

Golden Grove Lutheran Primary School Council

MINUTES

Meeting No. 202 held on

Tuesday June 26th 2007



Jesus said, "I am the vine,
You are the branches."
John 15.5

GGLPS will be a thriving "grace place" with a reputation for providing a "quality" Christian education for its students.

2002-2006 Key Outcomes:

- Sustainable Student Population
- Quality Christian Education
- A growing "Grace Place"
- A sound Reputation
- Financial Stability

1: Opening & Closing Devotion

Michael Vullings – Passage from Attitudes that attract success

2: Welcome and Attendance

2.1: Present

Michael Vullings, Rainer Mayer, , Graeme Hoklas, Greg Page, Jon Schultz, Carolyn Wachtel, Steve Kuchar, Roz Jachmann, Anthony Power, Kerry Abraham Jenny Kowald, Pastor Leon Rosenberg

2.2: Apologies:

3: Acceptance of Minutes of Last Meetings

Following amendments put forward by Anthony

On 29th May Anthony distributed draft copy of Constitution

Information section - Members of the council need to be elected by the congregation at a meeting each year. Preferably towards the end of the year at the same meeting the church elects its office bearers

Moved Anthony seconded Graeme

4: Correspondence

5: FINANCE

5.1: Business Managers Report

SEE ATTACHED REPORT

In reference to Graeme's report under building program update – motion to move points 1 to 4

Moved Carolyn seconded Steve All in favour - Carried

5.2: Monitor of Policies Business Managers Responsibility

| <i>Policy</i> | <i>Monitor KPI/Reports</i> | <i>KPI Review Date</i> | <i>Person Responsible</i> |
|---|---|-------------------------------|--|
| Capital Expenditure Limits | Has Limit been exceeded – YES/NO .NO | Every meeting | Treasurer |
| Environmentally Sustainable Development | As need arises | | Business Manager |
| Fundraising | Names and dates of upcoming fundraising for school and church groups | Feb - May - July - Oct | Business Manager |
| Government Requirements | Do we comply with Government requirements YES/ NO | Feb – May – July - Oct | Business Manager |
| Long Service Leave | Liability of long service leave fund | May - Oct | Business Manager |
| Professional Learning | Minimum of 1% of global budget allocated to PL – Yes/No – One page report | July | PL coordinator through Business Manager |
| Security | Is key register up to date and secure – Yes/No Is Emergency Response Plan up to date, accessible and rehearsed – Yes/No One page report Adequate insurance | June | Business Manager Finance committee through Business Manager |
| Security | Adequate insurance | June | Finance committee through Business Manager |

5.3: Finance Committee's Report

Meeting times

March (finalise year before)

June (planning of expenditure etc)

September (preparing interim budget)

Car park lights look at putting into budget for commence 09

Look at KPI for financial assistance to enrolment/school card

Review budget for new student numbers

Look at GGOSH numbers – new targets

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| Next finance committee meeting – possibility of need to “drop” 1 or 2 classes for next year |
| Update of computers |

5.4: Treasurer’s Report & Capex Budget vs. Actual Report

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| SEE ATTACHED REPORT |
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6: GOVERNANCE COMMITTEE

6.1: Chairman’s Report

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| Geoff Thiel Professional learning on how to read financial doc Council meeting 25 th September Notify Ken Campbell about meeting |
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6.2: Vice Chairman Report

7: EDUCATION

7.1: Principal’s Report

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| SEE ATTACHED REPORT 7.5.18 Sexual Harassment and Sexual Abuse – (a) All but 2 have undertaken training, training is being scheduled for all staff. (b) Yes |
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7.2: R-12 Schooling (LENS) Report

7.3: Joint Campus Report

7.4 GGosh Report & Minutes

7.5: Monitor of Policies Principals Responsibility

| | Policy | Monitor KPI/Reports | KPI Review Date | Person Responsible |
|-------|---------------------|--|------------------------|----------------------------------|
| 7.5.1 | Conflict Resolution | As need arises | As required | Principal |
| 7.5.2 | Drugs | As need arises | As required | Principal |
| 7.5.3 | Enrolment | Enrolment trends – ins and out, applications, | Each council meeting | Principal |
| 7.5.4 | Gifted and Talented | One page report LS coordinator, through the principal | May - Oct | LS coordinator through Principal |
| 7.5.5 | Homework | Is there consistency of homework (work and | Feb – May – July | Principal |

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|--------|---|--|-----------------------------------|---|
| | | between teachers) – YES/NO | - Oct | July Meeting |
| 7.5.6 | ICT | % to budget re expenditure on ICT Ratio of PC's to staff, admin, students Efforts to stay current in ICT by ICT coordinator | Aug | Jon, Greg and Principal to look at ratio at other schools – combined suite with next door |
| 7.5.7 | Learning Support | One page report | May - Oct | LS coordinator through Principal |
| 7.5.8 | Long Service Leave | How many and when | July | Principal |
| 7.5.9 | OHSW | OHSW coordinator to provide audits results and improvements throughout the school (1 or 2 pages) | April - Sep | OHSW coordinator through Principal |
| 7.5.10 | Organised Sports | Students meet minimum weekly time allocation for PE (2 hours, plus fitness) All volunteer coaches involved in team sports have copy of Sports Handbook and have satisfactory police check. | Mar – June – Sep - Nov | PE coordinator through Principal Rainer to present reports from Sports Coordinator in June meeting |
| 7.5.11 | Outdoor Education | All volunteers involved have copy of Outdoor Education Handbook and have satisfactory police check. | Mar – June – Sep - Nov | PE coordinator through Principal |
| 7.5.12 | Peripatetic Teachers | Police check, variety of instruments offered; twice per annum, half page | Feb - Oct | Music coordinator through Principal |
| 7.5.13 | Police Checks | Have registers been upgraded and maintained, Police checks have been sighted and expiry dates checked. Response from Coordinator Yes/No for both paid & volunteers | Mar – June – Sep - Nov | Coordinator through Principal |
| 7.5.14 | Privacy | As need required | As required | Principal |
| 7.5.15 | Raffles | As need arises | As required | Principal |
| 7.5.16 | Risk Management | TBA | | |
| 7.5.17 | School Uniform | As need arises | As required | Principal |
| 7.5.18 | Sexual Harassment & Sexual Abuse | Have all staff undertaken LCA training; Yes/No YES all but 2, those in near future Have all staff been made aware of access to third party support; Yes/No YES | June | Principal |
| 7.5.19 | Staff Induction | Have all new staff been through School induction process – Yes/No YES | June | Deputy through Principal |
| 7.5.20 | Stress Management | Have staff been made aware of support available to them. | March | Principal (for staff) will be addressed soon |
| 7.5.21 | Student Behaviour Management | Report on after school detention including number of children | Feb – May – Aug - Oct | Principal |
| 7.5.22 | Transport of Students | Are staff aware of this policy and have signed off on it – Yes/No Collecting of vehicle and driver declarations and these stored - Yes/No | Feb – May – Aug - Oct | Secretary through Principal |
| 7.5.23 | Volunteers & Visitors in Schools | Are staff aware of this policy and have signed off on it – Yes/No YES as of 26/6/07 – 20 staff out of 25 have signed off | April | Secretary through Principal (Counsellor's report was perused) |

7.6: Staff Rep Report

Nothing to report

8: ANCILLARY BODIES

8.1: MFC – Ministry, Fellowship & Care Report

Pastor Leon to talk on growth journal and information in July meeting
Communion to be offered at end of term 3 in chapel as a trial

8.2: Parents and Friends Association

8.3: GGLF Management / Ministry meetings

9: BUSINESS ARISING FROM PREVIOUS MINUTES

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| 9.1 | 1. Marketing - Sub Committee | Jon, Kerry and Steve |
| 9.2 | 2. Youth Worker Keep this on the agenda re Grant or re-grant next year Rainer to look at Youth Worker job description to see if fit into Chaplain position Put application in for chaplain – wait and see | Rainer to report when further information on grant |
| 9.3 | 3. Risk Management Look @ Doc provided | Oct 07- Rainer report |
| 9.4 | 4. Satisfaction Survey Entry – JP - Exit | August 07 |
| 9.5 | 5. Look at place for prayer area and water features Check if LSA grants available for project Take to Youth as fundraiser Rainer to report back after discussion with some parents 26/6/07 - \$5000 contribution from family – looks like it will go ahead | June 07 Jenny Kowald /Anna Watson & Rainer |
| 9.6 | 6. Constitution update Anthony to draft document to show changes | June 07- Anthony / Rainer |
| 9.7 | 7. Organised Sports | Complete |
| 9.8 | 8. Outdoor Education | Complete |
| 9.9 | 9. Professional Learning | Complete |
| 9.10 | 10. Volunteers & Visitors in Schools | Complete |
| 9.11 | 11. OHSW | Complete |
| 9.12 | 12 Organise in October for November Congregational meeting – Finance Stage 2 of building \$490K | Michael |
| 9.13 | 13. Police Checks | July 07 - Graeme |

10: New Business

Joint Use Agreement Review **Complete**

11: Next Meeting

Opening Devotion & Closing Prayer–

Jenny Kowald - July 24th

12: INFORMATION

12.1: INFORMATION

| <i>Information</i> | <i>Date</i> |
|---|---|
| Staff Installation & Council luncheon | 3 rd February 2008 – 6.30 service |
| School council installation date | |
| Council Planning Day | 24 th Feb 2008 |
| School AGM | |
| Church AGM | |
| Policy Review & Council Induction Day | 26 th August 2007 |
| Open Days GGLF | 14 th & 25 th March; Wed 6 th June; LENS principals @ Endeavour 4 th September; no decision re term 4 |
| Open Days Endeavour | As above, plus Endeavour has Arts night in mid-November |
| School Council Dinner | Wednesday 21 November |
| End of year Service | Thursday 13 December @ 12 noon; Graduation @ 7.00pm |
| All members of the council need to be elected by congregation @ AGM of Church | November/December |

13: REVIEWS

13.1: STAFF

| <i>Reviews</i> | <i>Still under Review</i> | <i>Review Date</i> |
|-----------------------|----------------------------------|---------------------------|
| Principal | | July 07 |
| Bursar | | July 07 |
| Counsellor | | September 07 |
| Youth Worker | | September 07 |

13.2: DOCUMENTS

| <i>Reviews</i> | <i>Still under Review</i> | <i>Review Date</i> |
|-----------------------|----------------------------------|---------------------------|
| Key Outcomes | | Planning day 08 |
| Junior Primary Survey | | |
| Middle School Survey | | |
| Exit Survey | | February 07 |

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| Joint Use Agreement | | June 07 |
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13.3: COUNCIL NOMINATIONS

| Nominations | Review Date |
|---|--------------------|
| Kerry Abraham Anthony Power & Carolyn Wachtel | October 07 |
| Michael Vullings & Greg Page | October 08 |
| Jon Schutz, Roz Jachmann & Steve Kuchar | October 09 |

14: POLICIES

14.1: POLICIES

| Policy | Still under Review | Policy Review Date | Monitor KPI/Reports | KPI Review Date | Person Responsible |
|---|---------------------------|---------------------------|---|------------------------|---|
| After Hours Use of School Facilities | | May 20 th 2007 | N/A | | |
| Capital Expenditure Limits | | May 20 th 2007 | Has Limit been exceeded – YES/NO | End of each term | Business Manager |
| Conflict Resolution | | May 20 th 2007 | As need arises | As required | Principal |
| Drugs | | May 20 th 2007 | As need arises | As required | Principal |
| Enrolment | | May 20 th 2007 | Enrolment trends – ins and out, applications, | Each council meeting | Principal |
| Environmentally Sustainable Development | | May 20 th 2007 | As need arises | | Business Manager Adopted – to be reviewed @ Policy Review Day |
| Fundraising | | May 20 th 2007 | Names and dates of upcoming fundraising for school and church groups | Start of each term | Business Manager |
| Gifted and Talented | | May 20 th 2007 | One page report LS coordinator, through the principal | T 2 & 4 | LS coordinator through Principal |
| Homework | | May 20 th 2007 | Is there consistency of homework (work and between teachers) – YES/NO | Once a term | Principal |
| ICT | | May 20 th 2007 | % to budget re expenditure on ICT Ratio of PC's to staff, admin, students Efforts to stay current in ICT by ICT coordinator | T3 | Jon and Rainer (Greg) to look at ratio at other schools – combined suite with next door |
| Learning Support | Greg | May 20 th 2007 | One page report | T2 & 4 | LS coordinator through Principal |
| Long Service Leave | | May 20 th 2007 | Liability of long service leave fund How many and when | T2 & 4 Start of T3 | Business Manager Principal |
| Mobile Phones | | May 20 th 2007 | TBA | | |
| OHSW | | May 20 th | OHSW coordinator to | End T1 & T3 | OHSW coordinator through |

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|----------------------------------|--------------------|---------------------------|---|--------------|--|
| | | 2007 | provide audits results and improvements throughout the school (1 or 2 pages) | | Principal |
| Organised Sports | Sports Coordinator | May 20 th 2007 | Students meet minimum weekly time allocation for PE (2 hours, plus fitness) All volunteers involved in team sports have copy of Sports Handbook and have satisfactory police check. | T1,2,3 and 4 | PE coordinator through Principal |
| Outdoor Education | Sports Coordinator | May 20 th 2007 | All volunteers involved have copy of Outdoor Education Handbook and have satisfactory police check. | T1,2,3 and 4 | PE coordinator through Principal |
| Peripatetic Teachers | | May 20 th 2007 | Police check, variety of instruments offered; twice per annum, half page | T1 and 4 | Music coordinator through Principal |
| Police Checks | | May 20 th 2007 | Have registers been upgraded and maintained, Police checks have been sighted and expiry dates checked. Response from Coordinator Yes/No for both paid & volunteers | T1,2,3 and 4 | Coordinator through Principal |
| Policy on Policy | | May 20 th 2007 | N/A | | |
| Privacy | | May 20 th 2007 | As need required | As required | Principal |
| Professional Learning | PL Coordinator | May 20 th 2007 | Minimum of 1% of global budget allocated to PL – Yes/No – One page report | Start of T3 | PL coordinator through Business Manager |
| Raffles | | May 20 th 2007 | As need arises | As required | Principal |
| Risk Management | | May 20 th 2007 | TBA | | |
| School Uniform | Complete | May 20 th 2007 | As need arises | As required | Principal |
| Security | Complete | May 20 th 2007 | Is key register up to date and secure – Yes/No Is Emergency Response Plan up to date, accessible and rehearsed – Yes/No One page report Adequate insurance | T2 | Business Manager Finance committee through Business Manager |
| Sexual Harassment & Sexual Abuse | | May 20 th 2007 | Have all staff undertaken LCA training; Yes/No Have all staff been made aware of access to third party support; Yes/No | T2 | Principal |
| Staff Induction | | May 20 th 2007 | Have all new staff been through School induction process – Yes/No | T2 | Deputy through Principal |
| Stress Management | | May 20 th 2007 | Have staff been made aware of support available to them. | T1 | Principal |
| Student Behaviour Management | Staff | May 20 th 2007 | Report on after school detention including number of children | Once a term | Principal |
| Transport of Students | | May 20 th 2007 | Are staff aware of this policy and have signed off on it – Yes/No Collecting of vehicle and | Once a term | Secretary through Principal |

| | | | | | |
|----------------------------------|--|---------------------------|---|-----------|-----------------------------|
| | | | driver declarations and these stored - Yes/No | | |
| Volunteers & Visitors in Schools | | May 20 th 2007 | Are staff aware of this policy and have signed off on it – Yes/No | End of T1 | Secretary through Principal |