## Thomastown Meadows Primary School

### Minutes of the School Council Meeting of 21st July 2016

<table>
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<tr>
<th>ITEM</th>
<th>DETAILS</th>
<th>ACTION (recommended or taken)</th>
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<tbody>
<tr>
<td>1. Welcome</td>
<td>Craig Stenhouse, Dina Tsekouras, Samir Afif, Angela Vasilou, Marnie Leine, Fiona Rosa, Ben Hutchings</td>
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<td>2. Apologies</td>
<td>Magdalena Kekez, Litsa Athanasi, Fida Dayoub</td>
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<td>3. Minutes of the previous meeting</td>
<td>Minutes of the previous meeting held on 26th May were previously distributed.</td>
<td>Motion: ‘That the minutes of the meeting held on 26th May be accepted.’ Moved: Samir Afif Seconded: Dina Tsekouras</td>
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<td>4. Business arising from the minutes</td>
<td>Nil</td>
<td>Action/Motion: Moved: Seconded:</td>
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<td>5. Listing of further items for General Business</td>
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<td>6. Inwards Correspondence</td>
<td>Assessment and Rating Report Letter from Robyn Robyn Baker has decided to retire from her position as School Principal, effective from the first day of term 4, 2016. Next meeting will be at the Excelsior to celebrate her time at the school.</td>
<td>Motion: ‘That the Inwards correspondence be endorsed.’ Moved: Craig Stenhouse Seconded: Angela Vasilou</td>
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<td>7. Outwards Correspondence</td>
<td>Nil</td>
<td>Motion: ‘That the Outwards correspondence be endorsed.’ Moved: Seconded:</td>
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<td>8. Business arising from correspondence</td>
<td>Nil</td>
<td>Action/Motion: Moved: Seconded:</td>
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<td>9. Reports (Sent with the agenda and included with these minutes).</td>
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<td>Motion: ‘That all reports be accepted and recommendations endorsed.’ Moved: Marnie Leine Seconded: Samir Afif</td>
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Staffing
Zora Sterjovski has decided not to retire. She was previously on a 12 month contract that the school is able to roll over without advertising. She has reduced her time fraction to the equivalent of 18 hours per fortnight. Welcome back to Raema Barker from maternity leave. Raema has resumed her role as Acting Leading Teacher and is working in a coaching role with the e-Learning team as well as working closely with the leadership team. Raema will be working at a 0.6 time fraction on Tuesdays, Wednesdays and Fridays. Robyn Baker has decided to retire from the teaching profession.

Education
3 Way Student Led Conferences
Staff and students have been working hard to prepare for these conversations which were held today.

Environment
CARS – Condition Assessment Report
In 2013 schools were audited to collect information to provide feedback on individual condition assessments of building and school infrastructures. It came with an allocation of funding to be used to rectify building maintenance concerns. We were given funding to procure new carpets and fresh paint from the music room to room 11. Fiona and Alanna met with the successful tenderer, Simbuilt and determined that: The project will start on Mon Aug 29 – week 8 and will start in the music room before moving to rooms 1 and 2. It will continue to run through the September school holidays. Aim is for all the work to be completed by the start of term 4. There is an allocation of funding
from DET for large and heavy
furniture to be moved by the
contractors.
Confidential student files removal
are being supervised by the school.
Staff will move their own
belongings. Computers and ICT
equipment to be removed by the
school to reduce liability.

**Signage**
Art proofs have been approved and
will commence ASAP.

**Phone System**
New phone system installed and
working well. Staff to receive
professional learning on how to use
the phone system. Thank you to
Zora for completing the
outsourcing process.

**Security**
New security lights in the staff car
park. They are sensor lights that
come on at dusk. Fiona has been
negotiating with Mak Electrics to
update the current lights on the
outside of the building. Switching
to LED and installing 2 new lights
on the corner of the gates near the
½ play equipment.
There was an activation in the
holidays but security found no sign
of an intruder. On our investigation
we noticed some vandalism to the
fencing.

**Curriculum**
After School Care
Program has been through the
accreditation process and received
positive feedback.

**Review Process**
Fiona met with SEIL to discuss the
school’s self-evaluation process.
The school is on track with that
process. Council brainstormed
ideas to include as part of the self-
evaluation.
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<td>b) Finance Report</td>
<td>We have $259,855.61.</td>
<td><strong>Motion:</strong> The financial statements for the months of June 2016 are ratified and all accounts approved for payment. The May 2016 statement will be ratified in August along with the July statement. <strong>Moved:</strong> Angela Vasilou <strong>Seconded:</strong> Craig Stenhouse</td>
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<td>c) Curriculum Report</td>
<td>Professional Learning Autism Spectrum Disorder – whole staff ACU – Helen Bezzina and Penny Krillis Austin School – Kathleen O’Callaghan and Rania Dib Foundation The students are working on living and non-living things. Year 1/2- Teachers are moderating together on analysing running records. They are looking at decoding of text and literal and inferential comprehension. Year 3/4- Students are writing information reports. They are also doing a unit of work on the Olympics. Year 5/6 – Students ran a successful ‘Invention Convention’. Students explored Economics and Design with technology concepts. They finished the unit with a ‘Shark Tank’ where the grand finalists presented their inventions to the “Sharks”. Students made pitches and created ads for their inventions.</td>
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<td>d) Parent Association Report</td>
<td><strong>Banking</strong> Approved recommendation but we need to meet with Joanne from the Commonwealth Bank in Thomastown to discuss the logistics. <strong>Student Awards</strong> Recognition of demonstrating values for each classroom, each week.</td>
<td><strong>Motion:</strong> To begin a banking program for students to be run by parents. <strong>Moved:</strong> Samir Afif <strong>Seconded:</strong> Craig Stenhouse <strong>Motion:</strong> To begin a values based awards system at assemblies for each class.</td>
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| e) After School Care Report | Showbag Drive  
Would like to run a showbag drive as a fundraiser. Costed at a $2 profit per bag.  
Fathers’ Day Stall – Date and venue to be advised.  
Motion: To run a showbag drive as a fundraiser.  
Moved: Craig Stenhouse  
Seconded: Ben Hutchings |
|---|---|
| f) General Business | Changing the expenditure budget program  
Funds have been moved to the Capital Replacement Fund due to clearer guidelines as the funding for the sub programs is now managed by the region.  
Marnie Leine to be authorised as a signatory for generating payments and signing Purchase Orders. Zora Sterjovski to continue as signatory.  
Rollover the contracts of the current cleaning contractors.  
Motion:  
Moved: Ben Hutchings  
Seconded: Dina Tsekouras |
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| Next meeting | Next School Council meeting to be held at 7pm on Thursday 25th of August. |
| Closure of meeting | Time: 8.50pm |

School Council Minutes:

Signed by School Council President: 

[Signature]