Minutes

Meeting opened at 3.20pm

Present: Paul Larkin, Marg Dent (Chair), Kier Tenardi, Bobbie Bowlay, Tracy Cash, Yvonne Gale, Neridah Zlatnic (P&C Rep)

Apologies: Fiona Langley, Craig Burbidge, Deborah Doyle

Previous Minutes/Business Arising (Meeting held 14/11/12)

- Parking issues in the ECE driveway were raised by Yvonne. Parents were blocking the driveway and then reversing out causing more problems. Parents were also parking on the grassed area near the bus bays.
- **ACTION:** Paul will remind parents in the newsletter of correct parking protocol and arrange improved signage for that area.
- Yvonne moved that the previous minutes be accepted as a true and accurate record. Tracy seconded this and all were in favour.

2013 Staffing and School Structure

- Paul presented the 2013 Staffing & School Structure document (attached) for discussion. Key points included:
  - As at the 2013 School Census date (Friday 15th Feb 2013) the school had 312 students. This has since increased to 314.
  - The total teaching staff FTE generated was 17.29 with 0.34FTE being converted to salary pool to be used to purchase additional EA time for the SAER program.
  - The class structure shows limited room for growth in all year levels.
  - Following recent staffing processes, all fixed term staff will be continuing in their roles for the rest of the year.

2013 Swimming Carnival

- Paul passed on some positive feedback from parents and students regarding the recent swimming carnival. Kier added that some parents would have liked to see the carnival run more like the athletics carnival, including the allocation of faction points, champion boy/girl and involvement in interschool swimming.
- Paul responded that this was something that could be included in the 2014 carnival and that he would see Mr Taylor regarding this.
- **ACTION** – Paul to see Mr Taylor regarding these ideas.

2013 School Budget

- Paul presented the 2013 School Budget (27th Feb Update) and outlined sources of funding (school grants & school income) and a detailed list of projected expenditure. Details of the presentation included:
  - Total Anticipated Income = $377,074.61
  - Total Projected Expenditure = $363,080.00
  - Reserve Account Totals = $123,463.00
- Paul explained that as the school still had a significant amount of money in reserve, the school’s Finance Committee had decided not to place any extra into reserve from this year’s budget.
- Paul moved that the 2013 School Budget be accepted and ratified. Tracey seconded the motion and all were in favour.
School Improvements Program

- Paul presented an update on the current building programs underway in the school, including:
  - Removal of Room 18 Transportable – Building has been removed and the site will be re-established during the next two weeks.
  - Playground Cover – The erection of the senior primary playground cover had commenced and was expected to be completed by the end of week 9.
  - Music Room Roof Replacement – This is likely to take longer than first advised and so Music will remain in the art room for the start of Term 2.

School Development Plans

- Paul presented draft operational plans for English, Maths and ICT for members’ perusal and input. These would be discussed at the next staff meeting. Members were asked to submit any ideas or comments to Paul via e-mail.

Student Epipen & First Aid Equipment (Storage & Access)

- Craig Burbidge (via e-mail) suggested that the school needed to place medical/first aid cabinets in each block to store medications and first aid equipment. Paul responded that Joy Hendrie was looking into the placement of just such a cabinet to allow easy but safe access to student epipens and other medications.
  - ACTION - This would be in place by Term 2.

General Business

- A suggestion was made that when it rained, students should be able to use the library at recess and/or lunch. Paul explained that this did currently happen but only when the rain was heavy. The school has sufficient undercover areas for light drizzle days. Bobbie would bring this up at the next staff meeting for discussion with the staff.

Next Meeting – 28th May 2013 at 3:15pm