# Agenda for School Council Meeting to be held Thursday 20th October 2016

at 7:15pm in the Middle School Classroom

**President:** Nicole Rooke  
**Minute Taker:** Meagan O’Sullivan

**Present:** Stuart Telford, Andrew Watts, Nicole Rooke, Ann Honeychurch, Danielle Keogh, Jane Horton, Meagan O’Sullivan, Renee Tanaskovic

## 1. Welcome to Meeting

Nil

## 2. Apologies

Nil

## 3. Minutes of Previous Meeting

MOTION: That the minutes from the 25th August 2016 School Council Meeting be accepted.

**Moved:** Andrew  
**Seconded:** Dannielle

## 4. Business Arising

**BUSINESS ARISING**  
**Nil**

## 5. Correspondence

**In:**
- Email correspondence received from a former family of the school – Stuart responded to e-mail.

**Out:**
- Letter to local Parliament From Senior Students re: New Flags – Haven’t had any response as yet.
- Email correspondence between Stuart and LANCEFIELD-ROMSEY Lions Club re: Support for a School Defibrillator – We will be receiving a school defibrillator
- Senior Students wrote letters to local businesses asking for donations for the SAKG program

**Moved:** Jane  
**Seconded:** Nicole

## 6. Principal & teacher’s Report

Report as tabled  
Read by Stuart

Cleaning contract – new list of responsibilities to be written up and given to cleaners, to re-negotiate contract. Other quotes to also be received.

Child Safe Policy – Stuart and Nicole have read through it, but need School Council to approve and ensure all bases are being covered. School Council passes the Child Safe Policy, Child Protection Reporting Obligations Policy & Safeguarding Children and Young People Code of Conduct.

Student Engagement and Wellbeing – slight change to teacher details. School council passes.

Anaphylaxis Policy – Passed by school council.

Addressing community concerns and complaints – Passed by school council

Duty of Care Policy – Passed by school council

Excursions & Incursions Guidelines – Passed by school council

First Aid Policy – Defibrillator use to be included - Passed by school council

Healthcare needs – Passed by school council

Visitors Policy – Passed by school council

**Moved:** Meagan  
**Seconded:** Andrew

## 7. Finance Report

Report as tabled –  
School council approves that Stuart Telford will now become an account signatory

**Moved:** Ann  
**Second:** Nicole
School council authorises the purchase of a school credit card.
Moved: Meagan
Second: Dannielle

Moved: Jane
Seconded: Ann

8. Facilities Report

- School had power outage – 4th October (power was off for approximately 3 hours)
- Pipe cut – recent mowing resulted in pipe being damaged – Plumber required

General Maintenance around school
Proposal to seek quotes on a weeks maintenance support to correct the following items
- Chicken shed – remove overgrowth and fix up (would love to have chickens in this term)
- Chicken coop – relocate to closer to chicken shed
- Cobwebs – removal of cobwebs (suggest ‘Eco Spider Treatment of Whole School)
- Windows – All windows to be cleaned
- Relocate compost closer to SAKG
- SAKG – general maintenance of kitchen and pest proof (thoughts on insulating and plastering of walls – tiling of floor), flip side door entry so hinges are on opposite side (OHS issue)
- Tree Prune – Cypress trees at rear of school trimmed to approx 2m and maintenance of other trees in school.
- Gardening – general weeding (SAKG garden has been started but needs further work i.e. spraying of paths with gravel topping added, garden bed soil to be turned and topped up/watering system maintenance)
- Carpet strip in Junior Area is a trip hazard
- Front Shed – clear out (are bricks for a project? Could this shed be used as a bike storage on certain days if parents bring bikes to school? (NOTE: not expecting children to ride to school) teachers can work with students to do riding activities at recess/lunch?
- Sport Shed – Items all pulled out and put back in organised. Panel missing.
- Container – Items all pulled out and put back in organised.
- Mound of soil to be used and spread throughout school in holes/side of paths etc where ankles can roll.
- Gravel at front entry near gate to absorb mud/puddle
- Paint Path – Paint did not take on path
- Hot House – decision to be made – can it be fixed or remove?
- Plaque for flag pole – Liquid nails
- 5/6 Door does not latch properly – security concern
- Library – door difficult to close/timber over hole
- Rotary hoe – softfall to be ‘fluffed up’ – also turn garden beds

Electrician Jobs
- Lights – audit of lights – some not turning on
- Ceiling fans to be installed in library and SAKG (two currently in boxes in library)
- Exhaust Fans in SAKG (School Council to authorise purchase of Exhaust Fans as well as external range hood kits)
- Heater in front office not working replace vs repair (Sale at Bunnings – $20 each)

Plumber Jobs
- Green Shed – tap capped (this will then allow the removal of shed
- Junior Building – Roof still leaking – (chasing up last tradesman to complete this task and asking for them to return)
- Staff toilet – cistern does not refill until other taps are turned on
- Pump ‘trips’ when SAKG is being watered
(Tanks to be cleaned – will require a Specialsit for this – worth doing while we are still getting rain? Due in Jan 2017)
Pest Control
Spider spray school and mice baiting through professional services.

Stuart to get a couple of quotes to get all maintenance done.

Moved: Meagan
Seconded: Jane

9. Education & Welfare Report
Curriculum Day – The Curriculum Day is 31st October – Topic for day has changed from Restorative Practice to embedding the Victorian Curriculum and preparing for 2017.

Moved: Jane
Seconded: Nicole

10. Fund Raising Report
Bolinda Spring Fair
Thank you to all the families who contributed to the Cake Stall by providing a selection of cakes as well as looking after the stall on the day. The school received $279.70 in donations as a result of the Cake Stall.

S.S.C – Have come up with the idea that we hold a Silver Coin challenge to raise $500 to go towards the end of year concert and revamp the sand pit.

Moved: Andrew
Seconded: Ann

11. General Business
- 2017 Bunning BBQ Date – dates inbetween March - April
- School Facebook page
- Personal electronic devices at school – Stuart to create an electronic device policy and present to school council.
- Netbook program in 2017 and beyond (refer to Netbook internet policy 3-6 sent via email) – Stuart to bring more information regarding this to next meeting.
- Cleaners – Refer to Schedule A & B – refer above
- Emergency Management Plan – Once plan complete, Stuart to bring to school council to review.
- School Ride on mower – propose to update current mower and seek council support in obtaining quotes for replacement. – Jane to look into getting quotes to have someone come in and do the maintenance.
- Stuart to become a signatory for the school – Refer below

The only wording/information regarding School Uniform is found in the Parent Information Booklet – it states –

SCHOOL UNIFORM
- Our School Council strongly supports the wearing of school uniform and urges you to encourage your children to wear uniform. Our school uniform is practical and comfortable for children to wear. The school has a supply of uniforms that can be purchased and prices are kept as low as possible. Contact the school uniform co-ordinator for further information and purchasing.

Does School Council require a policy written to raise the profile of uniform wearing within the school? If so, what would we like to see written in it? – Stuart to write up a Uniform Policy and bring it to school council.

School council approves that Stuart Telford will now become an account signatory
Moved: Ann
Seconded: Nicole

Call for any additional items for General Business.
- Naplan Results
- Parent opinion survey
- School camp – Ballarat

Moved: Nicole
Seconded: Andrew

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<th>12. ACTIONS</th>
<th>ACTION NEEDED</th>
<th>PERSON RESPONSIBLE</th>
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Meeting Closed 9.20pm

Next Meeting: 24th November 2016 @ 7:00pm

Signed........................................................................................................

(Print Name)..............................................................................................

School Council President