

Sunshine Harvester Primary School
No.5526
SCHOOL COUNCIL MEETING – 17/2/15

Chairperson: Scott Hammond

Minute Taker: Chris Welsh

WELCOME AND OPENING OF MEETING: 17/2/15 @ 7.10pm

1. PRESENT:

Paul Griffin	Scott Hammond	Siobhan O'Brien
Rocky Fitzpatrick	Adam Yates	Wendy Bairstow
Emma Ryan	Don Higginbotham	Carolyn Kustura
Terry Cuddy (7.30pm)	Carol Hewett (8.00pm)	

2. APOLOGIES:

Tanya Bramwell	Imelda Romera	
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3. MINUTES OF THE PREVIOUS MEETING: 8/12/14

Moved that the minutes as circulated are an accurate record of the meeting held on...

Moved Don Higginbotham Seconded: Rocky Fitzpatrick

4. BUSINESS ARISING FROM THE MINUTES :-

Nil

5. CORRESPONDENCE: Paul Griffin

- Dome – quote for artificial turf around Senior Playground
- Sunshine Lions Club – request to hire room on monthly basis for meeting venue. (Alan Dash – key)
- Dome – quote agi pipe system to prevent playground flooding

Moved: Siobhan O'Brien

Seconded: Carolyn Kustura

6. PRINCIPAL REPORT: Paul Griffin

On the 28 of December 2014 our school archive room was broken into and bolt cutters used to break into our animal enclosure. Only minimal damage was done and the offender caught by the police dog squad. Scott Hammond our school council president attended and secured the archive room thus saving the school a security fee.

Our 2014 school data indicates that the school has to concentrate harder on lifting success for all students, community involvement, student connectedness and academic rigor. To help achieve this in 2015 we are going to implement the Positive Behaviours Intervention Program (PBS), the nine instructional classroom strategies that work, a new reporting package and a data analysis process that tracks performance

Our new LOTE Auslan program is running very well with Elizabeth Chrysostomou providing an excellent learning experience. We also recruited a further 2 new staff members Stephanie Koutsaplis (grade 5) and Zara Comte (grade 2). They have settled in well and are enjoying their journey in teaching

The Sunshine City Lions Club are going to continue their support to our school. Their commitment will be the same as before providing BBQ's, supporting graduation and sourcing resources

We are starting to put in the OHS recommendations. Collene has been keeping abreast with the OHS events calendar and inducting new staff. Contractors are providing SWM and Liability insurance documentation. Collene is currently working on a way to file and store this information in an easily accessible place

Planning for our school conference is going very well under the leadership Martine Wakeham. The conference is about implementing Positive Behaviour strategy which will promote calmer classrooms as well as providing a superior learning environment.

On Friday the 23 January our Educational Support Staff received level 2 First Aid training so we are better equipped to help staff and students when the need arises. On Wednesday 28 January all staff received anaphylaxis training so we are equipped to handle emergencies around extreme reactions to allergies. On Thursday 29 January all staff were involved in a network conference where we listen to a variety of speakers on educational practices and classroom instructions that work. On Thursday 5 February all school students were given a comprehensive introduction into First Aid. You never know when one of our students may have to respond to an incident and call 000

A number of staff starting or extending so this will impact on the 2015 school year as we will be recruiting new staff to fill these positions. We will have 3 generalist family leave positions advertised on recruitment on line over the coming months

The school has appointed a Positives Behaviours strategies coach to promote calmer classrooms, build relationships with students and create a more tolerant school environment. Martine Wakeham has a big but achievable job ahead of her.

The annual hat parade will be held the last week of term. Hats will be prejudged so process will quicken up and the new PA system will make the event easy to hear. All hats will be made in classrooms during regular classes.

School Council Elections. The election process opened on Friday 6 February and closes on Friday 27 February at 5:00pm. There are 2 DEECD positions and 4 Parent positions vacancies for the 2015 Sunshine Harvester PS Council. The following parents are up for re-election; -Carol Hewitt, Wendy Bairstow, Amanda Nguyen and Imelda Romero. The new councillors will take up their appointment after March 31 2014. The following DEECD nominees up for re-election are Adam Yates and Karen Davis

School Enrolment. As of Wednesday 19 February 2014 our school enrolment is 444 students with 21 grades. We have 3 international students mainly from India.

Moved: Wendy Bairstow

Seconded: Emma Ryan

7. CURRICULUM REPORT: Siobhan O'Brien

SHPS staff attended the Deer Park/Sunshine Schools Network Conference Day at Moonee Valley Racecourse on Thursday 29th of January 2015.

- The chief executive officer at McREL International, Bryan Goodwin who leads the organisation's strategic direction and service to educators worldwide was our keynote speaker.
- As a network of schools, over the next two years is to enhance our use and knowledge of the researched based 'Classroom Instructions that Work.
- Siobhan O'Brien, Martine Wakeham, Monique Welsh and Jim Hristoforidis presented seminars for the event.

Siobhan's role as curriculum leader is to present the first and following sections to staff at all staff meetings and ensure this model is embedded into all classroom practice: we have begun with **CREATING THE ENVIRONMENT FOR LEARNING** **Setting objectives & providing feedback**

This high impact instructional strategy is crucial to creating the environment for learning by:

- Giving students clear direction for their learning;
- Focusing teacher led instruction and learning on the important content.
- Motivating by helping students to identify personal interests within the context of the lesson.
- Using relevant formative assessments to provide immediate feedback on student engagement and learning.

Professional learning: Cued Articulation

On Thursday the 12th of Feb Kylie Blaszczyk and Kiersten our speech pathologists presented the cued articulation process that will also be implemented across the school this year. Cued articulation is a set of hand cues for teaching the individual sounds in a word. The hand movements are logical – each hand movement represents one sound and the cue gives clues as to how and where the sound is produced. Cued Articulation can be used alongside sign language and supports English Language learners



Term 1 Classroom Inquiry topics

<p>Prep – Me, Home and School. <i>Civics and citizenship / History</i> Personal and Family Histories their own history and that of their family; stories from different cultures and other parts of the world. build on knowledge and understanding of how the past is different from the present.</p>	<p>Grade 1 area – Working and Playing Together <i>interpersonal and personal learning</i> Friendly Kids Friendly Classrooms</p> <p>AUSvels - Civics and citizenship Students investigate why we need rules and how to keep themselves safe. They identify the people in the local community who help us stay safe</p> <p>Tiny time travellers blast off to out of space</p> <p>Writing genre: Narrative</p> <p>Plan / beginning / middle / end</p>	<p>Grade 2 – Working and Playing Together <i>interpersonal and personal learning</i> Friendly Kids Friendly Classrooms</p> <p><i>Students are introduced to cooperation and the importance of social and group skills.</i></p> <p>Tiny time travellers and their time machine – includes a visit to the land before time</p> <p>Writing genre: Narrative</p> <p>Plan / beginning middle end</p>
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	<p>Poetry</p> <p>Poetry as a narrative simple poetic forms</p>	<p>Poetry - Poetry as a narrative simple poetic form</p>
<p>Grade 3 –. Our school values / Getting a Fair Go</p> <p><i>Civics and citizenship</i></p> <p>Students explore the concept of 'being fair' in different real life contexts including school, sport and society. (2 weeks)</p> <p>Media – for entertainment other forms of entertainment film, advertising, gaming</p> <p><i>Communication</i></p> <p>Writing genre: Narrative</p> <p>Plan / beginning middle / end</p> <p>Story writing narrative building</p> <p>Poetry as a narrative simple poetic forms</p>	<p>Grade 4</p> <p>1. Our school values / Getting a Fair Go</p> <p><i>Civics and citizenship</i></p> <p><i>Students explore the concept of 'being fair' in different real life contexts including school, sport and society.</i></p> <p>My place in society - democracy Students build on their understanding of Australian society and investigate some of the different cultural groups, that make up the Australian community; including food, festivals and sporting events.</p> <p>Where I live - Australia / Victoria / Melbourne / Sunshine Students learn about the Australian nation. They explore symbols for example, the Australian national flag, floral emblems, colours, flower, animal and bird emblems, the national anthem, They consider what they value about Australia.</p> <p>Writing genre: narrative / Critical analysis - Book and movie reviews simple critical response to stories, and songs Poetry as a narrative simple poetic forms – Colin Driscoll Bush Poetry</p>	<p>Grade 5 Our school values / Classroom Cooperation</p> <p>We are going on an adventure!</p> <p><i>English / civics and citizenship</i></p> <p>Eg: Peter Pan, The Hobbit, Pirates of the Caribbean, The Famous Five, The Three Musketeers</p> <p>Narrative, film, t.v, comics, poetry...</p> <p>humanities history/geography</p> <p>Students research an issue for example, human rights issues. They consider actual and possible actions by citizens and nations in response to the issues.</p> <p>Writing genre: Narrative</p> <p>For a specific audience</p> <p>Poetry- Poetry as a narrative</p>
<p>Grade 6 - Our school values / Classroom</p> <p>2. "Goodies and Baddies"</p> <p>(Multi literacies)</p> <p><i>English</i></p> <p>Writing genre:</p> <p>Narrative</p> <p>Plan / beginning middle end</p> <p>Poetry</p> <p>Poetry as a narrative / introduce prose</p> <p>Critical analysis of narrative topic – book review / film reviews</p>		

Professional Learning Teams (PLT's) 2015

Teams have met this term and developed protocols and action plans for the year focused on

- student improvement
- community engagement.

EAL - LITERACY Leader: Chris /Siobhan	Numeracy Leader: Polly	PBS - Well being Leader: Martine
Team members Jenny (prep) Barb (1) Bao (2) Tina (3) Daniella (4) Chloe (5) Jim (6) Melissa Elizabeth	Team members Rob / Lori (prep) Emma (1) Suz (2) Soulla (3) Sarah (4) Cory (5) Betty (6)	Team members Maureen (welfare) Belinda (prep) Monique / Kylie (1) Zara (2) Ian (3) Gay (4) Steph (5) Parny (6) Glenn/Tom/Adam

Planning and final touches are in place for the School conference - Positive Behavior Schools (PBS) - Well Being 22nd and 23rd of February

Health and P.E Fitness First is underway and occurs on Tuesday, Wednesday and Thursday mornings

Moved: Carolyn Kustura

Seconded: Terry Cuddy

Terry Cuddy outlined Youth Now Project and results of data on future outlook for youth employment.

8. FACILITIES REPORT: Paul Griffin

The following activities have been completed on the school facilities

- OHS Inspection of school facilities showed no significant areas of concern
- Repairs to back shed complete after intruder damaged side door. Door lock realigned and cleared and metal latch reinforced.
- Multipurpose room door that fronts Hertford road modified and strengthened where the closer is and the hinge straightened
- Cupboard doors in portable now has locks and portable door refitted and trimmed to close properly
- I inspected school following OHS checklist. The grounds and school buildings are in excellent condition. Need to provide counter disaster plan in each POD not just on the school server. Updating of chemical register is continuing. Testing and tagging has been completed by Lucas Welsh. Lucas has tested around 600 electrical devices being much more thorough than contractors as he knows the school.
- We are looking at synthetic grass around the big playground to make it safer and to reduce trip and fall hazards
- OH&S compliance with contractors is an ongoing process
- OH&S procedures with in the school are continually being improved. The school conducted a successful Fire down drill on Thursday 12 February

Moved: Rocky Fitzpatrick

Seconded: Emma Ryan

9. FINANCE REPORT: Chris Welsh

1. Financial Reports for Dec 2014 Financial

Official Account –

Receipts.....\$76141.00

Payments.....\$66329.00 (chq 2640 – 2661, EFT & Bpay payments)

High Yield Investment Account

Receipts.....\$6612.00

Payments.....\$50000.00

Moved: Terry Cuddy

Seconded: Carol Hewett

CARRIED

2. Financial reports for Jan 2015

Official Account-

Receipts.....\$32572.00

Payments.....\$27862.00 (chq 2662, EFT & Bpay payments)

High Yield Investment Account

Receipts.....\$110727.00

Payments.....\$500.00

Moved: Terry Cuddy

Seconded: Wendy Bairstow

CARRIED

3. Financial Commitment Summary for Year Ended 31/12/2014

4. Financial Delegation Authority

5. Endorsement of School Banking signatories

6. 2015 School Budget update to be approved.

7. Endorse list of officers approved to sign official school purchase orders

8. Levy payments

Extra Items

9. We are finally paying for the staff that are here, in the SRP. And not th 2 ES staff who are no longer here.. We are seeking salary reimbursement.

10. At payroll period 201416 school is in a surplus of \$6791.00

11. There will be a rise in cleaning cost per month due to Auslan room now on daily use and entrance doors to be regularly cleaned.

Moved: Terry Cuddy

Seconded: Carolyn Kustura

10. PARENT & FRIENDS / FUNDRAISING REPORT: Carolyn Kustura

Below is a plan of what the year may hold. As we hope to have new committee members it could possibly be altered.

New ideas – Mattel Toy Club

Term 1	Profit	Term Total	Total
Bank commission			
End of term raffle			
School photos			
BBQ			
Term 2			
Bank commission			
Mother's Day plants / raffle			
BBQ			
Term 3			
Banking commission			
Mattel Toy Club			
BBQ			
Father's Day Raffle, other?			
Term 4			
Banking Commission			
Walkathon			
End of year Raffle			

MOTION

A motion is hereby placed before Sunshine Harvester Primary School Council that the following fundraising activities listed above be nominated as Non-profit sub entities for GST purposes.

These NPSE events are planned to be conducted by Sunshine Harvester Primary School Council in the year ended 31 December 2015 and all relevant financial transactions will be accordingly recorded in the schools accounting and taxation records as out of scope for BAS reporting purposes.

The Council notes that the record of this decision must be retained for 5 years and that this election cannot be revoked for 12 months.

The council notes that the transactions of each NPSE event will have separate accounting records (distinct CASES level 4 and 5 accounts are satisfactory) and that the annual turnover of each NPSE will be no more than \$100,000.

Moved: Carol Hewett

Seconded: Emma Ryan

CARRIED

Moved: Siobhan O'Brien

Seconded: Wendy Bairstow

12. JUNIOR SCHOOL COUNCIL REPORT: Paul Griffin

JSC Agenda/ Minutes for: 10th of February 2015			
School Name: Sunshine Harvester Primary School		Team: Junior School Council	Team Leader: Chloe
Team Members: Van, Tina, Madiya, Mason, Samiha, Brandon, Anatovina, Ahmed, Annika, Richard, Jack and Sarah.			Started: 2:05
Present: JACK JARVIS, RICHARD LE. AHMED RUSHDEE, ANATOVINA VITALE, VAN Kulhon, SARAH NGO, ANNIKA Abas, MASON, MADIYA , Chloe and Martine. Apologies: Tina, Brandon, Samiha			Ended: 2:25
ITEM	TIME ALLOCATION	NOTES	Minutes: Chloe
Welcome/expectations/goals	3 minutes	Share ideas to help improve our school, our learning and develop fundraising ideas, with the representatives representing our student voice.	
Junior School Council President	2 minutes	Grade 5 and 6 representatives nominated themselves, we voted and our Junior School Council is Jack Jarvis, Annika is our understudy.	
Chinese/Luna New Year	5 minutes	Celebration on Wednesday February 18th, asking students to come in dressed in their traditional dress, speak to Bao about having a dragon costume on the day that students have seen used in the past... Students raised the idea of having some kind of parade in which all students who come dressed in their cultures traditional dress can be viewed, students could also present the work/displays they are making in class celebrating the luna new year e.g. lanterns, dragons etc..? Notes have or are to be sent home, will look at making more posters to be displayed advertising the event.	
Open Classrooms Event for Friday 13/2/15	5 minutes	Will meet again on Thursday (briefly at recess) to make arrangements for Friday afternoon, advertising to be made and hung around the front of school, each pod and at the office to remind parents. At our meeting on Thursday we will organise who will be greeting the parents and who will be responsible for directing parents to classrooms, e.g. if their child is at specialist, or unsure of classroom etc.	
PBS - Martine	2 minutes	Recess rubbish pick up – would it be a good idea to have a weekly prize	

		<p>for the grade who picks up the most rubbish and who always has a spotless area, it could be a trophy e.g. Oscar the Grouch. Sarah raised the question – how will this be judged? Could this be done by students, teachers, Mr Griffin or Mr Connor... The trophy could be handed out at assembly... If you get the trophy 3 times in a row you get a special prize (a zooper dooper etc if you win 3 times in a term grades will also receive a prize. Students think this is a good idea and have noticed that most students ignore the message and that this will make students take more notice. Teacher and student judgement? Instead of being assigned a certain place for each grade – Martine to revise and discuss with Mr Connor.</p> <p>Vote on ideas for trophy – Oscar the grouch 4 votes/ a gold bin 5 votes. Martine to organise.</p>
<p>Parent Engagement and Involvement in our school.</p>	<p>2 minutes</p>	<p>This will be a focus point for our fundraising and school activities.</p>

Sarah and Angelina Grade 1 pod
 Brandon and Samiha Grade 2 pod
 Jack and Van Specialist Rooms
 Richard and Mason Grade 5 Pod
 Annika and Madiya Grade 6 Pod

Anatovina and Ahmed Grade 3 and 4 Pod

Moved: Carolyn Kustura

Seconded: Rocky Fitzpatrick

13. GENERAL BUSINESS:

- **Motion**

School Council endorse the following :-

Financial Commitment Summary for year ended 31/12/2014- *as tabled*

Financial Delegation Authority - Endorsement of School Banking signatories- *to remain Paul, Carolyn, Glenn & Adam*

2015 School Budget update to be approved. – *as tabled*

Endorse list of officers approved to sign official school purchase orders – *Principal (over \$5000), Assistant Principal, Business Managers (Up to \$5000) Department Leaders (Up to \$2000)*

Levy payments - *\$50 per student for class materials – excursions/incursions, camps etc user pay*

Moved: Terry Cuddy

Seconded: Rocky Fitzpatrick

CARRIED

- School Council Dates for 2015
Monday evenings @ 7.00pm – Week 5 and Week 10 of each term.
Notice in advance if change required.

- School Council asked to give input into any ideas for further improvement.

High 5 cards – regular well behaved students not getting the recognition

- will take back to PBS committee

Social Media – where does the school sit with any issues?

- Speaker can be provided to present to student
- Cyber bullying discussed in ICT sessions
- Wider school community need to educate children
- Welfare guidance can be provided to those in need.

Meeting Closed: 8.32pm.

Next meeting: Mon 23/3/15 (AGM)

Accurate account of meeting held.

Principal.....

School Council Representative.....