

B.E.P.S SCHOOL COUNCIL

DRAFT MINUTES of the Meeting held on the 24th March 2015 at 7.00pm

PRESENT: Janet Di Pilla, Jennaya Smith, Rob Rodger, Maryanne Clarke, Jill Howells, Paula Thomson, Gabi Macdonald, Pat O'Neill, Susi Allender, Kat Aspinall, Peta Malins

IN ATTENDANCE: Rachael Hedger

APOLOGIES: Shona Forrest

ITEM	DETAILS	MOTIONS/ACTIONS
1.	<p>Welcome from the President & Acknowledgement of Country The President, Paula Thomson welcomed all attendees with an acknowledgement of the traditional owners of the land.</p> <p>The President thanked all members, new and returning for their enthusiasm and willingness to participate in School Council. All members introduced themselves.</p>	
2.	<p>Minutes of the previous meeting Minutes of the previous School Council meeting held 24th February 2014 were distributed electronically with the agenda.</p> <p>J Di Pilla absented herself from this discussion to enable a quorum of previous attendees to vote on accepting the minutes.</p> <p>Amendments: – Item 3.0, ICT remove 'rather than what the existing assets can be used for' Item 3.0, Discussion, point 1, remove 'down' Item 3.0, Discussion, point 2 remove</p>	<p>Motion/s: M.1. "That the School Council minutes of the meeting held on 24th February, 2014 at 7.00pm are to be confirmed with amendments."</p> <p>Moved: J Howells Seconded: R Rodger Vote: Unanimously accepted Outcome: Motion Carried</p>
Principal and Executive Officer to Chair, J Di Pilla		
3.0	<p>Elect Office Bearer/s: The Principal and Executive Officer, declared all School Council positions vacant and asked for nominations.</p> <p><u>Call for nominations for the position of President</u> The President of School Council in summary, is required to: Chair School Council meetings; coordinate with the Principal; communicate with the broader community via the school newsletter; is a signatory on some Financial papers; communicate with the Principal on sensitive issues; make public speeches at school events; develop a succession plan with the Vice President; and, act as required during any recruitment process for the position of School Principal.</p> <p>Nominator: Gabrielle Macdonald Nominee: Maryanne Clarke Nomination Accepted: Yes Additional nominees: None Maryanne Clarke was confirmed as President of School Council, 2015.</p> <p><u>Call for nominations for the position of Vice President</u> Nominated: Kat Aspinall Nomination Accepted: Yes Additional nominees: None Kat Aspinall was confirmed as Vice President of School Council, 2015.</p> <p><u>Call for nominations for the position of Treasurer</u> Nominated: Gabrielle Macdonald</p>	<p>Nomination/s: N.1. The following positions for School Council 2015 were confirmed, all members were present: Maryanne Clarke, President; Kat Aspinall, Vice President; Gabrielle Macdonald, Treasurer; Jennaya Smith, Secretary.</p>

Nomination Accepted: Yes
Additional nominees: None
Gabrielle Macdonald confirmed as Treasurer of School Council, 2015.

Call for nominations for the position of Secretary

Nominated: Jennaya Smith
Nomination Accepted: Yes
Additional nominees: None
Jennaya Smith was confirmed as Secretary of School Council, 2015.

All members were congratulated on their appointments, Maryanne Clarke to Chair the remainder of the meeting, 7.25pm.

President to Chair, M Clarke

Request for School Councillors to nominate to attend a Sub Committee

M Clarke advised that each Sub Committee meets monthly prior to the School Council meeting. The School Council sub committee member is required to speak to the minutes, act as an advocate for any recommendations and provide feedback.

Action/s:

A.1. R Hedger to circulate sub committee contacts to members.

Finance: includes monitoring expenditure and succession planning for the role of Treasurer.

School Council representatives – Gabrielle Macdonald, Pat O'Neill

Buildings & Grounds: includes garden maintenance, small building maintenance jobs, Trees4BEPS project and any relevant grant applications.

School Council representative – Janet Di Pilla

Education: includes policy overview, review, communication and compliance.

School Council representatives – Rob Rodger, Peta Malins

OSHC: includes all general issues, enrolment policies, communication and compliance.

School Council representative – Maryanne Clarke

Community Events: includes fundraising and community well-being.

School Council representatives – Jennaya Smith, Susi Allender, Paula Thomson

Environment & Sustainability: currently includes application for UN Environment award, 5 Star Better Schools accreditation, integration of sustainable environmental practices into curriculum and ongoing sustainability projects around the school.

School Council representative – Kat Aspinall

Committee Meeting Dates – Draft Schedule, J Howells

The Committee meeting dates draft schedule was circulated. School Council members are requested to confirm meeting dates with their sub committee; J Howells to be advised of agreed dates and confirmed schedule to be provided at the April meeting.

Action/s:

A.2. All members to confirm meetings dates and times with sub committees and advise J Howells.

4.0 Finance Report

G Macdonald spoke to the Finance minutes.

Building Fund Donation. The BEPS Building Fund Donation Policy has been drafted and checked and is consistent with the requirements of the ATO. School Council may flag any concerns with this policy but changes cannot be made without the approval of the ATO. Voluntary contributions to the Building Fund are tax deductible, and the money may be allocated to maintenance and capital works. Parents donate approximately \$13,000 annually and it is hoped that the tax deductibility status will encourage further donations. There is no allocated money or funding for grounds maintenance.

The Finance Sub Committee minutes of the meeting held on 18th March, 2014 at 8.00am are to be confirmed at the April meeting of School Council.

Action/s:

A.3. J Di Pilla to circulate to all members the outstanding Finance policies via email.

It had been previously stated in communications to parents/carers that voluntary

contributions to the Buildings & Grounds Fund would be tax deductible. This is incorrect, it is noted however that all parties acted in good faith and that the situation has now been rectified with the input of the ATO.

Finance sub committee policies for approval. The Finance sub committee policies were not available for circulation. These will be circulated via email, J Di Pilla.

Grants. G Macdonald advised that the information about grant applications relating to WW1 is to be treated as in confidence. This has been flagged for discussion with staff on Wednesday 25th March, and any further information will be disseminated by staff.

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 Policy

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

The above recommendations were deferred for further discussion, Policy papers to be circulated via email.

Motion/s:

M.2. "School Council members will consider Finance sub committee policy papers and provide feedback to the Secretary, Jennaya Smith. The President, will circulate a final decision, if possible, for ratification via email."

Moved: K Aspinall

Seconded: S Allender

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 not met for 2015.

5.2 Environment & Sustainability

School Council were advised that it could not be confirmed if the Environment & Sustainability Sub Committee had met for 2015.

5.3 Community Events

School Council received the minutes of the Community Events Sub-Committee meeting held February 2015.

5.4 Buildings & Grounds

School Council did not receive the minutes of the Buildings & Grounds Sub-Committee meeting.

5.5 OSHC

School Council received the minutes for the OSHC meeting of the 16th March 2015.

M Clarke advised that R Swamy will complete a fundraising proposal, including quotes, for upgrading the Hall kitchen facilities. This will be submitted to J Di Pilla and School Council for consideration. This proposal will be considered as part of the Hall upgrade project.

OSHC Recommendation 1: School Council to approve the proposed fee increase of: After school care from \$17.00 to \$19.00 and Before school care from \$13.00 to \$15.00. These Fee increases are to be effective as of the start of Term 2.

M Clarke noted that the proposed fee increase has been considered in light of the total OSHC budget and are comparable to other schools. OSHC is maintaining a slightly higher than mandated staff to student ratio and has experienced an overall increase in running costs. OSHC staffing levels ensure quality care and maintain the availability of casual places.

Motion/s:

M.3 "School Council approve the fee increase for Before and After School Hours Care, effective Term 2, 2015."

Moved: G Macdonald

Seconded: K Aspinall

Vote: Unanimously accepted

Outcome: Motion Carried

School Council agreed that OSHC fees will be reviewed in Term 1 of each year, to ensure that small fee increases are managed and monitored. The OSHC policies allow for flexible repayments plans for any person experiencing difficulties with fees. The OSHC enrolment form outlines payment expectations and the process for the resolution of any issues.

Action/s:
A.4. R Swamy to provide a communication to be distributed via the newsletter and direct email explaining the OSHC fee increases.

R Swamy is requested to provide a communication via the newsletter and direct email explaining the fee increases.

6.0 General Business

School Council Induction and Training

J Di Pilla will circulate:

- School Council Terms of Reference
- Regional School Council Orientation Session details
- Online School Council training modules and useful links

Action/s:
A.5. J Di Pilla will circulate School Council induction and training information via email.

Community well-being

M Clarke reported that B Labagnara (current parent) had recommended a 'Make a Meal' app for use within the school community. M Clarke will forward details to S Allender to be presented to the next meeting of Community Events.

Action/s:
A.6. M Clarke to forward the details of 'Make a Meal' app to S Allender.

Principal's Report

NAPLAN 2014. J Di Pilla undertook a brief analysis of local school participation rates and results in the 2014 NAPLAN testing. In summary BEPS had performed well against sample schools and had a significantly higher participation rate (eg. BEPS 91% to Local School A 31%). J Di Pilla reiterated that BEPS does not teach to the NAPLAN test and encourages participation by all students and that this is managed in a stress-free environment. J Di Pilla congratulated all staff on their success and encouraged School Council members to ensure that a consistent message is delivered to the community.

School Council commented that this was important information to disseminate to the school community.

Pledge Day. P Thomson reported that a number of parents were keen to get a greater understanding of the Student Bullying Prevention Policies and Processes at BEPS. J Di Pilla has asked J Smith and Junior School Council to follow-up a Bully Stoppers Pledge Ceremony. School Council asked J Di Pilla to consider a communication to parents explaining the process.

Nicholson Street, Fence. J Di Pilla reported that DET Emergency Management have agreed to contribute \$107,000 to the replacement of the Nicholson Street retaining wall. BEPS will need to pay \$12,000 to replace the fence, the type of fence to be built has not been determined. The timing of the works is anticipated to be during the June/July school holidays. A 5 metre barrier will need to be erected and all trees and the chicken shed will need to be removed during work. Consideration will be given to any Tram Stop work occurring at this time.

7.0 Close of formal meeting

Meeting closed at 8.45 pm.

Next meeting: SC 2-2015, 28th April, 2015

8.0 Upcoming meeting dates

Community Events – 7.00pm, Monday __ May 2015

OSHC – 5.45pm, TBA

Finance – 8.00am, 12th May 2015

Building & Grounds – TBA

Education – 6.00pm, TBA

Environment & Sustainability – 4.00pm, TBA