Sunshine Harvester Primary School
No.5526
SCHOOL COUNCIL MEETING – 15/9/2014

Chairperson: Scott Hammond
Minute Taker: Chris Welsh

WELCOME AND OPENING OF MEETING: - 7.10pm

1. PRESENT:
   | Paul Griffin   | Scott Hammond | Siobhan O’Brien |
   | Emma Ryan     | Don Higginbotham | Carolyn Kustura |

2. APOLOGIES:
   | Rocky Fitzpatrick | Karen Davis | Wendy Bairstow |

3. MINUTES OF THE PREVIOUS MEETING:
   Moved that the minutes as circulated are an accurate record of the meeting held on…11/8/2014
   Moved  Carolyn Kustura  Seconded: Don Higginbotham

4. BUSINESS ARISING FROM THE MINUTES :-
   Policies – handed out last meeting
   EMA – local schools & their structures for next year investigated. Some schools charging $150 for supplies only.
   BER – incident field report

5. CORRESPONDENCE: Paul Griffin
   Green Cap- OH&S Management System Audit Report
   Email – School Leadership & Governance
   School Chaplaincy program
   No Application of any creams to children – including sun screen
   Staff replacement – “out of cost”
   VICCSO – EMA issue to local politicians
   Email – Rocky Fitzpatrick – apology

   Moved:  Emma Ryan  Seconded: Don Higginbotham
6. **Principal Report**: Paul Griffin

On Monday 25 August Sunshine Harvester PS had an OHS System Audit. Emily Wegener from Noel Arnold and Associates PTY Ltd conducted the audit. It was noted that there was no physical risks requiring immediate attention. However we did not comply with all the requirements outlined by OHS standards. I am currently addressing some of these issues. Please see tabled General summary report.

The school has appointed 2 multi-cultural education aides for 2 years. The successful applicants were Nguyen Nguyen (Vietnamese) and Tida Letung Sung (Burmese)

On Wednesday 13 August I met with the Australian College of Optometry who have committed to conducting eye health test for our children in 2015.

On Thursday 28 August Sunshine Harvester PS signed a memorandum of understanding with the Child and Adolescent Family Team (CAFT) at Foundation house to deliver and support programs at Sunshine Harvester. Foundation House Counsellors amongst other things will provide support to students and their families who have experienced trauma. They will also provide professional development and support to staff dealing with traumatised students.

On Monday 25 August I attended a Western Melbourne RDA Report launch where data was collected from Sunshine Harvester. Sunshine Harvester PS was applauded for its commitment to the African Australian Health in the West pilot program. A report has been completed (tabled) and the model we have set is going to be used in future projects. Christine Durbridge is to be congratulated in making this project the success it was.

I have researched other local schools student classroom supply charges. The charges range from $110 to $150 per year. I am comfortable with setting our student classroom supply charge at $110 with parents opting to pay for camps, excursions, swimming etc. as a user pay system.

Currently we are looking at a new reporting package called Grade Xpert at a cost of $4.00 per student. This package collects all data required to give a very detailed account of student progress. The leadership team has given an in principal support to the package. The staff will have an opportunity to see the package next term before a final decision is made.

The SPARK reading program commenced on Wednesday 3 September where some targeted students get individualised help with their reading skills. These volunteers are supplied pro bono from the OPTUS telecommunications corporate group. This is an extremely important program supporting those children who are unable to get support reading at home.

Please consider the following policies as we will be looking at ratifying them at the next meeting. We are reviewing our policies and putting review times on them so we can attend to them in a timely manner. The policies are

1. Internet use
2. Language Other than English
3. Middle Years
4. Health, Physical Education and Sports
5. Library
6. Homework
7. Mathematics

**School Enrolment** As of Friday 12 September 2014 our school enrolment is 446 students with 21 grades. We have 4 international students mainly from India. Class sizes have decreased with more staff in PODS. This demonstrates a stable school population at Sunshine Harvester PS.

Moved: Carolyn Kustura Seconded: Siobhan O’Brien
Literacy

Writing: The curriculum covered in writing this term has included procedures, reports such as information reports and explanations. The interest and enthusiasm from the students has been excellent and the enjoyment they have received from their learning is shown in the standard of work they have produced. The 4/5 area teachers are very pleased with the student’s effort and learning that they invited other classes and staff to view the students at work.

The 4/5 Pod – Writing session: Information reports

EAL - functional grammar

A number of staff attended a PD session with Beverly Derewianka – her workshop supported our teacher’s with ways to improve our EAL student’s knowledge of grammar and vocabulary in writing and reading.

A number of the strategies have been shared across the school and immediate improvement of our students writing has been observed. This process will be celebrated at the ACTA (international council of TESOL Associations conference on October 1st at the Melbourne convention center, presented by Siobhan and Chris. Video and photos will be used to show our school’s EAL approach.
**Numeracy – YUMI**
The numeracy team hosted a parent information evening on Wed the 3rd of September. Families participated in YUMI activities and received a resource kit for them to use at home. This was a successful event and will be continued as a way to engage our parent community.

**Term 4 planning is occurring in week 10**
Preparation for assessment and reporting will commence in term 4. The student’s portfolios are currently being updated with annotated term 3 work samples.

**Positive Behavior Schools (PBS) - Well Being**
8th and 9th of September Paul, Carolyn, Martine, Siobhan, Chris and Tom attended a Symposium/workshop on School wide positive behavior support - SWPBS with Professor George Sugai. The intensive two days took us through detailed aspects of SWPBS.

A staff PD was also held on Wed 10th of September to brief staff on our next part of the journey: ie school wide reward system, finalisation of the school behavior expectation matrix and teaching students the skills that our data shows the most need for.
(please see attached may be edited)

The 2015 SHPS conference is in its preliminary stages of planning. The PBS team will take on the planning and focus for next year. Shiralee Poed (SWBPS – project officer - DEECD) will be our speaker for the event.

**Other programs**
**2015 prep transition** family BBQ Thursday the 11th of September

**Grade P-2 camping program**
On the 4th of September the prep - 2 team ran a successful camping event. The preps stayed for fitness and afternoon tea, the grade 1s for pizza and a disco and the grade 2s slept the night at school. All students then returned for breakfast. A number of staff slept (well sort of slept) over and many more returned to help with breakfast the following morning.

**Health and P.E**
In PE students have been practicing the skills involved in various invasion games such as Hockey, Soccer and Rugby.
The year 4-6s participated in the Sunshine Harvester PS athletics carnival with the Yellow house being victorious. The results were:

| 1st Yellow House 831pts | 2nd Blue House 804pts | 3rd Green House 754pts | 4th Red House 659pts |

We had 35 students represent our school at the Sunshine Network athletics day with some wonderful performances.
Linda Einsiedel
1st in 10 yo girls High Jump, Triple Jump, Discus
Latu Nuku
1st in 11 yo Boys Shot Put and Discus
Calvin Nguyen
1st in 11yo Hurdles
Idris Addulahi
1st in 11 yo boys 80m, 100m & 200m
Idris Addulahi, Calvin Nguyen, Tyson Cooper and Latu Nuku
1st in 11yo boys 4x100m relay

The Arts
Preparation for the term 4 performance is underway.

Moved: Sionhan O’Brien Seconded: Emma Ryan

8. FACILITIES REPORT: Paul Griffin

The following activities have been completed on the school facilities

- Pavers in front of prep area have been re-laid to minimise trip hazard
- Barrier around Renai gas hot water system has been vented correctly to allow for correct air flow
- I have approved rubberwrox to replace the soft fall area in the big play ground area. This work will be completed late October
- We are going to put a fence around the school Kiln as instructed by the OHS audit to make area safer. Having a padlock and sign was not adequate
- Gas cylinders are now stored in an outside area secured by a chain and padlock
- All table furniture has been removed from the double portable next to the oval to allow for movement activities. Excess furniture has been moved to AUSLAN room
- Shade cloth has been removed from sand pit as cover was ineffective in keeping cats out. Need to think of a different system
- Grafitti has been removed from boys toilet in POD A and POD D
- Still having issues with the back school gate. Downee the company is looking into the issue and will rectify. Downee Technician has changed leaving no information for replacement so Michael the new Technician is starting from scratch
- We have an underground water leak in the area between the large playground and POD C has been rectified by Red Robin Plumbing
- OH&S compliance with contractors is an ongoing process
- OH&S procedures with in the school are continually being improved. School banners have been removed from in front of the fuse box

Moved: Don Higginbotham Seconded: Carolyn Kustura
9. **FINANCE REPORT:** Chris Welsh

1. Difference of $585 as the EMA has been processed into HYIA but has not yet downloaded through CASES21.

2. EMA will not be available in 2015 however we may get some funding as a whole school.

3. Book packs for next year. Two options $110 which includes classroom supplies or $150 which includes classroom supplies and excursions.

4. Finance Committee recommend school council ratify all receipts and payments for the month of **August** 2014.

   HYIA: Receipts $19871 Payments $60,000 closing balance - $479,812.73  
   Official Account: Receipts $88692 & payments $72054 (cheque no 2585 – 2602, Direct Debit & Bpay) closing balance - $27,983.05

5. Cheques to other Primary Schools is through the court fund.

Moved: Carolyn Kustura  
Seconded: Siobhan O’Brien

10. **PARENT & FRIENDS / FUNDRAISING REPORT:** Carolyn Kustura

**UPDATE  Date 15/09/14**

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<td>Walkathon- 3rd week?</td>
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- Walkathon – Plan to be held in term 4. We will seek sponsorships/ donations from children – certificate of appreciation for students returning money – laminated for over $50- framed for over $100 and a great prize for the junior and senior highest fundraiser, possibly a bike. Will run over two afternoons with parents able to come along 2.30-3.15.

Moved: Don Higginbotham  
Seconded: Emma Ryan
11. JUNIOR SCHOOL COUNCIL REPORT – Chris Welsh
Raised $392 for Royal Children’s Hospital through shave hair fundraiser
Star Light Foundation next Term targeted fundraiser.

Moved: Carolyn Kustura    Seconded: Siobhan O’Brien

12. GENERAL BUSINESS:
Naplan – Grade 3 outcomes very pleasing, Grade 5 student outcomes average results.
Above range in band with “like schools”.
No baseline data.

Meeting Closed: 805pm.
Next meeting: Wk 6 & 11 Term 4