Minutes for the meeting held on
Wednesday 26th February 2014 at 8.00 pm in the Library

1. Welcome and Apologies
   Present: Lynton Smart, Julie Rackham (Vice Chairperson), Monika Jackson, Stephen Duffield (Treasurer), Bill Clarke, Anne Franks (Principal), Brooke Hodgson (Secretary), Emma Grossman, Melanie Baak (Chairperson), Jo Piggett (Community Rep), Jacqui Merkel (Kindy Rep), Kylie Sawley, Gabby Combe (Parent Club Rep), Julie Gambling (Staff Rep).

   Apologies: Jo Wilsdon, Janet Redden, Karena Wilson.

2. Confirmation of minutes of previous meeting
   Change to Point 6, Terry Sizer spelt incorrectly.

   Moved by Jacqui Merkel, Seconded Julie Rackham. All in favour.

3. Business arising from previous minutes
   None

4. Correspondence
   a. In
   Letter from Parent for discussion in general business.

   b. Out
   None

5. Declaration of Non Profit Organisation
   Anne Franks read out the declaration of non profit organisation and confirmed that we are not to raise funds over or above $150,000 per annum.

   Anne Franks Moved the motion to accept these terms, Emma Grossman seconded. All in favour.

   Anne to email a copy, signed to Secretary for record keeping.

6. Financial Delegates/Signatories on Financial Documents/Bank Accounts
   Anne Franks moved that Anne Franks, Caroline Lloyd, Davina Bellman, Jenny Stringer and Stephen Duffield as Treasurer be the Governing Council signatories. Seconded by Monika Jackson, All in favour with joint signatories required at all times.
7. Sub-Committees:

The following sub committees were formed.

a. **Finance Committee** – Members will be Stephen Duffield, Anne Franks, Janet Redden, Emma Grossman, Monika Jackson, and Carolyn Lloyd.

b. **Education Committee** – Members will be Megan Smart, Jo Wilsdon, Debbie Smart, Brooke Hodgson, Melanie Baak, and Jodie Zwar.

c. **Grounds Committee** – Members will be Bill Clarke, Jo Piggett, Jocelyn Thomas, Julie Gambling.

8. Principal’s Report

Presented by Anne Franks (Please see Attachment A)

- Discussion was held on the policies in place to help students cope with extreme weather situations. There is room for judgement calls to be made on a day by day basis by the Principle to ensure adequate areas are made available with appropriate supervision. Anne Franks will investigate a way to quickly and easily access UV rating index to help staff decide on when outside activities are appropriate or not.

- Discussion held on report process on days absent. There was an error in last years end of year reports where it stated the number of days absent was for the last two terms whereas the statistics were actually for the entire year. This has been corrected so will be accurate in this year’s reporting process.

- Discussion held on swimming instructors and the possibility of having more than one instructor available to ensure the classes run when scheduled. Anne Franks will be working with those involved to ensure lessons are completed and thanks the community for their understanding in a very stressful start to the year with local bushfires and floods affecting the community.

- Discussion was held on Bus Committee being dissolved and the process that took place for this to occur. Anne Franks explained that DECS policies have forced principles to be more involved and responsible. The responsibilities of the bus committee were basically dissolved by the implementation of new DECS procedures.

- Discussion held on Facebook, SMS system and Email option for newsletters. Concerns were raised that new parents are not aware of these systems and introduction booklets do not include these options. Anne Franks will place in the newsletter a reminder for parents to opt in if they wish to the SMS and Email options while Facebook is still being investigated by staff.

- Due to DECD Policies, Anne Franks moved that all Policies written by the school and the Education Committee be renamed as ‘Procedures’ for legal purposes. Seconded by Gabby Combe, all in favour.


Presented by Stephen Duffield (Please see Attachment B)

A finance committee meeting has not been held this year, Stephen presented the current budget figures to Governing Council and will organise a meeting before the next Governing Council Meeting.
10. Grounds/Building Report

Bill Clarke advised that the grounds committee has not met this year. There is work to do with fruit trees, watering systems, vegetable patch and maintenance of the oval. Tony Muerhead has recently sprayed the oval for weeds and is investigating the watering system of the oval to ensure it is being as effective as can be.

11. Staff Report

- Classes have all settled in really well and student learning is well underway.
- SRC leaders have been chosen.
- Swimming lessons are yet to be finalised with 2 of the Junior Primary classes to be completed in Week 7.
- Term overviews have been sent out from all classrooms.
- Intervention program will begin next week.
- Data collection for meeting targets are beginning.
- Welcome and smooth transition for new students throughout the school.
- CB Swimming Carnival will be held Thursday 27th February, good luck to all participating.
- All classes have a new ipad each which is fantastic.
- New teaching staff, have all been initiated and have started the hectic year really well.
- Clayscreens (Observation Surveys) being used for year 1 students to help gather statistics of child developments between the start and the end of the year to assist teachers find areas that may need extra attention. This can be utilised for any year level where deemed appropriate.
- Discussion held on use of ipads and all staff being made aware to check ipads for photo’s or videos to ensure they are removed at the end of the each usage session or saved to a school computer if it is a valid photo or video for educational purposes.

12. Round Table / Any other business

- Discussion held on possible training options for Governing Council members. SSASSO provides an introduction to Governing Council training sessions. Concerns were raised about the cost and content of this training and how valuable it really is. It was suggested a DECS representative with sound knowledge of Governing Council could attend a meeting to answer any questions members have. Anne will investigate the possibility of Rob Larson from DECS coming in to provide some ‘experienced’ knowledge to current governing council members rather than a formal SSASSO Training session.

- Discussion held on the accuracy of our current Crystal Brook Primary School Constitution. It is becoming outdated as last updated in 2007. Anne Franks will investigate whether an updated constitution is available and look into the process for updating the Crystal Brook Primary School Constitution.

A Caring Place To Learn
• Discussion held on SRC Leadership selection process. It is not considered the role of Governing Council to dictate how the SRC selection process takes place. Governing council would like to recommend to SRC for them to implement a way of improving opportunities for all students to have a chance of participating, ie perhaps limiting the times an individual can be an SRC leader during their time at school. Governing Council will send a letter to the SRC outlining possible options for SRC to consider.

• Recommendation to staff that year 7’s take precedence over year 6 students at the high school athletics and swim carnivals. This issue will be taken back by Julie Gambling for discussion at staff meeting.

• SAPSASA, discussion held on possibility of SAPSASSA Committee being formed. Anne Franks advised that SAPSASAA management is not done at a school level and any concerns are to be raised with Anne Franks or the relevant SAPSASA representative.

13. Next Meeting Date

19th March 2014, 7pm in the staff room.

Meeting closed at 10:00pm