**Greensborough Primary School**  
**School Council Meeting**  
**Monday October 28th 2013**  
**7.00 pm**  
**GPS Staff Room**

**Chair:** Lara Cowan  
**Minute Taker:** Les Ismail

### Minutes

**Present:** Lara Cowan, Angela Morritt, Ros Murfet, Wayne Robinson, Elizabeth Doble, Glenn Geraghty, Margaret Hirth, Jen Farley, Michael Smith, Randal Pound.  
**Apologies:** Rose Jaeger, Ralph Beard,

1. **Minutes of previous meeting.** Minutes accepted with alteration to read "Publicity and Marketing report not actually tabled at that stage"

2. **Business Arising**
   - **Annual Report** Margaret explained the purpose of the annual report. Our results are good. Positive feedback received from student and parent satisfaction surveys.  
   - **School Photographs** It has been decided to stay with MSP Photography as their offers are as good as or better than other offers. MSP to be invited to the next meeting to elaborate on their options  
   - **Hall Floor:** Margaret sought ratification from Council re decision to accept quote from Victorian Designer Floors. Total cost of $5485 with job to be completed over the Christmas break

3. **Correspondence**
   - **Planet Savers School Energy Audit.** School advised by Ally Borgett from CERES that cost to have audit done by Planet Savers is approximately $2,000 for a 2 hour process. We can do the task ourselves via a program downloaded from the web, with guidance from Ally. Start next week and have till June 2014 to complete. Do audit first so that improvement can be shown over time. Les “volunteered” to enter the data. DEECD has changed our energy provider. Some problems with billing during changeover. These are being addressed.

### Action

*(What, who, how & when)*

- Motion: To accept minutes  
  - **Moved:** Ros Murfet  
  - **Seconded:** Angela Morritt  
  - **Carried:**

- Motion: To accept quote from Victorian Designer Floors  
  - **Moved:** Glenn Geraghty  
  - **Seconded:** Michael Smith  
  - **Carried:**
Uniform skirt

**Big 5 Sports** No activity on Wednesdays after school due to lack of participants.
**Artificial Turf** has been cleaned Looks great. Needs doing annually.
**Prep enrollments for 2014** Currently 26 enrollments but historically can expect to lose some.
**Fire Equipment Services** Cost of annual contract greater than funded by DEECD. Needs to be factored into 2014 budget.
**Subway Sounds** Letter from Margaret to Christian as tabled, dealing with issues of timetabling, documentation and Working with Children Check.
**Letter from parent re: OH&S concerns** Parent reported spoon drain at front of school a trip hazard. Wayne and Doug McLaren inspected and recommended a remedy.
**Letter of congratulations to Chloe and Liam** Wayne expressed appreciation on behalf of the students and their families.

**Fiona’s retirement**

**Christmas Nativity Play** Verbal correspondence with Kids Hope Mentors re: this years performance. Can it be on Monday 2nd December during RI timeslot. Usual letter of notification to be issued to parents. Students not participating in RI have the option to attend.

4. **Principal’s Report**

As tabled.

**2014 Staffing model.** This applies up until 7th February 2014 when Margaret retires. DEECD advertise for expressions of interest for Acting Principal for remainder of term one while job vacancy is advertised. New appointment to take effect from start of term two.
Wayne expressed concern that DEECD representative might lobby for a displaced principal to be fill the role. Margaret and Jen explained the process of Principal selection.
Council to submit letter to DEECD recommending Angela as Acting Principal. Lara to write the letter seeking input from councillors.

**Staff Performance Reviews** Perception that Principal must grade 30% of staff as not meeting standards is inaccurate. That is the percentage across the state that DEECD expect based on the proportions across all industries in the state.

**Naplan Results** Results are very good. Some confusing data ie Students surveys state they are highly motivated but Parent survey contradict this. Attendance data very good.

Heather McLaughlin advised Margaret today that she would like to work

Motion: To accept Correspondence
Moved: Elizabeth Doble
Seconded: Lara Cowan
Carried:
just 1 day per fortnight in 2014.
Expecting approximately $35,000 surplus in the operating budget and
$100,000 in the staffing budget. Money will be available to provide support
staff where needed in 2014.

1. Finance –
Report tabled for August.

Report tabled for September

Ratification of transfers from High Yield A/C

Parent Contributions 2014 Only change to foreseeable cost is for the
inclusion of Yoga sessions. This can be covered with $13 from cost of
providing full school with lunch boxes in 2013. RI to be a separate charge.
Historically a high percentage of families paying all fees.
Suggestion of Excursion Levy to be considered by Finance sub committee.
Margaret tabled an early draft of 2014 budget for School Council to
consider. Final budget needed by end of 2013.

2. Buildings and Grounds:
As tabled.Wayne estimated a saving of $250 - $300 per year with energy
saving activities instigated plus lights will last longer. Will cost approximately
$1300 to install sensors across entire school. Staff have been very good at
manually turning off lights.

3. Out of School Hours Care:
As tabled. Staff received a 25% payrise in new agreement. Need to increase
fees for OSHC in 2014 to cover this. Recommended increase to $11 for
mornings and $15 for afternoons.
Licence fees to increase capacity to 45 students will require full attendance
at both morning and afternoon sessions. Parents to be surveyed re intended
4. **Education:** As tabled. Policy updates tabled. Erin Donaldson attended training for VCOT. PD sessions planned for next term to introduce it to staff.

5. **Publicity and Marketing:** Ralph absent but sent message to say the signs are to be changed. He is exploring options for stronger lights on the signs.

6. **Sustainability:** To be carried over to next meeting. Glenn still researching grants for water tanks.

7. **Parent’s Club**
   Have exceeded fundraising goal for 2013. Have done extra fundraising to provide $600 subsidy for Billy Tea Bush band performance at end of year. Hoping to raise more to increase this subsidy.

8. **Junior School Council**
   Students addressed assembly today re: environment issues. Banyule Council only provide two recycling bins to school and not supportive in supplying more. Ally Borgett from CERES to consult with colleagues for possible solutions.

- **Motion:** To accept Sub Committee Reports
  - **Moved:** Elizabeth Doble
  - **Seconded:** Angela Morritt
  - **Carried:**

6. **General Business**

   - **Diamond Creek Blue Light Disco** have $16,000 to offer to schools. Margaret to write and request some funding for laptops in 2014 or to fund Emma Bevans programs on Resilience.
   - **Gifts for retiring staff** Jen raised issue of need for a policy on amount spent on gifts for staff retirements. Margaret to research.
   - **World Teacher’s Day** Presentation to staff well received and appreciated. Photo of presentation on AEU Facebook page.
   - **Canteen** Glenn advised Council that the canteen was not economically viable to sustain. Only 20 lunch orders today. Over counter sakes of icy poles in terms 1 and 4 might be profitable with volunteer labor. Need to consider maintaining Council licences as it is much more expensive to reestablish the canteen in future. Council to consider options in term 1 of 2014.

7. **Next Sub-committee meetings**
   - **Meeting Closed 8:50 pm**

   Meetings to be held week beginning 25th November. Dates and times TBA.

**Next Meeting:** Monday 9th December 2013 6:00 pm followed by dinner at local restaurant