

Minutes of the Buninyong Primary School Council held in the Staffroom, December 12, 2016

Present: Bernie Conlan, Darren Holland, Josh Ebbels, Mick Durham, Gareth Smith, Jarrod Sing, Chris McQuie, Damien Coats, Tania McKay, Ange Stock, Catriona Fox & Shaun O'Loughlin & Cindy Armstrong

Apologies: Paul McVeigh & David Young, Gareth Smith & Pauline Rogers

MOVED: Mick

SECONDED: Catriona

ACTIONS to be followed from previous meeting:

- Bernie to action toilet improvement works....done
- Child Safe Standards to be the key work at our December Meeting....focus for tonight's meeting
- Fees & charges to be sent out to families immediately....done

Moved : Shaun

Second : Damien

Correspondence

Inward:

- Nil.

Outward:

- Nil

Finance Report-

- Cleaning Contract- Tenders were due in today. The Finance committee has looked at the tenders and liked Bohan Cleaning Service the best. Bernie to get some reference checks for this contractor before making a final decision. Looking for a 12 month initial contract that extends into a 3 year deal if we are happy.
- Investments are still the same as last month, re invested til next year.
- The finance committee has considered proposals from printing companies for our next photocopying contract. It is recommended we go with Viatech.

MOVED : Chris

SECONDED : Cindy

Report from Leadership – Bernie, Josh & Shaun presented their reports, which included explanation/discussion on the following:

Bernie:

- Staffing wise- Jarrod moving on and selection process is in progress to select a replacement. A new full time office employee has been appointed, that being Janine Fowler.
- New shade sail has been installed over the P-2 play equipment, pinning hopes on shade grant for the sail over the 5-6 play equipment.
- Toilet upgrade work is underway. Nick Byvoet will install the new cubicles and doors over the holidays. Our new Western District Employment Agency employee will repaint the internal toilets. Gary Pond is commissioned to do the work to get warm water to the senior toilets. Catriona is working on the signage with a team of enthusiastic grade 5 students.
- Chook shed working bee on Jan 23 for those who are interested.
- Dave has had a big fortnight planning with all of the 2017 year level teams....important work as we lay the foundation for a strong start in 2017.

Josh

- Selection of School captains and Grade 6 teams is complete....thorough process and great experience for the kids.
- Sports excursions for few weeks back: already up on the board- Boys/Girls tennis, division swimming, swimming tryouts, Regional tennis, school athletics, 9/3 division basketball,

Shaun

- Grade 6 leaders for next year have been selected
- Prep orientation day was very successful
- Fundraiser at the twilight market went very well, as did the working bee on Friday night

MOVED: Ange

SECONDED: Cindy

Approval of Excursions

Following excursions presented for approval.

- 16th December: Scotsburn Swimming Breakup – No cost
- 14th December: Grade 3-4 Sov Hill (No cost)
- 13th December: Grade 1 - Regent Cinema Ballarat (\$10 / child, excluding levy \$4)
- 13th December: Grade 2 – Regent Cinema Ballarat (\$5 / child, subsidised from Exc Levy)

- 12th December: Grade 3-4 – Regent Multiplex (\$10 / child, excluding levy: \$4)

2017 Excursions

6th / 7th of February – 3-6 Boys & Girls Tennis (\$6 / student)

13th / 14th February 3-6 Swimming Try-outs (\$10 / student)

15th / 16th Tennis 3-6 Division Tennis (\$6 / Student)

2nd March - 3-6 Athletics

3rd of March – Division Swimming

22nd March -District 3-6 Aths

9th of March – Division Basketball (\$5 / student)

14th-30th March – 3& 5 Bike Ed (\$30 / child)

MOVED: Mick

SECONDED: Shaun

Policy Development

Child Safe Program :

- Page 22: Clarification added since our last meeting regarding who is to sign the Child Safe Code of Conduct is an improvement, but we decided to add:
 - o An opening statement of...’those required to sign the Child Safe Code of Conduct include, but is not limited to the following’. We also decided to add volunteers in classrooms and those attending excursions to the list.
- No specific mention of Scotsburn yard duty rosters- Bernie to add that we have at least one adult on yard duty at a given time (page 38)
- We will include the Social Media’ policy and ‘ICT Acceptable Use Agreement’ (referred to on page 38) as appendices to the document as a means of keeping related documents in the 1 place.
- Decided to trial 3 students going to the toilet at a given time from the start of 2017...Bernie to update that on page 39.
- **MOVED:** Chris
- **SECONDED:** Darren

ACTIONS TO BE FOLLOWED:

- Bernie to update the Child Safe policy and work with Josh to ensure all aspects of the policy are enacted from the start of the 2017 school year.
- Bernie to finish off reference checks for the selected cleaning contractor and then communicate our decision to all who tendered.
- Tania and Dave to follow through on decisions regarding our photocopying contract.

Meeting Formally CLOSED at 7:37 pm
Next meeting February 27