

Minutes for Tyabb Primary School Council  
Monday, February 15th, 2016  
Start Time: 6.30pm  
**Venue: Staff Room**

1. **Attendance**

Robyn, Julie, Carole, Heidi, Geordie, Sharon, Kirsten, Sally, Karina, Mikaela.

**In attendance:**

Raelene: Minutes Secretary

Cheryl: DET – Senior Education Improvement Leader

2. **Apologies**

Kathie Toft

***Motion: That apologies be accepted.***

Moved: Karina

Seconded: Robyn

Carried

3. **Principal Selection Process**

- Presented by Cheryl, DET- Senior Education Improvement Leader
- *Julie joined the meeting at 6.35pm*
- Cheryl briefed the school council on the principal selection process.
- The process begins from now – this meeting is the start of the process.
  
- *Geordie joined the meeting at 7.00pm*
- *Cheryl left the meeting at 8.00pm*

4. **Parent representative for the principal selection process**

- School council has selected the parent representative for the principal selection process and Sharon will notify Cheryl from the department of the outcome and the process by email.
- Sharon will accept the school council president's role on the selection committee.

5. **Minutes of previous meeting**

**Business arising from the minutes**

- Robyn – facilities report – potholes outside and in the drive thru. Carole met with the shire about this hoping they may fix it for us. Unfortunately it has come back to our responsibility so Carole will arrange to have it fixed in the next few weeks.
- Asbestos audit all good – we were one of the easier schools and we only have 2 stickers. Rooms 13 and 14 have a sealed ceiling panel and the office had a safe. Robyn queried notifying the parents but it was decided this is unnecessary. Carole will get a quote to get the panels removed.
- PFA – follow up. Viv has tried to contact Bakers Delight both by email and phone about the purchasing points scheme for donations. She has had no response except to say they donate bread to the school for our BBQ's etc. Carole will ask her daughter who works at Mornington if she knows anything about the scheme and how it works.
- Amart and Good Guys – Carole will put information in the newsletter and will check for the cards to promote this.
- Viv received her gift and it was very much appreciated
- PFA AGM – Carole has had a few parents interested. Meeting is a tentative for next week to vote in a new president.

President: Sharon M  
Vice President: Karina P  
Secretary: Kirsten L

Acting Principal: Carole Howden  
Treasurer: Robyn B

- **Motion: That the minutes of the last meeting held on Monday, November 23rd have been discussed and are accepted.**

Moved: Mikaela  
Seconded: Sally  
Carried

## **6. Correspondence**

### **In**

- Inspire- now electronic. View at: <http://www.education.vic.gov.au/about/news/inspire/Pages/default.aspx>
- Request to use basketball court  
Tuesdays 3.45 – 4.15 Tyabb Yabbies Grade 1 Boys Team  
Wednesdays 3.30 – 4.30 Tyabb Grade 2 U10 Girls Team & Tyabb U12 Boys Team  
This has been approved by council
- We suggest an improvement to the standard request letter to add an area for parents to sign – Carole.
- Letter from Kim thanking School Council for their contribution to the McLaurin Drive improvements.

### **Out**

- Paula – retirement letter
- Bruce – retirement letter
- Viv – thank you

**Motion: That the correspondence has been discussed and is accepted.**

Moved: Julie  
Seconded: Karina  
Carried

## **7. Principal's report**

- Our numbers are at 402 children
- Our first curriculum day was spent concentrating on our school goals
- Our PD budget has increased to help us meet these goals
- The new Victorian Curriculum has just come out
- School Council elections start this Thursday. There are 4 parent positions up for re-election and 2 staff positions. There will be a letter going home.
- Emergency Management – the recent hoaxes were taken very seriously and we were well and truly prepared. Since the article in our newsletter our database has been upgraded to include an SMS feature to notify parents.
- Sharon – School council to send a letter of thanks to Dean for his work and input.
- Bunnings letter of thanks from school council – Raelene to catch up with Kirsten

**Motion: That the Principal's report has been discussed and is accepted.**

Moved: Sharon  
Seconded: Karina  
Carried

## **8. Sub Committee Reports**

### **Finance**

As tabled

- 3 months were discussed and approved.
- Camp sustained us over the December, January period so we didn't have to transfer too much money. Dean's invoice was a big expense in this period. We out paid the iPad lease, another big expense in December.
- February will show all the budget amounts in the new program.
- The Bendigo Bank science grant came through \$1000
- Guttering and grounds work were the main expenses
- 2016 family invoice payments have been fantastic with parents on payment plans if they haven't paid already



## Tyabb Primary School Council

President: Sharon M  
Vice President: Karina P  
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- Booklists will be paid on February
- Camp deposits are due but Chris will hold off payment until the last minute.
- Alpha Productions deposit has been paid as well.

**Motion: That Tyabb Primary School Council has discussed and approves the Financial Reports for November & December 2015 and January 2016**

Moved: Geordie  
Seconded: Mikaela  
Carried

**Motion: That the Tyabb Primary School Council ratifies the accounts passed for payment for November & December 2015 and January 2016**

Moved: Heidi  
Seconded: Karina  
Carried

**Motion: That the Tyabb Primary School Council has discussed and approves purchasing card transactions for November & December 2015 and January 2016**

Moved: Sharon  
Seconded: Karina  
Carried:

**Motion: That the Tyabb Primary School Council has discussed and approves the End of Year Financial Commitment summary for 2015 as part of the End of Year Financial Process.**

Moved: Mikaela  
Seconded: Kirsten  
Carried

### Facilities

As tabled

- Bruce's retirement is a loss but Greg our gardener is on trial. So far he has worked out well and is currently at 5 hours per week.
- Playground equipment audit has been done and some areas fixed
- Next priority will be organised with the new committee. Steps up to the oval is one area of concern and the other is the drive thru entrance.
- We are going to try again to get the ramp funded. This is a \$20,000 job if we decide to fund it ourselves.

*Permission given to go to 9:15.*

### Education

No Report

### PFA

No report

### Traffic Safety Committee – verbal update

Carole met with Neil Burgess and two men from the shire. All issues were discussed; u turns, trucks, tennis courts, safety, roundabouts etc. They will support us in getting funding from outside like Moorooduc PS did. Julie suggested ringing Langwarrin PS to find out about their recent funding.

### Junior School Council

No Report

***Motion: That the School Council has discussed and accepts the subcommittee reports***

Moved: Julie

Seconded: Kirsten

Carried

**9. General business:**

- **Proposed 2016 Dates. Will be confirmed with School Council of 2016**

<b>Term 1 2016</b>	<b>February 15 March 21</b>	<b>General (2015 School Council) 6.00pm Extraordinary meeting – 6.30pm AGM 7.00pm General Meeting</b>	<b>Finance Meetings</b>
<b>Term 2 2016</b>	<b>May 9 June 20</b>	<b>General Meeting General Meeting</b>	<b>To be confirmed</b>
<b>Term 3 2016</b>	<b>August 15 September 12</b>	<b>General Meeting General Meeting</b>	
<b>Term 4 2016</b>	<b>October 24  November 21  December 5</b>	<b>General Meeting (Presentation of Draft Indicative Budgets) General Meeting (Final Budget presentations) School Council dinner</b>	
<b>Term 1 2017</b>	<b>February 13</b>	<b>General Meeting</b>	

***Motion- That General Business be accepted***

Moved: Karina

Seconded: Robyn

Carried

**Meeting closed 9:10 pm**

**Next Meeting: March 21st (AGM Followed by General)**