Sunshine Harvester Primary School 5526

Annual General Meeting

2013/2014

Welcome and opening of meeting......... 31/3/2014


Apologies:

Business Arising From Last Minutes - 25/3/2013.

Nil

Moved: Carolyn Kustura           Seconded: Siobhan O’Brien

Reports:

• School Council 2013 annual report to School Community
• 2013-2014 School Council Achievements Report

• School Council Achievements Report- Paul Griffin (Principal)

Sunshine Harvester PS continues to develop its outside learning areas. The school is maintaining around 445 students and in 2013 it grew to around 465 students putting demands on class sizes and specialist programs. 2013 saw Three Education Support staff being redeployed. Sam Blake has moved to Keilor PS, Heather Di Scipio has moved to Essendon PS and Chris Burton has moved to Coburn PS. All 3 staff members were excellent contributors to our school. In addition, Gay McSweeney transferred to Derrimut PS and is working in the grade 5/6 Department Gay was an active member of the teaching service in the Sunshine Braybrook area for a number of years. We are steadily moving towards providing a guaranteed and viable school curriculum with the continued development of a scope and sequence plan for Literacy and Numeracy giving staff a clear direction to planning. The fitness first program has continued to address our juvenile health and school lateness. This has continued to have a positive impact on the school with a reduction in lateness and a greatly improvement in students connectedness to school as seen through the attitudes to school survey. The school continues to develop its numeracy program through YuMI maths methodology.

2013 saw our student performance improve as we consistently outscored state averages and performed better than like schools. Our focus on oral language with hands on experiences seems to have made a difference. The school has moved to an English as an Additional Language focus which is benefiting all children with their language and numeracy growth. Community building is continuing to grow. The Burmese Chin community continue use our school on the weekends. The hat parade, the Art show, grade 6 graduation celebration, Sunshine City Lions Club BBQ’s, ready, set, play group, parents club and working bees have
all had a positive effect. Links have been forged with the Edmund Rice Foundation providing a highly successful homework club on Thursday afternoons. The school Welfare team continues to provide specialised support to families with specific needs helping them to seek assistance at school and beyond the school. The Parents and Friends Committee raised significant funds to support school programs. 2012 saw the introduction of an after school Activities Program to support working parents this continued to provide an invaluable service in 2013. Through the commitment of our Educational Support staff this program has been very successful.

The school community has continued with its building and resource program. The school built a large undercover area where students can use outdoor areas even in inclement weather. The school has expanded on its animal population we now have chickens, turtles and a lizard. Synthetic grass was put in high traffic areas mainly around the prep area so as to stop mud etc. from entering our buildings

Our school values are important to us and we have displayed an artist impression of them as our community enter our school. The values of respect responsibility and learning came out of our review year. Three values are easier to remember

The second half of 2013 saw time table changes where lunch was moved forward as many of our children do not eat breakfast. It also fits with the sun smart policy as children are outside longer when the sun is not as strong. This trial change will continue into 2014.

Classroom libraries have been very successful but we were having difficulty tracking books and providing for project resources for PODs. We therefore set up a school library with a borrowing system and appointed a Library technician to protect and control resources. This has been an extremely successful project with children timetabled for weekly library sessions

Meeting Closed.......7.25pm
Sunshine Harvester Primary School - 5526
Election of Bearers - 31/3/2014

WELCOME AND OPENING OF MEETING: - meeting opened – 7.15pm


Apologies:

Welcome to new- official Sunshine Harvester School Council members

New Council Members – all new members

1 year term –
Carol Hewitt
Wendy Bairstow
Amanda Nguyen
Imelda Romero
Karen Davis
Adam Yates
Paul Griffin

2 year term –
Scott Hammond
Emma Ryan
Rocky Fitzpatrick
Tanya Bramwell
Carolyn Kustura
Siobhan O’Brien

Community Member –
Don Higginbotham
Terry Cuddy

Nominations: -

School Council President
Scott Hammond.........accepted nomination
Nominated by ......... Don Higginbotham
Seconded ............. Adam Yates

Correspondence Secretary
Rocky Fitzpatrick............ accepted nomination
Nominated by..............Paul Griffin
Seconded:...............Carolyn Kustura
Sunshine Harvester Primary School - 5526
Election of Bearers - 31/3/2014

WELCOME AND OPENING OF MEETING: - meeting opened – 7.15pm


Apologies:

Welcome to new- official Sunshine Harvester School Council members

New Council Members – all new members

1 year term –
Carol Hewitt
Wendy Bairstow
Amanda Nguyen
Imelda Romero
Karen Davis
Adam Yates
Paul Griffin

2 year term –
Scott Hammond
Emma Ryan
Rocky Fitzpatrick
Tanya Bramwell
Carolyn Kustura
Siobhan O’Brien

Community Member –
Don Higginbotham
Terry Cuddy

Nominations: -

School Council President
Scott Hammond...........accepted nomination
Nominated by ........ Don Higginbotham
Seconded ............... Adam Yates

Correspondence Secretary
Rocky Fitzpatrick.......... accepted nomination
Nominated by.............Paul Griffin
Seconded.................Carolyn Kustura
Treasurer
Adam Yates .............. accepted nomination
Nominated by .......... Siobhan O'Brien
Seconded ............... Don Higginbotham

Vice President
Carol Hewitt .............. accepted nomination
Nominated by .......... Scott Hammond
Seconded ............... Karen Davis

• Committees

Finance – Adam, Carolyn, Paul, Collene, Chris

Fundraising – Carolyn, Collene, Wendy, Carol, Chris, Marianne, Sylvia, Danielle, Polly, Imelda, Maureen

Education –
Siobhan

Facilities -
Paul

To be finalised at next meeting due to members not being present.

Meeting Closed: - 7.30pm
Sunshine Harvester Primary School
No.5526
SCHOOL COUNCIL MEETING – 31/3/2014

Chairperson: Scott Hammond
Minute Taker: Chris Welsh

WELCOME AND OPENING OF MEETING: - 7.30pm

1. PRESENT:

<table>
<thead>
<tr>
<th>Paul Griffin</th>
<th>Scott Hammond</th>
<th>Siobhan O’Brien</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rocky Fitzpatrick</td>
<td>Adam Yates</td>
<td>Carolyn Kustura</td>
</tr>
<tr>
<td>Imelda Romera</td>
<td>Don Higginbotham</td>
<td>Collene Webb</td>
</tr>
</tbody>
</table>

2. APOLOGIES:


3. MINUTES OF THE PREVIOUS MEETING:

Moved that the minutes as circulated are an accurate record of the meeting held on…24/2/14
Moved: Siobhan O’Brien Seconded: Rocky Fitzpatrick

4. BUSINESS ARISING FROM THE MINUTES ::

Nil

5. CORRESPONDENCE: Paul Griffin
   - Email from Cristina Mababaya notifying resignation from school council
   - Safety in cars for children – DEECD

Moved: Don Higginbotham Seconded: Adam Yates
Welcome to our newly elected council members – Rocky Fitzpatrick, Emma Ryan, Tanya Bramwell, Amanda Nguyen, Imelda Romera, Scott Hammond, Karen Davis, Carolyn Kustura, Siobhan O’Brien and co-opted members Terry Cuddy and Don Higginbotham. Christina Mababaya has officially retired from school council after 12 months. I would like to thank her for her participation.

After school activities program is running well with between 10 and 12 children attending regularly. Both Doris and Sue (Education Support Staff) are providing wonderful activities and parents have been happy with the service provided. Having 2 consistent staff members has meant the program is more consistent with the attending children building strong relationships.

Siobhan O’Brien, Polly Hansen and Chris Durbridge are providing excellent support to students and teachers through their specialist curriculum roles. Their focus will be to support children where English is their additional language as well as extending those students who require more challenging work.

Student leadership is alive and well. Kevin Trang and Arien Stanley are our school captains. Kayley Crees is our Junior School council President. Isabella Shultz, Leo Fan, Molly Call, Jack Li, Kane Holden, Finley Bairstow, Katrina Tran, Jack Jarvis, Oliver Sheng, Ali Laasia and Gemma Andrew are all Junior School Counsellors. David Balcha and Faisal Mohammad are Blue House Captains. Johnson Thintuep and Rita Ho are red House Captains. Lana Nguyen and Steven Huynh are Green House Captains. Suweda Shuriye and Slang Hmun Sang Vaingam are Yellow House Captains.

The Sunshine City Lions club once again has made Sunshine Harvester PS its major project in 2014. This means they will support the school in fundraising activities. This includes school BBQ’s each term, graduation support and providing Neal the Seal vests for students.

The school banking arrangement with the Commonwealth Bank will continue in 2014. This program is teaching the students about the importance of saving and the value of money as well as giving the school a commission which helps the Parents and Friends Committee in raising funds.

YuMi deadly maths and oral language based programs are all strategies are being implemented in the school to improve student learning outcomes. Our LOTE Auslan program supports these methodologies as well helping the school fulfil its Department of Education responsibilities.

Meet the teacher afternoon for students in grade one to six was very well attended with over 85% of families arriving at their designated time. Through developing these parent staff partnerships students will have a rewarding time at school. Sunshine Harvester staff are committed to proving the best educational setting for our students. The Prep Information session was extremely well attended with many positive comments made.

Due to school numbers we were unable to have straight grades in the 4/5 area. However Prep one, two, three and six are all straight grades. This approach follows on from the success of last year.

We have developed a school library and employed a library technician to make sure it is kept in good condition.

A student borrowing system is in place and all classes are timetabled weekly. This is a much valued resource for our language program.

Maths afterschool activity was a huge success with 67 families attending and taking numeracy kits. The school maths team is to be commended for providing an opportunity for parents to engage in school activities and be involved in their children’s education.

Chris Durbridge has continued to forge strong partnerships and has continued the afterschool homework club for disadvantaged students in partnership with the Edmund Rice Foundation. This is a fantastic initiative covering 35 students which is at its capacity. A waiting list has now been established.

Unfortunately Chris Duffy psychologist has decided not to continue his business on Saturday mornings due to lack of clients. The speech Clinic will continue as they have a good client base and Kate Marroquin and Kylie Blaszczyk will continue their practice.

On Monday the 17 March the school presented to graduate Lawyers from Clayton UTZ. These Lawyers will once again be part of our literacy program by being literacy buddies.

Police and Community reference group

School Enrolment As of Friday 28 February 2014 our school enrolment is 441 students with 21 grades. We have 4 international students mainly from India. Class sizes have decreased with more staff in PODS. This demonstrates a stable school population at Sunshine Harvester PS. We anticipate will continue to grow over the coming years.

Moved: Carolyn Kustura Seconded: Imelda Romera
7. CURRICULUM REPORT: Siobhan O’Brien

Professional Learning Teams (2014 structure)
The umbrella PLTs will be meeting for the second meeting in term 1 on Tuesday April 1st. Teams will continue working on the action plans and aspects of improving teaching and learning.

Numeracy – YUMI community event
The YUMI team held a very successful parent evening during week 7 – parents were welcomed to come along and try out a range of maths YUMI activities and received a pack to take home.

Staff PD –
YUMI was held to support teachers with further YUMI teaching and learning in the classroom.
Literacy – Guided writing – held to support teachers with further strategies in teaching writing in the classroom.
Cyber bullying also occurred on the curriculum day – the issues raised were important and provided information on how to appropriately deal with them.

Pod level action plans are due at the end of this term – the action plans describe the way the teaching teams are using the open plan flexible spaces, how they plan for learning needs and incorporate curriculum in the classroom spaces.

Term 2 planning - Excursions are being booked for term 2 to support students experiences and understanding of the term 2 inquiry topics.
Preps animals in our world – are heading off to the farm.
Grades 1 – 3 are focusing on Australian history (my family and my community / first contact) a trip to the Polly Woodside with the grade 3s is booked.
Grades 4-6 are inquiring into media and communication.

Specialists:
Performing arts – Betty D’Augustino / Belinda Zepeski
Students have also been hard at work and have produced some outstanding work this term in the Visual Arts. Only some of the work is on display in our art room, hopefully we will be getting some more work displayed around the school soon and find a place we can show off the grade 3 glass tile mosaics.
The Junior school has been focusing on the Performing Arts and Betty and I have also seen students' confidence levels grow over the weeks. We definitely have some little actors and actresses in the making!!!

GRADE PREP: Our focus in Grade Prep is on speaking and listening, retelling and sharing work. Over Term one, we have introduced a range of simple nursery rhymes and developed simple actions to go with these. Students have also been learning simple dances including The Chicken Dance and The Hokey Pokey and have been introduced to a range of drama and movement games. During Term 2 we will be focusing on a routine for our upcoming school performance.
GRADE 1: Grade one students participated in a range of activities and games focusing primarily on role play, improvisation and performing. Students participated in a range of drama games and spatial and body awareness activities.
GRADE 2: Role playing and building confidence to perform
Students were introduced to a new fairy tale each week and have performed a short scene within a small group, with their peers as the audience. Simple props and costumes were
sometimes used. Students are learning about getting into character and the importance of being a performer as well as an audience member. We are seeing their confidence levels grow!

**THE VISUAL ARTS**

**GRADE 3:** Students explored pattern and picture design through the technique of Mosaic over term 1. Pieces of work included simple paper mosaics focusing on the colour spectrum and students initials. Students will complete the term by designing, planning and creating their own mosaic using glass tiles.

**GRADE 4/5:** We have been learning about 3d art and dioramas this term. Grade 4/5 students completed a detailed creative plan detailing a snapshot scene of a well-known fairy tale. Students created this scene into a shoebox diorama.

**GRADE 6:** Famous artists and their techniques has been the Term 1 focus for grade 6 students. We have looked at the works of Piet Mondrian, Vincent Van Gogh and Winslow Homer and each artist's individual style, technique and media used to create their art work. Students replicated these specific techniques and create pieces focusing on geometry and complementary colours, still life using impasto paints and seascapes using watercolours.

**ICT – Glenn Lilley**

**Plasma / Apple TVs / iPads** - We have now installed 5 Plasma TVs with Apple TV boxes attached. These enable you to take the content on the screen of your computer or iPad and wirelessly send it to the screen. It’s like magic! A sixth unit will go to the 4/5 pod this year. We have also ordered an iPad mini for each Pod to enable them to get the most from this set up. If you are interested to see how this can be used, please speak to Rob or Jacqui. They have both dived into this head first!

**iPad Minis** - Big changes are underway in the way we manage our fleet of iPad minis. We are moving over to the Apple Volume Purchasing Program. That means that new apps will need to be purchased and managed centrally. The cost of apps will also be considerably higher – we will pay for licenses based on the number of devices we deploy an app to.

We have also order a charge and sync station for the ipads minis. This should help make the experience using the iPads much, much better. Any problem with a particular iPad will usually be resolved by simply plugging it back into the charger. – it will then be restored to our desired settings regardless of any tampering by students.

**Notebooks** Teachers on the current roll out cycle for new Lenovo laptops will be able to get theirs this Friday. So far, there is no word on Apple laptops.

**Reminders** Please be good digital citizens by accompanying children when returning iPads, Surface Tablets, etc to ensure sets are properly charged.

**P.E – Adam Yates**

The P.E sessions have been very enthusiastic since the oval has opened – fitness first and lapathon has taken on new excitement with the oval being such a beautiful space.

A number of students from SEDA are attended to teach tennis skills – the students are learning how to use racquets and associated tennis skills.
Other programs
A community school event will be on this week with the Oval opening and The annual Hat Parade – a sausage sizzle will also feature. A number of teachers have given up their time to attend a committee to organize this event.

Kinder Kinder – PSTs from VU are attending each Tuesday to support our playgroup

Homework club – continuing to be very successful – a mentor program will also be in place to support our refugee students.

Grade 5/6 transition is underway with students attending the local secondary colleges for taster days.

Moved: Rocky Fitzpatrick           Seconded: Adam Yates

8. FACILITIES REPORT: Paul Griffin

The following activities have been completed on the school facilities

- The new school oval opened for use on Thursday 13 March with great success. The combined soccer goals and AFL footy goals have been a huge success with children using the oval in large numbers.
  Food and drink have been band from the oval
- Due to this $250,000 oval asset the school has taken out an insurance policy protecting the surface from vandalism, theft or any other risk to it. The cost of cover was $740 which will be covered by the reduced oval mowing bills
- We had the exterior walls facing the oval painted to add colour and interest to our school buildings. It has been well received by our school community as it is more student friendly
- A temporary fence has been established behind the brick wall and amphitheatre so we can monitor student activity
- Installed 5 interactive TV to replace interactive whiteboards. Clarity of picture and student engagement is fantastic. Staff training each other in the application. Glenn has sold some disused white boards and projectors on eBay
- A Kinda Kinda sand pit has been established for our preschool children in the environmental centre
- Still having trouble with the electronic gate and had to purchase a new key pad.
- Tree branches had to be removed from the front of the school after a storm caused some branches to drop
- First aid sign installed at front of first aid office to make it more recognisable
- Repairs to tables, BER sink and to doors
- Spread soil in garden bed
- Graffiti removed from girls toilet in the infant POD
- OH&S compliance with contractors is an ongoing process
- OH&S procedures with in the school are continually being improved. Trip hazards removed around footpath facing the large undercover area

Moved: Karen Davis           Seconded: Rocky Fitzpatrick
9. **FINANCE REPORT**: Adam Yates

- **Term 1 Cash Grant** - $74,941.27
- Finance Committee recommend ratification by School Council of all financial transactions for the month of **December 2013**.

**HYIA** – Receipts $24,199.19 & transfers - $15,000.
**Official Account** – Receipts $50,144.56 & payments $59,209.40 (chq 2476 – 2495) Direct Debit payments & BPAY.

- Finance Committee recommend ratification by School Council of all financial transactions for the month of **January 2014**.

**HYIA** – Receipts $77426.57 & transfers - $35,000.
**Official Account** – Receipts $63,393.55 & payments $35,415.00 (chq 2496 – 2501) Direct Debit payments & BPAY.

- Finance Committee recommend ratification by School Council of all financial transactions for the month of **February 2014**.

**HYIA** – Receipts $1,380.36 & transfers - $140,000.
**Official Account** – Receipts $159,979.83 & payments $168,125.34 (chq 2502 – 2512) Direct Debit payments & BPAY.

- School Council Camps & Excursions funding/subsidy statement for 2014.
- Officers approved to sign/approve official school purchase orders for 2014.
- Outstanding 2014 classroom supplies & excursion levy statements sent home to families (66 students @ $150 = $9900 still outstanding)

Moved: Carolyn Kustura       Seconded: Siobhan O’Brien

10. **PARENT & FRIENDS / FUNDRAISING REPORT**: Carolyn Kustura

- This meeting is our AGM, we will need to elect a President- Carolyn voted in, Secretary Sylvia voted in, Treasurer- Collene voted in.
- End of term raffle is happening, we are graphing the results from each area to get some competition happening.
- Sausage sizzle notices have also gone home.
- Photos are this week.
- Mother’s Day - Decided we will go with pot plants as suggested by Daniella at our last meeting. Carolyn will speak to Daniella.
- **Fete** – discussion about lack of parental support. The fete has been put on hold unless we can get more. It will go out again that we are looking for more members for our committee in the newsletter, and on the school facebook page. Is it worth having a coffee morning to try and get some more parents involved / interpreters?
- Confirmation email from Sunshine City Lions Club regarding the possibility of them continuing their barbecues for us – all good.
<table>
<thead>
<tr>
<th>Term 1</th>
<th></th>
<th>Profit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank commission</td>
<td></td>
<td>91.63</td>
<td></td>
</tr>
<tr>
<td>End of term raffle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School photos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBQ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother's Day plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother's Day raffle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBQ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BBQ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father's Day Raffle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father's Day stall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walkathon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of year Raffle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- We ran out of time to look at mail received.
- Later in the year think about a Walkathon / Farmers Market.

Moved: Karen Davis  
Seconded: Imelda Romera

**11. JUNIOR SCHOOL COUNCIL REPORT** – Chris Welsh

- Pancake Day Fundraiser for Uniting Care – raised $204.75.

Moved: Adam Yates  
Seconded: Rocky Fitzpatrick

**13. GENERAL BUSINESS:**

  School Council ratify 2013 Uniform Profit & Loss report

- School Council Camps & Excursions funding/subsidy statement for 2014  
  School Council ratify 2014 Camps & Excursion funding statement

- Officers approved to sign / approve official school purchase orders for 2014.  
  School Council Ratify 2014 school purchase order authority statement

  Endorsement Delegation Authority

- School Council support Principal in his final decision after obtaining quotes in appointing tradesmen to  
  install more security cameras around the school grounds.

- School Council support Principal in his final decision after obtaining quotes in appointing tradesmen to  
  install air conditioning in the BER building.

Meeting Closed:  
Next meeting:

Accurate account of meeting held: ________________________________
Principal: ________________________________
School Council Representative: ________________________________