<table>
<thead>
<tr>
<th>Minutes</th>
<th>Action (What, who, how &amp; when)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present: Ralph Beard, Elizabeth Doble, Jen Farley, Glenn Geraghty, Margaret Hirth, Rose Jaeger, Angela Morritt, Ros Murfet, Randal Pound, Wayne Robinson, Michael Smith. &lt;br&gt; Apologies: Lara Cowan,</td>
<td>Motion: To accept minutes &lt;br&gt; Moved: Wayne Robinson &lt;br&gt; Seconded: Michael Smith &lt;br&gt; Carried:</td>
</tr>
<tr>
<td>1. Minutes of previous meeting. Minutes accepted.</td>
<td></td>
</tr>
<tr>
<td>2. Business arising from minutes</td>
<td>School Photographs: MSP to attend first School Council meeting in 2014 to discuss options for school photographs. May 12&lt;sup&gt;th&lt;/sup&gt; booked for taking of photographs. &lt;br&gt; Energy Audit: Awaiting report from Shine On. Ralph in the process of completing the energy audit. &lt;br&gt; Uniform Skirt: Sizes have been confirmed and orders are being accepted. &lt;br&gt; Fiona: Her retirement gift from the school is a $200 gift voucher. &lt;br&gt; Diamond Creek Blue Light Disco: Are prepared to make a donation to the school if we hold a disco here. It will need 12 parents to volunteer to supervise the event. &lt;br&gt; Subway Sounds: Christian has supplied a Working With Children Check. Currently paying the school 6% of tuition fees from GPS students. This will be expanded to include the fees from non GPS students he teaches in our facilities. Margaret to arrange for him to pay for use of school’s photocopier. Music lessons for our students to</td>
</tr>
</tbody>
</table>
be held on Fridays in 2014. A new contract to be drawn up and signed each year.

**Yoga:** Sessions for students to commence in term 2 next year.

**Hall Floor:** Deposit has been paid so that work will be done over Christmas break.

### 3. Principal’s Report

As tabled.

**Staffing:** Angela Acting Principal commencing February 7th 2014. The Principal’s position to be advertised and applications processed during term 1 with successful applicant commencing at start of term 2. Still 1 teacher vacancy to be filled. A large number of applications to be short listed by Wednesday this week.

Sally is extending her Leave Without Pay so Christina's position as a replacement against family leave to be readvertised at start of 2014.

Irene and Emilia have been re hired after an extensive process.

**Grade list 2014:** Grade lists have been finalised for the new year.

Enrollments have increased by 6 overall at this stage.

**Maintenance:** Tasks organised to be carried out over the Christmas break include carpet in Prep area, hall floor, plumbing repairs to toilets and installation of compliant toilet roll holders. Lawns to be mowed next week and end of January (paid for by BP)

### 4. Committee Reports

1. **Finance** –
   
   As tabled. Revenue from Hall Hire can be spent locally in 2014 as the SRP debt will be paid off.

2. **Buildings and Grounds:**
   
   As tabled. Spending on Urgent Works has been heavily reduced lately. TV installed in OSHC area. Thanks to Rose and Randell for supplying a TV at half price. Wayne and Doug have stopped the water leak from the skylight in the Prep area so the new carpet will be safe.

3. **Out of School Hours Care:**
   
   As tabled. Current budget approximately $550 in surplus. Last minute payment of $5,000 from DHS as well. Refurbished Art room is working very well for both users. Vacation care fees are very low compared to other service providers. Consideration being given to increase the charges. Jacquie to draft a proposal and Elizabeth and Michael to consider from parent’s viewpoint. Clients for 2014 – Survey results show increased demand for before school care. Client accounts being paid more punctually, new system working well.
4. **Education:**
LOTEnote policy requires ratifying. Other policies are work in progress including development of a policy on gift giving. 2014 school camp at Weekaway at Benlock near Bendigo. 7th to 9th May. 2015 camp at Mt Evelyn. Grade handovers for 2014 in progress including grade 6 transition to year 7. Success of Corrective Reading program means less students requiring the program next year. Down from 30 to 13.
Can now focus on numeracy remediation in 2014. VCOP writing providing excellent results from Erin and Fiona’s classes. 19th March 2014 a Pupil Free Day for VCOP writing PD. Angela’s support in activities across the school from intervention to extension has been very effective. This role to be reviewed in 2014 as Angela takes on the Acting Principal’s position. Possibly Janet Troy to perform some of the role with the introduction of a School Magazine as an enrichment activity.

5. **Publicity and Marketing:** Solar lights in Grimshaw street being upgraded as are the billboard photos. Web site updated thanks to Marita, it looks great. Advertising policy – Marita to approach Subway Sounds and others to offer advertising space. Tina updating the OSHC brochure. Query re update of My School website. Processes guidelines have now been released. Publicity and Marketing to create a template on Facebook for reporting critical incidents to the community as they occur in order to calm Community concerns. Rose queried the inclusion of a Facebook link on GPS website. Ralph to discuss with Marita. STHIL garden wall looking good. Need to update terms used on website from VELS to AUSVELS and Preps to Foundation.

6. **Sustainability:** Lunch time eating arrangements working well. Less litter in yard. Friday environment group has more Prepies involved. Need to promote use of the red bins in 2014 as little used in some areas at the moment. Marita and Tina researching dishwashers. Considering several at 4 to 5 star energy rating and 4.5 to 5.5 water usage stars. This meets obligations of the energy grant which is paying for the unit.

2 policies ratified (a) Environmental Resource Smart Policy (b) School’s Environmental Management Plan (SEMP)

7. **Parent’s Club**
Christmas BBQ next Monday evening. Sufficient funds for P&F to pay for the Billy Tea Bush Band as well as the dance lessons during the day. Expecting approximately $1200 left which will either be spent on

**Motion:** To ratify the 2 policies
**Moved:** Angela Morritt
**Seconded:** Margaret Hirth
**Carried:**
books by end of this year or kept for 2014. 2013 another successful year for P&F.

8. **Junior School Council**: Raised $335 for the Philippines Disaster Relief. The money has been donated to The Red Cross. As they appear to be the main organisation on the ground at the moment. The Food Share Program will operate until this Friday 13th December.


<table>
<thead>
<tr>
<th>5. General Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jen Farley had requested to finance sub committee a $1200 increase to her budget to be spread between library purchases and Library Technician time. As the school budget currently shows a $7,000 surplus this was approved. Margaret acknowledge Wayne’s considerable contribution to the school with his work around the school. Wayne added acknowledgement of the considerable efforts of others including Marita and Lara. Canteen to operate on Fridays in 2014 for a trial during first term.</td>
</tr>
</tbody>
</table>

Motion: To accept Sub Committee Reports  
**Moved**: Jen Farley  
**Seconded**: Glenn Geraghty  
**Carried**:  

Motion: To ratify the 3 policies  
**Moved**: Ralph Beard  
**Seconded**: Elizabeth Doble  
**Carried**:  

Motion: To ratify the 2014 budget  
**Moved**: Michael Smith  
**Seconded**: Glenn Geraghty  
**Carried**:  

**Meeting Closed 7:20 pm**  
**Next Meeting**: TBA