

# **RESEARCH PRIMARY SCHOOL**

## **SCHOOL COUNCIL MEETING**

**Minutes  
8 May 2017  
7.30pm**



**A Review of School Operations and Functions**

**RESEARCH PRIMARY SCHOOL COUNCIL MEETING**  
**MONDAY 8 May - 7.30pm**  
**Minutes**

- 1.0 OPENING WELCOME** Liz Opened meeting at 7.40pm
- 2.0 ATTENDING**
- |                 |                   |                     |
|-----------------|-------------------|---------------------|
| Julie Minarelli | Avril Baker       | Michelle Walker-Fox |
| Liz Shewan      | Carolyn Sternberg | Claire Welburn      |
| Adam Humphreys  | Karen Roberts     | Geoff Whyte         |
| Andrea Sutterby |                   |                     |
- 3.0 APOLOGIES**  
Jocelyn Watts
- 4.0 MINUTES/AGENDA**
- 4.1 Minutes of previous meeting  
It was noted that attendance at previous meeting was incorrect: Julie Minarelli, Jocelyn Watts & Andrea Sutterby were all absent
- Motion: 'That the minutes of the previous meeting be received'  
Moved: Michelle Walker-Fox          Seconded: Adam Humphreys
- 4.2 Business arising from previous meeting
- 4.2.1 Electronic Payments - Adam  
There are some special offers for online portals allowing parents to pay by credit card. Adam is currently looking into NAB.
- 4.3 Items for General Business  
None
- 5.0 CORRESPONDENCE**
- 5.1 Letter received from the Minister for Education regarding Refugee & Asylum Seekers Supplement. RPS will receive \$700. Letter attached.

## 6.0 MANAGEMENT

### Principal Report

Annual Report endorsed by DET

Presented at our AGM. Thankyou to everyone for contributing.

### 5/6 Camp

Camp went well, great weather and children had a ball. Great parent helpers as always.

### EDPSSA

Started up again this term with ISS, Footy, Soccer, Basketball and Cross Country

### Vicky Ward visit re BARR

'Bushfire at Risk Register' - Vicky still investigating as CFA and Education Department do not score RPS high enough to be on the register.

### National Young Leaders Day

'Making a Difference' - 5 great speakers on the day. Children got a lot out of the experience and were well behaved.

### ANZAC Day Dawn Service

School Captains laid wreath with Geoff. RPS lead the Primary Schools.

A damp morning but very proud.

### NAPLAN

Starts tomorrow - Tues 9 May for grades 3 and 5. A couple of withdrawals.

### Year 7 2018

Decisions are being made. Preference Forms must be back to school by Fri 12 May.

Some high schools are zoned - a straight line from home address to school.

### Education Week

Packs are ready to go to local kinders. Education week 22 May - 26 May

Thurs 25 May - Open 2pm for current families & visitors, Preps 2018 Info Evening for Parents 7pm.

### School Photos

Wednesday 17 May

### Walk to School Safely Day

Friday 19 May. Julie meeting walkers at Research 7-11 at 8.30am

### Joy has retired

After 33 years as an employee - parent - employee and 16 Fetes Joy Pagon retired on Sunday 30 April

### Retirement

Geoff announced his retirement to the School Council and will finish up at the end of the September Holidays (October 8<sup>th</sup>). He has been with RPS for 18 enjoyable years. Principal interviews will be held during Term 3 and the appointed Principal will start on Monday 9 October. The School Council congratulated Geoff.

## 7.0 FINANCES

### Aims

1. *Manage a balanced budget*
2. *Pursue Opportunities for Additional Income*
3. *Involve broader School Council in budget decisions*

### 7.1 Current Balances @ 30 April 2017

#### ANZ Official Account

Balance as per Bank Statement				\$2,399
Less unpresented Cheques/Direct Deposits on Cases21	\$	0		
Plus outstanding credit	\$	0		
<b>Accounting Systems Balance</b>				<b>\$2,399</b>

Current outstanding amount owing to RPS \$ 6,926

#### Official Account Receipts and Payments April 2017

Receipts \$15,312      Payments \$18,214

#### Westpac Bank High Yield Account

Interest Rate: 4.7% \$74,456

#### ANZ Building Fund Account

Interest Rate: 0% (under \$1,999) \$ 316

#### Bendigo Bank Cash Management Account

Interest Rate: 0.05%pa \$ 845

#### Targeted School Funds

Bequest (Ivy Reynolds) \$ 24,369

#### Holding Funds

Tournament of Minds \$ 1,260  
PSD Funding \$ 32,069

### Balances @ 31 March 2017

#### ANZ Official Account

Balance as per Bank Statement				\$24,799
Less unpresented Cheques/Direct Deposits on Cases21	\$19,498			
Plus outstanding credit	\$	0		
<b>Accounting Systems Balance</b>				<b>\$ 5,301</b>

Current outstanding amount owing to RPS \$ 7,531

#### Official Account Receipts and Payments March 2017

Receipts \$73,646      Payments \$85,423

#### Westpac Bank High Yield Account

Interest Rate: 4.7% \$45,952

#### ANZ Building Fund Account

Interest Rate: 0% (under \$1,999) \$ 316

#### Bendigo Bank Cash Management Account

Interest Rate: 0.05%pa \$ 845

#### Targeted School Funds

Bequest (Ivy Reynolds) \$ 24,369

#### Holding Funds

Tournament of Minds \$ 1,260  
PSD Funding \$ 33,879

<b>7.2</b>	<b>Payments from Official Account April 2017 (\$1,500+ amounts)</b>	
	Keys Cleaning (Cleaning Sch, BER & Ohsc Mar/Apr)	\$ 3,874
	Powerdirect (Electricity March)	\$ 3,793

	<b>Payments from Official Account March 2017 (\$1,500+ amounts)</b>	
	CRT (Mixed)	\$ 1,973
	Vital Office (Back to School and Student Bags)	\$ 21,024
	Keys Cleaning (Cleaning Sch, BER & Ohsc Feb/Mar)	\$ 3,593
	PSW (Uniform stock)	\$ 3,945
	Waratah Beach Camp (Camp 56)	\$ 14,210
	Electrosafe (Tagging & Testing)	\$ 1,754
	Eltham Swim School (Swim Lessons Grades 3 & 4)	\$ 2,720
	Learning With Technologies (4 x desktops)	\$ 3,206
	Vital Office (Stationery)	\$ 2,602
	CRT (Mixed)	\$ 1,961

<b>7.3</b>	<b>Transfer of Funds April 2017</b>	
	20 Apr HY to Official (Invoices)	\$ 10,000

	<b>Transfer of Funds March 2017</b>	
	2 Mar HY to Official (Invoices)	\$ 15,000
	17 Mar HY to Official (Invoices Payroll)	\$ 12,000
	29 Mar HY to Official (EOM Payroll)	\$ 22,000

<b>7.4</b>	<b>Confirmation of Current Investments</b>
	Moved: Carolyn Sternberg                      Seconded: Liz Shewan

7.5 Geoff has offered another information session on 'Reading Cases21 Reports'. Please let the office know if you are interested.

## 8.0 CURRICULUM

### 8.1 Education Committee

#### *Aims*

1. *Understanding and informing Education Sub Committee of current and proposed initiatives and practices through the school*
2. *Parent component have opportunity to give feedback and question current practices*

8.1.1 See attached

## 9.0 ENVIRONMENT

### *Aims*

1. *Obtain a good attendance for working bees*
2. *Continue work from School Grounds Master Plan*
3. *Co-ordinate building works*

## 9.1 Buildings and Grounds

### 9.1.1 Working Bee

Went really well, great turn out. Tidy up for Fete

### 9.1.2 Graffiti

Whole of Research area has been hit - including RPS again.

Panels re tagged after being painted at Working Bee, Cleaners car tagged too. Police can not do much.

### 9.1.3 Storm Damage

Yard got washed again in recent heavy rains.

### 9.1.4 Playground Audit

A couple of repairs necessary.  
Some fete money will be used.

### 9.1.5 Shade Sails

Shade sails are aging. Repairs necessary.

## 10.0 OTHER REPORTS

### 10.1 Parent's Group

#### *Aim*

*To provide Social and Fundraising activities for the school, which involves as many of the school community as possible while making lots of money.*

Meeting coming up - Monday 15<sup>th</sup> May 9.15am

Easter raffle - 85 prizes - Approximately \$700 raised.

Mother's Day Stall - Coordinators going well, being held Friday 12 May and children will be called by surname order.

Afternoon tea will be arranged for visitors on Thursday 25 May 3pm

T1 Special lunch was a big success

### 10.2 OSHClub-RPS Outside School Hours Care Program

Serren on pre-service teacher placement. Emily coordinating OSHClub and they are trying to use the same relief staff to support her.

May receive a payment from OSHClub for T1 as numbers were high.

### 10.3 Marketing

#### *Aims*

1. *Raise School profile through website / community boards / local papers*
2. *Monitor current issues in School Community*

Will be looking into 'branding' the school. "Why choose Research Primary?"

#### 10.4 School Fete 2017

Went well considering the weather and losing about an hour or so of trading time. Looking close to \$24k once all money is in and bills have been paid. Complaints have been made that families were being asked for too much - different community feel now and some would rather just pay money! Could each class take ownership of a stall? Would still need to ask for some items - ie cakes. What the fete does for RPS - helps with purchase of equipment etc, opens school up to the wider community.

Need to decide what to do with Marc McBride's painting. Auction off?

Great job - congratulations to everyone.

2019 - Advice for coordinators 'start wording parents up early, best done end of 2018.

Debrief  
To be confirmed.

#### 10.5 Reports

Motion: 'That committee reports be accepted'.  
Moved: Michelle Walker-Fox                      Seconded: Claire Welburn

#### 11.0 SCHOOL COUNCIL COMMITTEES

	Executive	Finance	Education	Marketing/ Corporate	Buildings & Grounds	OSHC	Community Member Parents Grp
Carolyn Sternberg	x	x					
Liz Shewan	x	x					
Michelle Walker-Fox			x				
Karen Roberts			x				
Adam Humphreys			x	x			
Claire Welburn			x				
Vacant - Parent							
Vacant - Parent							
Julie Minarelli			x				
Jocelyn Watts			x				
Avril Baker			x				
Andrea Sutterby			x				
Geoff Whyte - EO	x	x			x		

## **12.0 COMMITTEE MEETINGS**

12.1	EDUCATION	Time: 6.30pm	Date: 5 June
12.2	BUILDINGS AND GROUNDS	Time: TBC	Date: TBC
12.3	PARENT'S GROUP	Time: 9.10am	Date: 15 May
12.4	EXECUTIVE	Time: 6.30pm	Date: 5 June
12.5	FINANCE/MARKETING / CORPORATE	Time: 7.00pm	Date: 5 June
12.5	OSHC	Time: 2pm	Date: TBC
12.6	FETE Debrief	Time: TBC	Date: TBC

## **13.0 NEXT SCHOOL COUNCIL MEETING**

Monday 5<sup>th</sup> June

**14.0 MEETING CLOSED** 8.40pm

**15.0 MINUTES** Jackie Smith