.00 into purchasing a digital communication sign.</p> <p>4.7 <b>Motion:</b> That School Council approve the writing-off of unrecoverable charges for 2020.</p> <p>4.8 <b>Motion:</b> That School Council approve that the school will be expecting to subsidise activities on a case by case basis, motions will be done once per term.</p> <p>4.9 <b>Motion:</b> That School Council approve the removal of the following assets for these reasons:</p> <ul style="list-style-type: none"> <li>● 5 laptops sold for \$100 total</li> <li>● 3 computers sold for \$40 total</li> </ul> <p>4.10 FY21 Agreed Upon Procedures (Financial Audit Report from PwC)</p> <ul style="list-style-type: none"> <li>● Melissa advised that the current Budget spreadsheet was not adequate and shared the new spreadsheet with SC's and provided</li> </ul> | <p>4.5 <b>Motion:</b> That School Council accept the request to carry over the Outdoor Gym Equipment Budget of \$2000.00 into 2021 expenditure.<br/>Moved: VS<br/>Seconded: AMinns<br/><i>All in favour, carried unanimously</i></p> <p>4.6. <b>Motion:</b> That School Council accept the request to increase 2021 OH&amp;S Budget, an additional \$6000.00 into purchasing a digital communication sign.<br/>Moved: AS<br/>Seconded: DC<br/><i>All in favour, carried unanimously</i></p> <p>4.7. <b>Motion:</b> That School Council approve the writing off of unrecoverable charges for 2020.<br/>Moved: MO<br/>Seconded: AS<br/><i>All in favour, carried unanimously</i></p> <p>4.8 <b>Motion:</b> That School Council approve that the school will be expecting to subsidise activities on a case by case basis, motions will be done once per term.<br/>Moved: AMinns<br/>Seconded: AS<br/><i>All in favour, carried unanimously</i></p> <p>4.9 <b>Motion:</b> That School Council approve the removal of the following assets for these reasons:</p> <ul style="list-style-type: none"> <li>● laptops sold for \$100 total</li> <li>● 3 computers sold for \$40 total</li> </ul> <p>Moved: AMinns<br/>Seconded: EO<br/><i>All in favour, carried unanimously</i></p> |
|--|--|---|

|   |  |  |
|---|--|--|
|   | support in the functions of the new spreadsheet. Melissa will discuss further at the next school council next year.  |  |
| <b>5 Building &amp; Grounds Sub Committee</b> | <p>5.1 <b>Motion:</b> That the 19<sup>th</sup> November Buildings &amp; Grounds Sub Committee Minutes be accepted</p> <p><u>Highlights</u></p> <ul style="list-style-type: none"> <li>• Celebrations: \$10 Million Dollar grant for Capital Works Program (29). Pump has been replaced in PG4 due to flooding, Shade Sail grant was successful for PG1, Tables have been installed outside teaching places and are being used, Stairs to new building being installed.</li> <li>• School Maintenance over XMAS period - Painting in Rooms 1-9, Blind replacement in some classrooms due to annual upgrade, Turf in playground 5 to join up with gym</li> </ul>   | <p>5.1 <b>Motion:</b> That the 19<sup>th</sup> November 2020 Buildings and Grounds report be accepted.<br/>         Moved: AMinns<br/>         Seconded: AMcD<br/> <i>All in favour, carried unanimously</i></p>   |
| <b>6 Fundraising Sub Committee</b>            | <p>6.1 <b>Motion:</b> That the 19<sup>th</sup> November Fundraising Sub Committee Minutes be accepted.<br/> <u>Highlights</u><br/>         \$420.00 additional dollars was deposited into Fundraising on 27<sup>th</sup> November for 19/20 Entertainment Membership sales last year.</p> <p>6.2 <b>Motion:</b> That the DRAFT 2021 Fundraising Events be approved.</p>  | <p>6.1 <b>Motion:</b> That the 19<sup>th</sup> November 2020 Fundraising report be accepted.<br/>         Moved: LS<br/>         Seconded: AMinns<br/> <i>All in favour, carried unanimously</i></p> <p>6.1 <b>Motion:</b> That the DRAFT 2021 Fundraising Events be approved.<br/>         Moved: LS<br/>         Seconded: EO<br/> <i>All in favour, carried unanimously</i></p> |
| <b>7 Principal's Report</b>                   | <p>7.1 <b>Motion:</b> 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"> <li>• Term 4 Focus on Literacy, Wellbeing &amp; Transition.</li> <li>• State Budget Announcement – JSA is one of 39 Specialist Schools that will receive \$10 Million dollars to create modern safe places for students with disability.</li> <li>• 2021 Class List and Transition Program going to parents and carers on 4<sup>th</sup> December.</li> <li>• AIP – end of year report – results of School Staff Survey and Parent Opinion Survey.</li> <li>• <b>Staffing</b> – Planning for 2021 – currently advertising for:<br/>         1 Assistant Principal (Positive Climate for Learning) due to Richards resignation.<br/>         3 Classroom Teachers<br/>         1 Tutor<br/>         0.6 Media/Performing Art Specialist<br/>         1 0.2 Speech Therapist</li> </ul> | <p>7.1 <b>Motion:</b> That the Principal's Report by Corinne Pupillo be accepted<br/>         Moved: CP<br/>         Seconded: EO<br/> <i>All in favour, carried unanimously</i></p>   |

|  |   |   |
|--|---|---|
|  | <p>0.2 Hands on Learning<br/>Mental Health Practitioner – Zoe Sharpe (Social Worker) has increased her time from 0.4 to full time which will complement the existing Welfare Team and strengthen the existing engagement and wellbeing frameworks.</p> <ul style="list-style-type: none"> <li>● PASS AWARDS on Friday 11<sup>th</sup> December for:<br/><b>Outstanding Volunteer Category:</b> Fundraising for Climbing Gym: Lisa Sette<br/><b>Outstanding Team Category:</b> Student Voice and Agency School Improvement Team: Richard Crawshaw, Dan Moloney, Mark Taylor, Loren Cendlewski, Rachael MacMillan &amp; Miranda Ingram</li> <li>● <b>Additional Information (not included in report):</b><br/>Capital Building Works – Strict Timeframe AMP1 due in 4<sup>th</sup> Dec 2020 – Corinne advised changes to some staff roles: Denise Clarke is Facilities Manger 3 days per week (Flexible hours), Frances Hansen is Facilities co-ordinator and Admin/ Student Transport 5 days per week and Melissa Beckwith is Finance Manager and Accounts Payable – increase to Full time from 7<sup>th</sup> December 2020.<br/>The Capital Works Funding will also include the development of a Master Plan for JSA and we anticipate the school will cater for enrolment projection of 289 to meet the growth in the schools Designated Transport Zone.</li> </ul> |   |
| <p><b>8 Assistant Principal:<br/>Excellence in Teaching &amp; Learning</b></p> | <p><b>8.1 Motion:</b> That the Excellence in Teaching &amp; Learning report presented to School Council be accepted.</p> <p>Report tabled &amp; presented by Emmaleen Oakley</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> <li>● Term 4 SSG's – from 23<sup>rd</sup> November to 10<sup>th</sup> December</li> <li>● Reports – were sent home Friday 27<sup>th</sup> November and Saturday 28<sup>th</sup> November. There were some issues with emails but rectifying these.</li> <li>● XUNO will be rolled out and eventually reports will be sent through XUNO and will no longer need to send reports via emails.</li> <li>● Peer Observations – PLC in Term 4 have been finalised.</li> <li>● New funding for onsite tutoring in 2021 – Shirley Yip has agreed to be the Secondary Tutor for next year.</li> <li>● School Improvement Team – READING- discussion.</li> </ul>  | <p><b>8.1 Motion:</b> That the Excellence in Teaching &amp; Learning report presented to School Council be accepted.<br/>Moved: EO<br/>Seconded: MO<br/><i>All in favour, carried unanimously</i></p> |
| <p><b>9 Assistant Principal:<br/>Positive Climate for Learning</b></p>         | <p><b>9.1 Motion:</b> That the Positive Climate for Learning Report be accepted.</p> <p>Report tabled &amp; presented by Richard Crawshaw</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> <li>● Health and Wellbeing – Safe &amp; Well application due in 18<sup>th</sup> Dec</li> <li>● SIT team – Development opportunities across the school for students to co-design their learning ie: House Captains and Vice Captains hosting weekly PBS ticket draws. SRC leading activities, House Colour Day.</li> <li>● Richard thanked SC's for making him feel welcome during his year at JSA and he was wished a farewell from everyone.</li> </ul>   | <p><b>9.1 Motion:</b> That the Positive Climate for Learning Report be accepted.<br/>Moved: RC<br/>Seconded: VS<br/><i>All in favour, carried unanimously</i></p>                                     |

|  |   |   |
|--|---|---|
| <p><b>10 OH &amp; S Report</b></p>                           | <p><b>10.1 Motion:</b> Occupational Health &amp; Safety Report be accepted.</p> <p>Report tabled &amp; presented by Denise Clarke</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>● EDUSAFE injury reports from 8<sup>th</sup> July to 8<sup>th</sup> November 2020 – Staff received training on how to report online and provided hardcopy templates as alternative.</li> <li>● Emergency Management Plan – Missing Student Drill practised onsite on 26<sup>th</sup> November,</li> <li>● Training – Staff were provided time to complete their Mandatory Reporting and Infection Control modules.</li> </ul> | <p><b>10.1 Motion:</b> Occupational Health &amp; Safety Report be accepted.</p> <p>Report Tabled:<br/>Moved: DC<br/>Seconded: SDS<br/><i>All in favour, carried unanimously</i></p> |
| <p><b>11 ICT Report</b></p>                                  | <p><b>11.1 Motion:</b> ICT Report be accepted.</p> <p>Report tabled &amp; presented by Denise Clarke</p>  | <p><b>11.1 Motion:</b> ICT Report be accepted.</p> <p>Moved: DC<br/>Seconded: RC<br/><i>All in favour, carried unanimously</i></p>  |
| <p><b>12 Facilities Manager Report</b></p>                   | <p><b>12.1 Motion:</b> Facilities Manager Report be accepted.</p> <p>Report tabled &amp; presented by Denise Clarke</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>● 2020 Capital Works Powerpoint slide – 10 Million Dollar grant</li> <li>● \$17,000 grant given for shade sails in PG1</li> <li>● A new hi-tech school PA system in installed and working well.</li> <li>● A grant from CBA provided funding for 3 new flagpoles that have been installed in the front of the school.</li> <li>● New shades sail in PG4 looks great in aerial shots of school.</li> </ul>                                   | <p><b>12.1 Motion:</b> Facilities Manager Report be accepted.</p> <p>Moved: DC<br/>Seconded: AMcD<br/><i>All in favour, carried unanimously</i></p>                                 |
| <p><b>12 Student Representative Council (SRC) Report</b></p> | <p><b>12.1 Motion:</b> SRC report be accepted</p> <p>Report tabled and presented by Alisha Minns.</p> <ul style="list-style-type: none"> <li>● Continued Flag duty at the beginning of each day. Next year will spend most of the year developing visibility of the SRC through the school especially during playground activities.</li> <li>● Due to the 2020 group missing the bulk of the year due to COVID19, SRC will be continuing with the same cohort in 2021 to allow all members the opportunity to consolidate their learning and be part of some whole school changes.</li> </ul>                                 | <p><b>13.1 Motion:</b> SRC be accepted.</p> <p>Moved: AMinns<br/>Seconded: EO<br/><i>All in favour, carried unanimously</i></p>   |

|                                    |   |  |
|------------------------------------|---|--|
| <p><b>14. General Business</b></p> | <p><b>14 General Business.</b></p> <p><b>14.1 Policies for Endorsement:</b></p> <p><b>14.1.1 Petty Cash policy (re-established Petty Cash for Staff Association, therefore Petty Cash policy was required to be updated)</b><br/> <b>Motion:</b> for School Council to the Petty Cash Policy</p> <p><b>14.1.2 Assistance Dog Policy</b><br/> <b>Motion:</b> for School Council to endorse the Assistance Dog Policy</p> <p><b>14.1.3 Finance Administration Policy – Amended (FYI – not for ratification)</b></p> <p><b>14.2. School Council Self-Assessment Tool.</b></p> <p><b>Future Goals</b></p> <ul style="list-style-type: none"> <li>● Governance Goals – for SC members to have a clear understanding of their role and responsibilities.</li> <li>● Community Engagement Goal – to identify members that would represent our diverse community.</li> </ul> <p>To be mapped out in the new year.</p> <p><b>14.3 2021 Key Dates for Approval.</b></p> <p>● <b><u>SCHOOL COUNCIL DATES 2021</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thursday 18th February</li> <li><input type="checkbox"/> Thursday 25th March</li> <li><input type="checkbox"/> Thursday 13th May</li> <li><input type="checkbox"/> Thursday 10th June</li> <li><input type="checkbox"/> Thursday 5th August</li> <li><input type="checkbox"/> Thursday 2nd September</li> <li><input type="checkbox"/> Thursday 4th November</li> <li><input type="checkbox"/> Thursday 9th December</li> </ul> <p>● <b><u>CURRICULUM Days for 2021</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tuesday 27th January</li> <li><input type="checkbox"/> Tuesday 9th March</li> <li><input type="checkbox"/> Monday 16th August</li> <li><input type="checkbox"/> Monday 1st November</li> </ul> | <p><b>14.1.1 Motion</b> for School Council to endorse Petty Cash Policy.<br/> Moved: MO<br/> Seconded: AMcD<br/> <i>All in favour, carried unanimously</i></p> <p><b>14.1.2 Motion</b> for School Council to endorse Assistance Dog Policy.<br/> Moved: MO<br/> Seconded: CP<br/> <i>All in favour, carried unanimously</i></p> <p><b>14.3 Motion</b> for School Council to endorse Key Dates for 2021<br/> Moved: CP<br/> Seconded: AMcD<br/> <i>All in favour, carried unanimously</i></p> |
|------------------------------------|---|--|

|  |  |   |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>● <u>SSG Arrangements for 2021</u> <ul style="list-style-type: none"> <li>Term 1<br/>3.30 – 4.30 / Monday 1st February - Thursday 18th February / 3 weeks</li> <li>Term 2<br/>3.30 – 4.30 / Monday 10th May - Thursday 27th May / 3 weeks</li> <li>Term 3<br/>3.30 – 4.30 / Monday 26th July –Thursday 12th August / 3 weeks</li> <li>Term 4<br/>3.30 – 4.30 / Monday 22 d November – Thursday 9th December / 3 weeks</li> </ul> </li> <li>● <u>End of term arrangements for 2021</u> <ul style="list-style-type: none"> <li>Early finish</li> <li>Term 1, 2 and 3/ 2.00pm - 1 hour earlier</li> <li>Term 4 – 1.00pm - 2 hours earlier</li> </ul> </li> <li>● <u>Senior Secondary – End of year arrangements for 2021</u> <ul style="list-style-type: none"> <li>Attendance - Students in Year 11 or 12 equivalent (17 and 18-year old) will be in attendance until the end of week 8 – last day Friday 3rd December 2021</li> <li>Graduation will be held on Friday 26th November 5.30 – 6.30pm.</li> <li>If students are participating in Work Experience, weeks 9 and 10 is good time to complete this.</li> <li>Parents/carers may choose for their child/ren to attend after the designated last day on Friday 26<sup>th</sup> November. Staff will make provision for students who attend in the final weeks.</li> </ul> </li> <li>● <u>Approval for all staff supervised excursions - during school hours &amp; and off- site arrangements for 2021</u></li> </ul> <p>14.4 2020 Annual Implementation Plan - End of Year Report for endorsement.<br/>14.4.1 <b>Motion:</b> for School Councillors to endorse 2020 AIP End of Year Report.</p> <p>14.5. 2021 DRAFT Annual Implementation Plan for Endorsement<br/>14.5.1 <b>Motion:</b> for School Councillors to endorse 2021 DRAFT AIP.</p> | <p>14.4.1 Motion for School Council to endorse 2020 AIP End of Year Report.<br/>Moved: CP<br/>Seconded: AS<br/><i>All in favour, carried unanimously</i></p> <p>14.5.1 Motion for School Council to endorse 2021 DRAFT AIP<br/>Moved: CP<br/>Seconded: MO<br/><i>All in favour, carried unanimously</i></p> |
|--|--|---|



|                                  |   |   |
|----------------------------------|---|---|
|                                  | <p>14.6 Class List to be endorsed by School Council.<br/>                 14.6.1 <b>Motion:</b> for School Councillors to endorse the 2021 Class List.</p> <p>14.7 Casual DET Rep Vacancy (to fill Richard's position) – Denise Clarke has expressed interest.<br/>                 14.7.1 <b>Motion:</b> For School Council to accept Denise Clarke to fill the vacant DET Rep position.</p> <p>14.8 Permission to allow Staff to bring BYO alcohol on school premises at the PASS Awards event held at JSA on Friday 11<sup>th</sup> December 2020.<br/>                 14.8.1 <b>Motion:</b> for School Council to approve Staff to bring BYO alcohol on school premises at the PASS Awards event held at JSA on Friday 11<sup>th</sup> December 2020</p> <p>14.9 Thank you to School Councillors for your contribution and commitment to JSA in 2020. We will begin 2021, first School Council meeting via webex and then consider future meetings after the first meeting back. Wishing all School Councillors a happy and safe new year.</p> | <p><b>14.6.1 Motion</b> for School Council to endorse the 2021 Class List<br/>                 Moved: CP<br/>                 Seconded: MO<br/> <i>All in favour, carried unanimously</i></p> <p><b>14.7.1 Motion:</b> For School Council to accept Denise Clarke to fill the vacant DET Rep position.<br/>                 Moved: CP<br/>                 Seconded: VS<br/> <i>All in favour, carried unanimously</i></p> <p><b>14.8.1 Motion:</b> For School Council approve Staff to bring BYO alcohol on school premises at the PASS Awards event held at JSA on Friday 11<sup>th</sup> December 2020<br/>                 Moved: LS<br/>                 Seconded: AMcD<br/> <i>All in favour, carried unanimously</i></p> |
| <b>Next Meeting</b>              | Thursday 18 <sup>th</sup> February (via Webex)  |   |
| <b>Meeting Closed at: 7.30pm</b> |   |   |

Signed as a correct record: School Council President



Principal

