

Golden Grove Lutheran Primary School Council

Minutes

Meeting No. 203 held on

Tuesday July 24th 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

Jenny Kowald – devotion on 'Where is God' taken from book 'Love in a Lunchbox'

Also a request to pray for Josiah Page.

2: Welcome and Attendance

2.1: Present

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

2.2: Apologies:

Greg Page, Kerry Abraham,

3: Acceptance of Minutes of Last Meetings

Change was in 12.1 the word AGM changed to meeting. Moved Steve 2 nd Roz. Motion carried.
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4: Correspondence

5: FINANCE

5.1: Business Managers Report

5.1: Business Managers Report

KEY FINANCIAL INDICATORS

A summary of Key Financial Indicators is attached herewith.

End of Term 2 calculations reveal deterioration in Outstanding Debtors ratios. After adding back Family credit balances of \$34K the amount outstanding is \$62K as at 13/7/07. As a comparison the balance outstanding on 20/7/06 was \$57K. As a consequence the Outstanding Debtors per Student is \$221 (target required <\$120) and ratio of Outstanding Debtors to Net Fees is 9.9% (target required <6%). The reduced number of students (281 at end Term 2 compared to 316 in 2006) has had a negative affect on ratios as most problem accounts remain. As the level of debtors is too high a review of all families with outstanding balances is currently being undertaken with a view to reducing receivables within targets by end Term 3.

5.2: Monitor of Policies Business Managers Responsibility

LONG SERVICE LEAVE

School Council provided with Long Service Leave schedule for remainder of 2007 and 2008.

FUNDRAISING

Names/Dates to be updated at August Council Meeting following return of staff from School holidays.

GOVERNMENT REQUIREMENTS

Do we comply with Government Requirements YES

The following Australian Government Accountability requirements have been completed and reported through LSA to DEST via Compliance Certificate:

Financial Accountability (including auditor's statement for 2006 accounts), Values Education Poster, National Safe Schools Framework, Physical Activity, Flagpole and Flag, Literacy and Numeracy Testing, Student Reports.

Compliance Certificate 2 is to be completed by 30th October 2007 and deals solely with the publication of School Performance Information. The Principal has done this, and the information has been published on the School's website and is available upon request from the front office.

PROFESSIONAL LEARNING

Minimum of 1% of global budget allocated to Professional Learning (PL) YES

The minimum was easily exceeded, being closer to 3%. For further information and details refer June Council Meeting Minutes which included a report from PL Coordinator through the Principal's Report.

See Financial indicators attached

5.2: Monitor of Policies Business Managers Responsibility

Policy	Monitor KPI/Reports	KPI Review Date	Person Responsible
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
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 & volunteer s	Mar – June – Sep - Nov	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

<p><u>Meeting times</u></p> <p>March (finalise year before) June (planning of expenditure etc) September (preparing interim budget) Car park lights look at putting into budget for commence 09</p>
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5.4: Treasurer's Report & Capex Budget vs. Actual Report

SEE ATTACHED REPORT

5.5: Treasurer's Report GGLPS level of Debt

SEE ATTACHED REPORT

6: GOVERNANCE COMMITTEE

6.1: Chairman's Report

6.2: Vice Chairman Report

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7: EDUCATION

7.1: Principal's Report

SEE ATTACHED REPORT
7.1.1: Chaplaincy Grant Application – have been offered \$66,000 in total.
7.1.5: Daryl Trigg coming to the council planning day on 26 th August.

7.2: R-12 Schooling (LENS) Report

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7.3: Joint Campus Report

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7.4 GGosh Report & Minutes

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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 between teachers) – YES/NO	Feb – May – July - Oct	Principal 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

7.5.9	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	Privacy	As need required	As required	Principal
7.5.14	Raffles	As need arises	As required	Principal
7.5.15	Risk Management	TBA		
7.5.16	School Uniform	As need arises	As required	Principal
7.5.17	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
7.5.18	Staff Induction	Have all new staff been through School induction process – Yes/No YES	June	Deputy through Principal
7.5.19	Stress Management	Have staff been made aware of support available to them.	March	Principal (for staff) will be addressed soon
7.5.20	Student Behaviour Management	Report on after school detention including number of children	Feb – May – Aug - Oct	Principal
7.5.21	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
7.5.22	Volunteers & Visitors in Schools	Are staff aware of this policy and have signed off on it – Yes/No	April	Secretary through Principal (Counsellor's report was perused)

7.6: Staff Rep Report

Jenny to report back to council on a possible forum with staff and council.

8: ANCILLARY BODIES

8.1: MFC – Ministry, Fellowship & Care Report

Pastor Leon to talk on growth journal and information in July meeting.

8.2: Parents and Friends Association

8.3: GGLF Management / Ministry meetings

9: BUSINESS ARISING FROM PREVIOUS MINUTES

9.1	Marketing - Sub Committee	Jon, Kerry and Steve
9.2	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. Rainer to report on the outcome re desired applicant.
9.3	Risk Management Look @ Doc provided	Oct 07- Rainer report
9.4	Satisfaction Survey Entry – JP - Exit	August 07
9.5	Geoff Thiel Professional learning on how to read financial doc	Council meeting 25 th September Notify Ken Campbell about meeting - Michael
9.6	Congregational meeting – Finance Stage 2 of building \$490K	Organise in October for November - Michael
9.7	Police Checks	July 07 - Graeme
9.8	Constitution update Anthony to report back to Council once LCA have responded to draft	September 07 - Anthony
9.9		
9.10		
9.11		
9.12		
9.13		

10: New Business

Policy Review & Council Induction Day – 26th August 2007 – 9.00am–(max 2.00pm) GGLPS staff room Subway lunch

Devotion - Rainer/Daryl

Rainer to remove 7.5.8 and transfer this responsibility to Business Manager

Booking dinner reservations see attached – 16th November – Stag Hotel or Buckingham Arms

11: Next Meeting

Opening Devotion & Closing Prayer–

12: INFORMATION

12.1: INFORMATION

Information	Date
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 at a meeting of the Church	November/December

13: REVIEWS

13.1: STAFF

Reviews	Still under Review	Review Date
Principal		July 07
Bursar		July 07
Counsellor		September 07
Youth Worker		September 07

13.2: DOCUMENTS

Reviews	Still under Review	Review Date
Key Outcomes		Planning day 08
Junior Primary Survey		
Middle School Survey		
Exit Survey		February 07
Joint Use Agreement		June 07

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 2007	OHSW coordinator to provide audits results and improvements throughout the school (1 or 2 pages)	End T1 & T3	OHSW coordinator through 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 driver declarations and these stored - Yes/No	Once a term	Secretary through Principal
Volunteers &		May 20 th	Are staff aware of this policy	End of T1	Secretary through Principal

Visitors in Schools		2007	and have signed off on it – Yes/No		
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7: EDUCATION

7.1 Principal's Report

7.1.1: Chaplaincy Grant Application – have not been officially informed of our success, so @ the time of writing unsure as to the degree of success, but we have been awarded a chaplaincy grant.

7.1.2: School is particularly cramped @ the moment – we have moved Yr 3 to Art room, Art to GGOSH, and half of GGOSH have been put on ice and is on store in old shed. Relocation of compactus and other resources associated with preparation room has been a major logistical exercise requiring input support and patience from a lot of staff.

Building program has started – school courtyard looking significantly different already. Engineers report re relocation of shade structure on oval shows app 10 cubic metres of footing – should survive even cyclone Tracey.

7.1.3: IOSP – I am forfeiting or giving up this year's \$16k remaining grant allocation under the Investing in Our Schools Program –I have discussed with AISSA and in return can reasonably expect for 2008 around \$35k for the same project, but it must be spent by end of 2008. Obviously the extra \$ is helpful, but the main thing was that the \$16k had to be spent on allocated project (playground) by end of this year.

7.1.4: As a result of our involvement in Shave for a Cure the school was presented with a lap-top. All laptops presented to schools were donated by a third party sponsorship of 'Shave', with a hope of making their products available to schools. The laptop will be used variously around the school – eg minute taking as appropriate, music, learning support, etc etc.

7.2: R-12 Schooling (LENS) Report

7.2.1: We discussed no hat no play @ LENS - all 3 primaries aware of some research advocating exposure to sun, and how does this affect year round no hat no play policy. Decision - although there is some published work in regard to this, it is not definitive, it is a times contradictory and @ best inconclusive. So, @ this stage the 3 LENS schools will continue to monitor developments, but retain the existing no hat no play policy.

7.2.2: Also considering calling our very first week @ GGLPS and GS Week 0, and then in the week after all four schools would be in Week 1 @ the same time.

7.2.3: Looking @ Tuesday 29th January 2008 as an opportunity to start the day with LENS worship for everyone, with communion – have offered GGLPS as venue –we'll see.

7.3: Joint Campus Report

7.3.1: Wynn Vale School enrolments in 2008 will likely be between 255 and 285. WVS held a community forum day, with stalls from council, police, ambulance, etc etc. Our classes went along – seemed good by all accounts.

7.3.2: WVS council talks continue re amalgamation, ie combining the junior school and the primary school so that there is only one principal. Certainly an effort to rationalise staffing there, but the State government will provide that school with \$300,000 incentive to move that way – the money can be used for a variety of improvements as their council sees fit.

7.3.3: Book Week this year – all classes across campus going to see authors Robyn Opie and Andrew Thiel.

7.3.4: - All GGLPS classes are participating in the Premier's Reading Challenge (PRC) – one class has already completed it for this year – 3 extra levels have been added, so this program will run for another 3 years.

7.4 GGosh Report

GGOSH will be a thriving “grace place” with a reputation for providing “quality” Christian care for its students.

7.4.1: GGOSH has prepared a program for Vacation Care.

7.5: Monitor of Policies Principal's Responsibility

7.5.3: Enrolments

Enrolment numbers for the start of Term 3 are 281, up from last report of 277. Still have only 27-28 @ this stage for next year's Reception class, but there are encouraging signs that we may see some increase of enrolments beyond 280 next year. If so, this may require 11 classes rather than the 10 – a nice problem to have, but will only become clearer as we get closer to the end of the year.

7.5.5: Homework

With the introduction of the homework grid and its adoption by the majority of teachers the consistency is the best it has been. However, the remains significant

room for improvement, and I hope to make this a bit of a focus for the Admin Team during second semester.

7.5.8: Long Service Leave

Have prepared a template in consultation with business manager, so that we have a visual representation thru to the end of 2008 who is taking leave and when. As a matter of principle, when staff are about due for LSL they are advised of this and encouraged to take their leave – they are discouraged from accumulating it. The business manager can provide details of how many and when. Perhaps in future these details should also be a part of the business manager's June report re long service leave.

8: ANCILLARY BODIES

8.2: Parents & Friends Association

8.2.1: P&F meeting next week (ie the Monday *after* School Council meeting). Will ask P&F to fund 3 x Soundfield systems for 2008 building project, and also to earmark \$10,000 in 2008 towards playground project.

8.2.2: Will also put on the agenda the need to consider a P&F chairperson, and ways in which the P&F can help in making sure new families feel welcome in to the school community.

8.2.3: - Looks like 19 tables for the Quiz Night, which is a great start – app \$1,500-\$1800 raised straight up.

8.2.4: - The Shop for Your School project obviously has people supporting GGLPS - @ the end of Term 2 we were running in 10th spot.

9: BUSINESS ARISING FROM PREVIOUS MINUTES

9.2: Youth Worker

I have found out vicariously from others that we have been successful in a grant, along with 6 other Lutheran primary schools – interestingly Wynn Vale and Golden Grove Primary Schools also have won such grants. However, I am still not aware if we got the whole amount requested, or only part of it; likewise, the duration is unknown. I may have more to report on by the time of the meeting.



Rainer Mayer
Tuesday, 24 July 2007