

B.E.P.S SCHOOL COUNCIL

DRAFT MINUTES of the Meeting held on the 28th April 2015 at 7.00pm

PRESENT: Janet Di Pilla, Shona Forrest, Jennaya Smith, Maryanne Clarke, Jill Howells, Gabi Macdonald, Pat O'Neill, Susi Allender, Peta Malins

IN ATTENDANCE: Rachael Hedger

APOLOGIES: Rob Rodger, Paula Thomson, Kat Aspinall

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p>Welcome from the President & Acknowledgement of Country The President, Maryanne Clarke welcomed all attendees with an acknowledgement of the traditional owners of the land.</p> <p>J Di Pilla and S Forrest absented themselves from voting at this meeting to enable a quorum to vote and accept motions.</p>	
2.	<p>Minutes of the previous meeting Minutes of the previous School Council meeting held 24th March 2014 were distributed electronically with the agenda.</p> <p>Amendments: – Item 6.0, Create action item from Pledge Day, to be included in these minutes.</p>	<p>Motion/s: M.1.“That the School Council minutes of the meeting held on 24th March, 2014 at 7.00pm are to be confirmed”</p> <p>Moved: J Smith Seconded: S Allender Vote: Unanimously accepted Outcome: Motion Carried</p>
3.0	<p>Principal's Report:</p> <p><u>Plan for the Portable:</u> A Dabner and K Backholer will move with their home groups to the upstairs level of the portable in Term 3. The Library will transfer to the west end of the lower level and the current Library space will be used as a teacher planning and resource area.</p> <p>J Di Pilla conducted three information sessions on Wednesday 22nd March to advise parents and carers of this decision. These sessions were attended by a small number of people and overall there was a positive response. There is a known issue in deciding how camps will be managed for 2015 and a decision will be communicated to parents and students when this issue has been resolved.</p> <p><u>School Neighbours:</u> The neighbour closest to the portable, has requested a 3.2 metre brick fence be constructed along the adjoining property line. DET have agreed to pay \$16,000 towards this cost, the neighbour will fund the remaining \$14,000. The neighbour is concerned about privacy and the noise generated from the 6 air conditioning units located facing his property. BEPS has no responsibility for costs, although site access will need to be managed. The space between the brick wall and portable is now available to be used for a lock-up bike shed.</p> <p><u>Nicholson Street Fence & Wall, Project Update:</u> Replacement of the Nicholson Street wall has been approved and will be funded by the DET. It is likely that construction work will coincide with the movement of the Nicholson/Blyth Street tram stop towards Stewart Street. J Di Pilla and J Howells attended a recent public meeting to discuss the construction of the tram stop. J Di Pilla and P Shanley met with Yarra Trams and PTV to discuss the impact and potential alignment of building works.</p> <p>Preliminary work on the 96-tram line will take place in the first week of the June school</p>	

holidays, work will continue through the night to ensure major work is completed as soon as possible. Nicholson Street will be blocked to traffic during this period, this presents a good opportunity for the BEPS fence replacement work to be undertaken. The fence contractor is attempting to align the projects, but may need to commence work in the final week of Term 2.

The area within 5 metres of the fence line will need to be cleared, tree felling will only occur on the weekends. The Red River Gum may be able to be saved, although it will need replacing within the next decade – J Di Pilla and A-M Pisani (B&G) will make a final decision on this issue. The fence design is being considered for structural integrity and to encourage play, final designs are not yet available.

Annual Report: The Annual Report 2013-14 was distributed electronically to all members. Performance data reported to the DET: the different cohorts and changes to marking methodology can explain variances in results from 2013 to 2014. NAPLAN: there has been a notable improvement in spelling results and the number of students moving up from lower bands into the medium and high performance areas. School Attendance: all absences have been explained and are due to illness or family holidays. Attitude to School: there has been an improvement, but results still lower than expected. It is considered that these results are reflective of the phrasing of the questions.

Financial Commitments: Student Resource Package refers to funding to the school for wages and cash. This is based on a DET set formula and is the first time it has been included in this report. BEPS is no longer in deficit, due to the hard work of the staff in managing expenditure and savings realised by replacing the 1.0 Assistant Principal position at 0.6. The Financial commitment operating reserve has been topped up to \$30,000, as appropriate for a school of this size. Maintenance of Buildings and Grounds (\$137,301) includes work to the roof, agora, wall and fence. Bank Account (\$163,343) includes plumbing and cleaning. Region (\$3000) refers to money held by BEPS on behalf of the region-sporting network, this will be settled in Term 4.

Note: Asset acquisition (\$23) refers to a credit to rectify an internal error.

Further action: J Di Pilla requested that School Council endorse the 2013-14 BEPS Annual Report. In May of this year, a meeting will be held to present the report to the whole school community. The Report will be submitted to DET and published on the website as a public document.

Further discussion: G Macdonald requested that the fall in the number of students in the higher NAPLAN bands be addressed at the Annual Meeting. J Di Pilla confirmed that it is difficult to compare NAPLAN results directly from year to year due to changes in cohorts, the school hopes to see a continuation of the improvement in coming years.

4.0 Finance Report

There was no Finance Sub Committee meeting in April.

P Malins agreed to investigate the ethical standards of the School's bank - Bankmecu and report back to School Council. Further communication to the school community was agreed if the outcome proved positive.

Action Items from previous meeting:

Finance Recommendation 1: School Council approve the 2015 Brunswick East Primary School Building Fund Donation Policy

Finance Recommendation 2: School Council approve the 2015 BEPS Input Tax Fundraising Policy

Finance Recommendation 3: School Council approve the 2015 BEPS Internet Banking Policy

Finance Recommendation 4: School Council approve the 2015 BEPS Investment

Motion/s:

M.2: "That the School Council endorse the draft BEPS Annual Report 2013-14, with the inclusion of the itemized fencing budget."

Moved: G Macdonald

Seconded: S Allender

Vote: Unanimously accepted

Outcome: Motion Carried

Action/s:

A.1. P Malins to investigate and report on the responsible banking practices of Bankmecu."

Motion/s:

M.3. "That the School Council ratify the following BEPS policies: Building Fund Donations; Input Tax Fundraising; Internet Banking; Investment; and, EFTPOS."

Moved: G Macdonald

Policy

Finance Recommendation 5: School Council approve the 2015 BEPS EFTPOS Policy

Seconded: M Clarke
Vote: Unanimously accepted
Outcome: Motion Carried

The above Policy papers were circulated via email.

Further Finance items: *See Attachments*

J Di Pilla requested that School Council approve:

- Application for a School Credit Card, and
- School Purchasing Card Policy

Motion/s:
M.4. "That the School Council approve the application for a School Purchasing Card"

The Principal advised that it was becoming more difficult for the school to undertake basic purchasing without access to a credit card. There are no incentives available to the account holder and the balance will not accrue beyond the end of the month.

Moved: M Clarke
Seconded: G Macdonald
Vote: Unanimously accepted
Outcome: Motion Carried

M.5. "That the School Council ratify the School Purchasing Card Policy"

Moved: M Clarke
Seconded: G Macdonald
Vote: Unanimously accepted
Outcome: Motion Carried

5.0 **Sub-Committee Reports:**

5.1 Education Sub Committee

School Council were advised that the Education Sub Committee had met, the next meeting is scheduled for 13th May.

J Howells reported that the ICT Policy is currently under review. This discussion will consider: information and communication technology; issues around digital learning; safe use of technology; the role of the ICT action team within the school; and consideration of a name change to the ICT Policy.

P Malins requested that the Education sub committee also discuss: how all IT policies will be cross-referenced and mapped and include a section addressing online bullying.

5.2 Environment & Sustainability

School Council received the minutes for the Environment & Sustainability Sub Committee meeting held April 2015. Minutes were noted.

J Di Pilla advised that S Boyle has applied for a UNAA World Environment Day award and the sub committee is now awaiting further information.

5.3 Community Events

School Council received the minutes of the Community Events Sub-Committee meeting held March 2015. Minutes were noted.

Community Events Sub Committee put the following request to School Council via the minutes of the March meeting:

1. Provision of a 2015 all Sub Committee event calendar
2. Summary of allocation of 2014 funds raised
3. Expectations of 2015 funds to be raised
4. All school projects scheduled
5. Provision of website statistics to analyse effectiveness as a communication tool.

School Council response / action items:

- J Di Pilla will request that M Booth provides the Community Events sub committee with a breakdown of the distribution of fundraising funds from 2014.

Action/s: (details in main body text)
A.2. J Di Pilla will contact M Booth & S Tyas
A.3. P Malins to contact Prep parents
A.4. M Clarke newsletter entry
A.5. All members to consider event recruitment
A.6. J Howells School Calendar updated

- All sub committees are to provide School Council with prior notification of any event or activity planned, following approval these are to be included on the School Calendar.
- School Council agreed that the areas of focus for the 2015 fundraising effort would be \$25,000 for Cultivating Communities, funding to support the furnishing of the school and Library, and digital technology for learning.
- J Di Pilla will request website traffic statistics from S Tyas, and discuss the possibility of a survey to collect data about effective communication.
- P Malins to post an email to all Prep parents encouraging them to join a sub committee.
- M Clarke to use the School Council President's report in the newsletter to encourage participation in, and advocate for, community events.
- School Council members will schedule a discussion about event recruitment at a future meeting.
- J Howells to ensure all dates for sub committees are included on the School Calendar.

School Council received the 2015 Application for Fundraising Event for the Mother's Day Stall.

M.6. "That the School Council approve the 2015 Application for Fundraising Event – Mother's Day Stall"

Moved: P Malins
Seconded: J Howells
Vote: Unanimously accepted
Outcome: Motion Carried

5.4 Buildings & Grounds

School Council received the minutes of the Buildings & Grounds Sub-Committee meeting held in April 2015. Minutes were noted.

J Di Pilla advised that Buildings & Grounds have a rotating Chair. The most recent working bee was very successful and a number of new parents attended. Specific jobs were listed and participants seemed to prefer this approach. Feedback on the event was excellent.

5.5 OSHC

School Council received the minutes for the OSHC Sub-Committee meeting held in April 2015. Minutes were noted.

M Clarke advised that the OSHC Review is due to take place during May – June. Information about the Review has been sent to all participating parents and carers.

6.0 General Business

Safe Schools Coalition Victoria

J Di Pilla advised that BEPS has joined the Safe Schools Coalition Victoria. Professional Development - "Inclusion for All" - has been offered to staff, and will be conducted at the school.

Curriculum Day, 9th June

J Di Pilla requested that School Council approve a Curriculum Day for the 9th June.

OSHC will be available if minimum enrolment numbers can be reached.

Staff will use this day to make improvements to feedback mechanisms for parents. The Action Research Team has been working to make improvements and it is hoped that staff will be able to align reports and conferences, improving the 3-way conference process for all.

M.7. "That the School Council approve a Curriculum Day, 9th June 2015"

Moved: G Macdonald
Seconded: P O'Neill
Vote: Unanimously accepted
Outcome: Motion Carried

3-Way Conferences 16th & 17th July

J Di Pilla requested that School Council approve the scheduling of 3-Way Conferences for 16th & 17th July. It is proposed that each student and carer will have a half hour appointment with his or her Home group teacher. Conference days would require that students attend only for their scheduled conference, no school supervision available outside of personal interview times. OSHC will be available on these days, number of spaces to be confirmed.

School Council requested that the Principal give some consideration to altering dates to allow more time between the conclusion of School Holidays and the scheduling of 3-way conferences. It was noted that School Holidays are a difficult time for working carers and scheduling conferences so soon afterwards may prove a strain.

Farmers Market

Correspondence was received from Peter Arnold, Regional Farmers Market P/L, requesting that BEPS be used as a site for a monthly Farmers Market.

School Council noted that toilets would need to be open and cleaned after this event and suggested that the grass oval not be made available to stallholders. It was noted that School Council would be able to run a monthly fundraising sausage sizzle at this event.

School Council agreed that J Di Pilla and M Clarke would meet with J Tickle to discuss this request and notify School Council of their decision.

Portables

P O'Neill raised a concern about the height of the external railings on the second floor of the portables.

J Di Pilla advised that the architect and DET have confirmed that the railing height meets industry standards. J Di Pilla will work with the architect to provide some suggestions for making the barrier higher.

DE&T Smoking Bans

Incoming correspondence: S085-2015 New smoking bans to apply on school grounds and at school entrances. School Council noted correspondence.

Camp

J Di Pilla advised that the school is looking at strategies to reduce the cost of camps. A parent information night has been planned and payment plans are being considered. School Council will be advised as further information becomes available.

Library

J Di Pilla requested that all School Councillors consider what a Library means to them and to supply feedback to the Principal.

Pledge Day

School Council asked J Di Pilla, J Smith and Junior School Council to organise a Bully Stoppers Pledge Ceremony. School Council asked J Di Pilla to consider a communication to parents and carers explaining the process.

M.8. "That the School Council approve 3-Way Conferences for 16th and 23rd July OR 23rd & 24th July, 2015.

Moved: M Clarke
Seconded: P Malins
Vote: Unanimously accepted
Outcome: Motion Carried

Action/s:

A.7. J Di Pilla & M Clarke to discuss Farmers Market with J Tickle and advise School Council of the outcome.

Action/s:

A.8. J Di Pilla to provide suggestions for making the second floor railing on the portables higher.

Action/s:

A.9. All members to provide feedback about their expectations of a School Library.

Action/s:

A.10. J Di Pilla & J Smith to discuss Bully Stoppers Pledge Day with JSC.

7.0 Meeting extension of 15 minutes agreed at 9.10pm.

Close of formal meeting

Meeting closed at 9.20 pm.

Next meeting: SC 3-2015, 26th May, 2015

8.0 Upcoming meeting dates

Community Events – 7.00pm, Monday TBA, May 2015

OSHC – 6.00pm, Monday TBA, May 2015
Finance – 8.00am, TBA
Building & Grounds – 7.00pm, Tuesday TBA, May 2015
Education – 6.15pm, Wednesday TBA, May 2015
Environment & Sustainability – 4.00pm, TBA

Attachments:

School Purchasing Card Application for approval

School Purchasing Card Policy



Brunswick East Primary School Council
Motion for: School Purchasing Card

DET requirements are that the Principal and Business Manager attend a briefing session in regard to the management of School Purchasing Cards.

The Principal and Business Manager attended a briefing session by the North/Western Region on the internal control process for the School Purchasing Card.

DET requirements are that the cards are debited against our Official Account. The card holder must keep all receipts of purchases and give the receipts to the Business Manager. The Business Manager will match the receipts with the bank statements to reconcile all transactions.

The result of the briefing information included, the roles of Authoriser and Verification Officers, Principal nominates which staff receive a card, and administrative process.

School Council has to approve the card holder nominations and the credit limit of the card.

All card recipients must fill out a Card Holder Application Form and undertake a 100 point check with the Principal.

Brunswick East Primary School Council hereby approves the establishment of the Westpac Visa Schools Purchasing Card program for the Brunswick East Primary School. The Brunswick East Primary School Council also delegates the authority to the School Principal* to sign off on all facility establishment forms, new cardholder applications, amendments to cards and associated operation of the card program as required.

*The Principal is a mandatory delegate.

School Council Approval for the above motion was granted on ____/____/____

School Council would like to nominate the following staff for a School Purchasing Card with a limit of \$15,000 on the card:

Janet Di Pilla

School Council Approval for the above motion was granted on ____/____/____

Janet Di Pilla
Principal

Maryanne Clarke
School Council President

School Purchasing Card

POLICY

BRUNSWICK EAST PRIMARY SCHOOL

Scope

This policy applies to all staff of the Brunswick East Primary School.

Background

Brunswick East Primary School recognises its role in the administration of its finances and the well-being of its staff and is committed to providing the most appropriate processes of ordering, purchasing and payment of goods and services.

Definitions

Cardholder Applicant:

A staff member who applies for and is granted, by School Council, a Purchase Card in their name and who agrees to all conditions.

Defined Limit:

Limit set on a card holder's dollar limit.

Direct Debit Sweep:

Finances debited from our Official Account by the bank 12 days after beginning of the month.

Purchasing Card Cardholder Register:

Document held by Authorisation Officer stating who holds cards, issue date and dollar limit.

Undertaking by the Cardholder:

A form completed fully and signed for each card stating the cardholder's conditions and limits.

Authorisation Officer:

Authorisation Officer - the Principal, who sights the cardholder's 100 point id, briefs the cardholder and approves expenditure.

Verifying Officer:

Verifying Officer – the Business Manager, who monitors transactions, statements and reports. Must ensure all processes and procedures comply with DET requirements and regulations.

Policy

To provide an available and secure process, to purchase goods and services, when normal/current processes are unavailable – eg purchasing on-line and on excursions from school.

New Cardholders

1. Only persons deemed to require a card will be able to apply for one.
2. Approved applicants will be required to sign an 'Undertaking by the Cardholder'.
3. Business Manager will be required to maintain a current 'Purchasing Card Cardholder Register' for administration and audit purposes.
4. Authorisation Officer is to induct each new cardholder via a briefing for guidelines.

Storage of Cards

- All cards will be stored in the card holder's wallet along with their personal credit cards. This is deemed to be the safest place for storing the Purchasing Card.

Usage of Cards

1. No cash advances are available on the Purchasing Card.
2. No 'Rewards' schemes are able to be linked to the Purchasing Card e.g. frequent flyer points etc.
3. No purchases exceeding the defined limit on the card.
4. Cardholders must confirm with Finance staff at the school that their intended purchases come from valid ABN holders or those with a voluntary withholding status.
5. Cardholders must ensure their receipt has 'Tax invoice' on it or the stamp from the supplier.
6. EFTPOS receipts are not deemed to be sufficient evidence of goods purchased; tax invoices must be obtained.
7. No personal items may be listed on the receipt issued from the Purchasing Card.
8. Purchase orders (current practices) must still be used to initiate or ratify expenditure.
9. All current Internal Controls for Finance in place at the school must still be maintained with use of the Purchasing Card.
10. The Verifying Officer will be required to check all amounts on the statement against receipts supplied by the cardholder.
11. The Authorisation Officer and/or Verifying Officer will discuss with cardholders if there are any anomalies with their entries.
12. The Verifying Officer will discuss all enquiries with the bank in a timely fashion.
13. The cardholder must immediately report any stolen or damaged card to the Authorisation Officer/and or Verifying Officer.

Termination of Cards

1. When a staff member terminates their employment with the school, the Verifying Officer will advise the bank regarding the destruction of the card.
2. If there is a case of non-compliance with the above policy points, a staff member may have their card holding rights revoked upon instruction of the Principal.

Review

This policy is to be reviewed annually by the School Council.

This policy was last reviewed by School Council in April 2015.