

ALAMANDA K-9 COLLEGE - SCHOOL COUNCIL MEETING AGENDA/MINUTES

Monday, 22nd February 2016 at 6.00pm in the Staff Room

1. Meeting Opened: 6.18pm

2a. Present: Lyn Jobson, Helen Welsh, Jason Rowe, Camille Willats, Sally Belinda Broad, Kathy Goodwin, Ana Wilkinson

2b. Apologies: Carmen Sacco, Mariska Vervoort, Cameron Scott, Jeanette Finegan, Jackie Mouratidis, Helene Refuerzo

3. Agenda :

- Principal's Report
- School Financial Report
- Finance Sub Committee Report
- Buildings and Grounds Sub Committee Report
- Curriculum Sub Committee Report
- Fundraising Sub Committee Report
- Fair Sub Committee Report
- Canteen Sub Committee Report
- Reports
- General Discussion
- Other Business

4a. Correspondence Inwards:

"That the Inwards Correspondence be received and action endorsed, apart from items ___nil___ to be discussed in Business Arising from the Correspondence"

- School Council Training via email from Synergistiq – forward email onto School Council

4b. Correspondence Out:

"That the Outwards Correspondence be endorsed"

- Public Open Space Application Form for Alamanda Oval re: Alamanda School Fair

AGENDA:

5a. Confirmation of Minutes from Previous Meeting:

Moved: Sally Belinda Broad Sec: Helen Welsh Passed

5b. Business Arising From Minutes of Previous Meeting: - Nil

Moved: Sec: Passed

Principal's Report ~

- Current enrolments stand at 1602 with 3 unassigned.
- 55 classrooms currently running with space to open up one more if necessary.
- Grounds and buildings – grounds continue to shrink in size as new buildings go up. We still have a lot of work to do in new portables to get them up to standard and require more chairs and whiteboards. We are also hoping to have more trees put in around Easter time.
- New building is on schedule and should be finished by the end of Term 3. Lyn is going out to Doncaster Secondary College to look at their theatre on Wednesday.
- PYP/MYP night – Teachers have had a discussion regarding their rooms and all to be similar for the night (ie. as in badging). Secondary school to also be involved and are thinking of having a forum between 4pm-5pm on how they are going.
- Everest Program for secondary students is a Select Entry Program to run some time in May. Students are pulled out from their normal classes to take part in the Everest Program. Next year will be a formal test acknowledged by DET, this year is by invitation only.
- School Council Election – newsletter insert to go in this week. Our challenge is our schedule where we have all members ending their term in 2017. We need two parents to renominate. Ana Wilkinson and Jason Rowe to renominate and Cameron Scott and Mariksa Vervoort to receive a phone call.
- AIP (Annual Improvement Plan) has been approved for 2016. It is similar to our other plans.
- SARG is coming out to see Lyn next week.
- Robert Lamb to also come out next week.
- Leadership Org Chart is currently being updated and Expressions of Interest now out amongst staff for Leading Teacher positions.
- Uniform Policy – secondary school uniform storyboard to be updated. Full school uniform to be worn for secondary so we will make a policy change to show blazer to be worn in Summer as well. Pic to be included.

Moved: Kathy Goodwin

Sec: Ana Wilkinson

Passed

School Financial Report

“That the financial statements for the month of DECEMBER 2015 and JANUARY 2016 be ratified and all accounts approved for payment.”

— Balance Sheet & Operating Statement – Summary presented by Cameron

Moved: Ana Wilkinson

Sec: Helen Welsh

Passed

6a. Finance Sub Committee Report:

— Minutes presented by Cameron

Year 5 Camp – 23-25 May 2016 – Arrabri Lodge, Warburton

Cost per student: Activities/Accommodation/Transport - \$243.20 (exc. GST) & Food - \$41.80 (incl. GST) Total: \$285.00. Price based on 238 students attending.

Year 2 Sleepover – 23 March 2016 – Alamanda College

Cost per student: Activities/Accommodation - \$11.85 (exc. GST) & Food - \$18.50 (incl. GST) Total: \$30.00. Price based on 100 students attending.

Senior School NGV excursion – 29/2/2016 & 4/3/2016 - National Gallery of Victoria

Cost per student: Activities/Travel - \$20.00 (exc. GST) Total: \$20.00. Price based on 100 students attending.

Year 1 CERES Incursion – 20 & 21 April 2016 – Alamanda College

Cost per student: Activities - \$8.00 (exc. GST) Total: \$8.00. Price based on 250 students attending.

Moved: Ana Wilkinson Sec: Sally Belinda Broad Passed

Motion that School Council ratifies the 2016 Investment, Internet Banking and EFT Policy.

Moved: Helen Welsh Sec: Kathy Goodwin Passed

Motion is hereby placed before Alamanda College Council from fundraising activities in 2016 generally is treated as G04 (input Tax Sales) and that expenditure for fundraising activities in 2016 be treated as G13 (input Taxed). Fundraising events that are treated differently to G04/G13 will be presented to School Council throughout 2016.

Moved: Sally Belinda Broad Sec: Ana Wilkinson Passed

Motion that School Council endorses the following officers to be signatories on Alamanda College's official Purchase Orders:

- Lynette Jobson – Principal
- Jackie Mouratidis – Year 2-3 Assistant Principal
- Jeanette Finegan – Year 4-6 Assistant Principal
- Helen Welsh – Year 1 Assistant Principal
- Helene Refuerzo – Year 7-9 Assistant Principal
- Carmen Sacco – Prep Assistant Principal

Moved: Kathy Goodwin Sec: Ana Wilkinson Passed

Approval for funding of Camps & Excursions:

Camps and excursions are expected to be self-funded, however on the occasion that this is not possible Alamanda School Council authorise Administration to provide funds as appropriate and within budget.

Motion that Alamanda College Council authorise Administration to provide funds for camps/excursions as appropriate and within budget.

Moved: Helen Welsh Sec: Sally Belinda Broad Passed

Motion that the Financial Commitment summary 2015 be approved as tabled.

Moved: Sally Belinda Broad Sec: Kathy Goodwin Passed

6b. Buildings and Grounds Sub Committee Report:

- Presented by Jason
- Buildings and Grounds Sub Committee are not having regular meetings but will meet on a as-needs basis. Jason Hocking on the committee has secured some soccer goals for the school.
- Bike racks – has any thought been given to another bike rack near the Prep area? Lyn to look at this further.

Moved:

Sec:

Passed

6c. Curriculum Sub Committee Report: - Nil

Moved:

Sec:

Passed

6d. Fundraising Sub Committee Report:

- Minutes presented by Kathy Goodwin

Mother's Day Stall – approval was requested via email to Finance Sub Committee on 4 February 2016 for a budget of \$7,000.00 with an anticipated clear profit of \$5,000.00 to be made. Approval was granted via return email.

Hot Cross Bun fundraiser – approval was requested via email to School Council on 10 February 2016 for our Easter Fundraiser by providing hot cross buns for sale to our families. Offer is the same as last year – the cost to us would be \$3.00 per pack which we would then sell for \$6.00 per pack. The buns will be provided by Bakers Delight. Approval was granted via return email.

Closet Cleanout – last year we ran two Closet Cleanouts and were the runner-up to the most weight. We are thinking of running three this year, each to be at the beginning of Term 2, 3 and 4.

Moved: Sally Belinda Broad

Sec: Camille Willats

Passed

6e. Fair Sub Committee Report:

- Presented by Sally Belinda Broad

Raffle Update – 900 books sent out, 225 fully sold, 335 not returned and the rest were returned or partially sold. Revenue: \$14,146.40, expenditure: \$8,942.50, profit: \$5,203.90.

PYP Night – Lions Club of Point Cook to do BBQ. They will be offering drinks/sausages, vegetarian patties. Waiting to hear back from the Indian street food van. We will use the stage from Aladdin. Twisty potatoes – have verbally agreed to \$250. Two coffee vans. Jake the Magician will be wandering around throughout the crowd. If the weather is hot we will have two ice cream vans otherwise it will just be one van.

Alamanda College Fair

Original sponsorship from last year to change. It will now be 5 Gold @ \$3,500 each, 10 Sliver @ \$2,500 each, unlimited Bronze @ \$1,000 each and Friends of Fair to donate less. \$80 per stall (increased from \$60). Sally will speak with the teachers and at assembly in the lead up to the fair and will also do a monthly fair newsletter to families. Perhaps we can do a "bring cans of drink day", "bring a bag of lollies" and also do a bake sale (send home a bag and sticker). Forecast and budget spreadsheet attached.

Moved:

Sec:

Passed

6f. Canteen Sub Committee Report:

Year 6 Leadership Group to start on this tomorrow.

Moved: **Sec:** **Passed**

7. Reports: Nil (*“That all reports be accepted and recommendations endorsed.”*)

Moved: **Sec:** **Passed**

7a. General Discussion:

Moved: **Sec:** **Passed**

7b. Other Business:

— That School Council agrees to the suggested following dates nominated as School Council meeting dates for 2016:

- Wednesday, 23 March
- Thursday, 19 May
- Thursday, 16 June
- Thursday, 21 July
- Thursday, 18 August
- Thursday, 15 September
- Thursday, 13 October
- Thursday, 17 November
- Tuesday, 13 December (Christmas Dinner)

— There will be a secondary school Curriculum Day on 11th March 2016.

8. Meeting Closed at: 8.30pm

Next School Council meeting – **Wednesday, 23rd March**

Signed as a true and correct record of the meeting.

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Lyn Jobson
Executive Officer

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Jason Rowe
School Council President