Chairperson: Melanie Baak

Minutes for the meeting held on
Wednesday 3rd December 2014 at 7.00 pm in the Library

1. Welcome and Apologies
   Present: Gabby Combe, Megan Smart, Jo Wilsdon, Anne Franks, Jacqui Merkel, Julie Rackham, Monika Jackson, Stephen Duffield, Ellen Crisp (SRC) Brooke Hodgson, Mel Baak.

   Apologies: Emma Grossman, Kylie Sawley (Jo Piggett, Jocelyn Thomas, Janet Redden)

2. SRC Rep – Ellen Crisp presented the SRC Report to Governing Council. Please see Attachment A
   • The Crisp Family have been very generous and donated a $100 Megs Book Shop Voucher to the Crystal Brook Primary School as a farewell as Ellen is their last child to attend Crystal Brook Primary School. The Crisp family has enjoyed their time at Crystal Brook and have found it a wonderful school. Good luck to Ellen who is off to High School next year.
   • Anne would like to make special mention of the great work that Luke Davis has been doing with the SRC group.

3. Confirmation of minutes of previous meeting
   • Stephen moved and seconded by Mel Baak, all in favour.

4. Business arising from previous minutes
   • PIE Grant, still no word on whether this was successful or not.
   • Christian Pastoral Support Workers funding, there has been a name change of this position and funding will be given by the churches. Anne is unsure of the name at this point but will advise in the future.

5. Correspondence
   • In
     i. SASSO Magazine and Affiliation Certificate
     ii. Staples Order Form for school supplies, not required as School does ordering elsewhere.
   • Out
     i. None.

6. Principal’s Report
   • Presented by Anne Franks, Please see Attachment B
7. Financial Report
   • Presented by Stephen Duffield,
     i. Bad Debts finished at $1987.25, all of these funds are being chased by Debt Collection. A collection of $29 was outstanding and Debt Collection Agency advised that we write off $20 of this, Stephen moved that the entire $29 be written off. Seconded by Julie Rackham, all in favour.
     ii. Budget was presented by Stephen, Please see Attachment C
     iii. Stephen moved the Budget Proposal for 2015 and noted that with change of student numbers our budget may change, there may be a few less SSO hours due to student levels. This will be finalised with enrolments in 2015. Seconded by Gabby Combe, all in favour.
     iv. Better Schools Achievement Funding has been granted and Anne will write a plan of how this money will go towards intervention.

8. Education Committee Report
   • No report

9. Staff Report
   • Presented by Megan Smart, Please see Attachment D

10. Grounds/Building Report
   • No report.

11. Kindy Report
   • Presented by Jacqui Merkel, Please see Attachment E
   • Karena wished to thank the school for the use of the grounds for the Kindy Market Day
   • Kindy Graduation was Tuesday 2nd December, all students got a pencil case with named pencils and a little graduation hat. Christmas concert will be on Monday 8th December and Karena has won the Director of the Kindy position for the next 5 years.

12. Parent Club Report
   • Presented by Gabby Combe, AGM was held on 26th December. All positions were vacated and filled again with all new members standing up which is very exciting.
   • Money raised for the year was $9300, discussion was held on what this could be spent on, a shade for the new sandpit was suggested but up to the new committee to decide.
   • Tea and Tissues will be held on the first Monday for the new year and Parent Club will provide a plate of food.

13. Round Table / Any other business
   • Bus Driver Approval.
     i. Anne is seeking approval for another Bus Driver to be on our approved list as a relief driver for the Crystal Brook Primary and High School buses. Her name is Kris Meyer she has all the relevant qualifications and experience. Everyone approved.
   • Adoption of Draft Budget for 2015 – done.
   • AGM in 2015, Brooke (Secretary), Gabby (Parent Club Rep), Monika, Jacqui (Kindy Rep), Jocelyn (Casual), Janet (Casual), Emma (Finance) will all be stepping down as they have finished their terms.
     i. Stephen Duffield would like to offer his resignation on Governing Council as all of his children are now off to High School. Accepted. Everyone present would like to
Thank Stephen for his many years on Governing Council and as Treasurer also, what a wonderful service he has provided to the school.

ii. Anne to place a note in the last newsletter about 5 new members needed for Governing Council so people can start thinking about it and asking questions if they require.

iii. AGM Meeting to be held in Week 5 of Term 1, 25th February. Anne to organise the distribution of nomination forms and elections if necessary. (unless a clash with Gladstone High School events)

iv. The Honourable Mr Rankine may be coming to present a plaque for our volunteers. Anne is not aware of the details, she will follow up and we may need move a motion via email before the end of the year.

v. Everyone in attendance wished to Thank Mel for her efforts as Governing Council Chairperson, it is very much appreciated that in her first year on the council and being new to the school that she was willing to step up and she has done a magnificent job.

14. Next Meeting Date Term 1, Week 5 2015 to be held directly after the AGM.