

Golden Grove Lutheran Primary School Council

Minutes

Meeting No. 204 held on

Tuesday August 28th 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

Graeme Hoklas

2: Welcome and Attendance

2.1: Present

Michael Vullings, Rainer Mayer, , Graeme Hoklas, Jon Schultz, Carolyn Wachtel, Steve Kuchar, Roz Jachmann

2.2: Apologies:

Anthony Power, Pastor Leon Rosenberg, Greg Page, Kerry Abraham, Jenny Kowald,

3: Acceptance of Minutes of Last Meetings

Correction for Council minutes Meeting 203 July 24 th 2007- Kerry Abraham will not be nominating for school council 2008

Moved Steve Kuchar, seconded Jon Schutz, carried to accept minutes of previous meeting

4: Correspondence

School Council to Sign Letter of Agreement for new Principal
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5: FINANCE

5.1: Business Managers Report

See Attached report

5.2: Report for the Monitor of Policies

Ref 9.7 now completed

5.2: Monitor of Policies Business Managers Responsibility

	Policy	Monitor KPI/Reports	KPI Review Date	Person Responsible
5.2.1	Capital Expenditure Limits	Has Limit been exceeded – YES/NO .NO	Every meeting	Treasurer
5.2.2	Environmentally Sustainable Development	As need arises		Business Manager
5.2.3	Fundraising	Names and dates of upcoming fundraising for school and church groups	Feb - May - July - Oct	Business Manager
5.2.4	Government Requirements	Do we comply with Government requirements YES/ NO	Feb – May – July - Oct	Business Manager
5.2.5	Long Service Leave	Liability of long service leave fund	May - Oct	Business Manager
5.2.6	OHSW	OHSW coordinator to provide audits results and improvements throughout the school (1 or 2 pages)	April - Sep	OHSW coordinator through Principal
5.2.7	Professional Learning	Minimum of 1% of global budget allocated to PL – Yes/No – One page report	July	PL coordinator through Business Manager
5.2.8	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
5.2.9	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
5.2.10	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

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

See Attached

5.5: Treasurer's Report GGLPS level of Debt

6: GOVERNANCE COMMITTEE

6.1: Chairman's Report

Ref 9.6 in October

Ref 9.9 in March 2008

6.2: Vice Chairman Report

7: EDUCATION

7.1: Principal's Report

See Attached

7.1.6 – Council agreed that the position should be filled, and that Rainer should proceed with advertising position.

7.2: R-12 Schooling (LENS) Report

7.3: Joint Campus Report

7.4 GGosh Report & Minutes

7.5: Report for the Monitor of Policies

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
7.5.8	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 Skye in June meeting
7.5.9	Outdoor Education	All volunteers involved have copy of Outdoor Education Handbook and have satisfactory police check.	Mar – June – Sep - Nov	PE coordinator through Principal
7.5.10	Peripatetic Teachers	Police check, variety of instruments offered; twice per annum, half page	Feb - Oct	Music coordinator through Principal
7.5.11	Privacy	As need required	As required	Principal
7.5.12	Raffles	As need arises	As required	Principal
7.5.13	Risk Management	TBA		
7.5.14	School Uniform	As need arises	As required	Principal
7.5.15	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
7.5.16	Staff Induction	Have all new staff been through School induction process – Yes/No YES	June	Deputy through Principal
7.5.17	Stress Management	Have staff been made aware of support available to them.	March	Principal (for staff) will be addressed soon
7.5.18	Student Behaviour Management	Report on after school detention including number of children	Feb – May – Aug - Oct	Principal
7.5.19	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
7.5.20	Volunteers & Visitors	Are staff aware of this policy and have signed	April	Secretary through

	in Schools	off on it – Yes/No		Principal (Anna's report was perused)
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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

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8.2: Parents and Friends Association

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8.3: GGLF Management / Ministry meetings

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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 move to October
9.5	Geoff Thiel Professional learning on how to read financial doc	Council meeting 25th 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	August 07 – Graeme – complete
9.8	Constitution update Anthony to report back to Council once LCA have responded to draft	September 07 – Anthony
9.9	Look @ replacement for Kerry; after lengthy debate the Council decided that it should begin canvassing in March-April 2008 for a new council member.	
9.10		
9.11		
9.12		
9.13		

10: New Business

Booking dinner reservations for School Council end of year dinner
Look @ replacement for Kerry; after lengthy debate the Council decided that it should begin canvassing in March-April 2008 for a new council member.
Anthony Power has accepted the role of Council Secretary

11: Next Meeting

Meeting closed @ 8.34pm – yes, that’s correct, 8.34pm.
Opening Devotion & Closing Prayer– Geoff Thiel

Minutes correct

Signed

Dated

Michael Vullings GGLPS Chairman

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	
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	Friday 16 th November @ the Robin Hood @ 7pm
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

<i>Reviews</i>	<i>Still under Review</i>	<i>Review Date</i>
Principal		July 07
Bursar		July 07
Counsellor		September 07

13.2: DOCUMENTS

<i>Reviews</i>	<i>Still under Review</i>	<i>Review Date</i>
Key Outcomes & Monitor Policies		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 Kerry is stepping down, Anthony Power has indicated he will stay on, as will Carolyn, although she will take it one year at @ time.	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		May 20 th	Liability of long service	T2 & 4	Business Manager

Leave		2007	leave fund How many and when	Start of T3	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	Skye	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	Skye	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	Ruth Z	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	Once a term	Principal

			of children		
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 & 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

7: EDUCATION

7.1 Principal's Report

7.1.1: Building program is progressing particularly well, and should not be too far ahead of budget.

7.1.2: The state government has decided to have a 3 tier rating system for food in its state school canteens – that includes our – effective next year. They are green, amber and red. Foods in the red category will be banned from our canteen. At present time almost 50% of the canteen menu falls into the red category.

7.1.3: Have contacted TTG council and spoken to their Traffic Engineer. While they are not keen on roundabouts – for the corner of Sunnybrook and Richardson – they haven't discounted it out of hand. A recent development has been the Wombat crossing

7.1.4: Nut Free Policy – moving in line with WVS and other LENS schools.

7.1.5: Have started meeting with magazine committee – producing a 2007 magazine, hopefully some sponsorship/advertising will help defray costs. It will be 80 pages – same size as last year's magazine. It will go out this year.

7.1.6: Brett has declined the chaplaincy position.

7.1.7: Building program is going well – we will put 30 computers in during fourth term – doing it now means the suite will be well and truly ready for the start of the new year – one less headache for the new principal. I will purchase HP computers through the HP/Lutheran agreement – desktop with flat screen for around \$1,000 each, running XP – not keen to migrate to Vista @ the moment – wait until it works properly (!). There will be an additional cost of \$50 per machine for Office licences per annum, and we have purchased 30 licences for Photoshop Elements 5.

7.2: R-12 Schooling (LENS) Report

7.2.1: Twilight Tour on Wednesday 5th September – the three primaries will be @ Endeavour College.

7.2.1: Sun Smart Policy – after deciding to stay with existing four term no hat no play policy until further developments from Cancer Council, said group has issued a newsletter encouraging schools to adapt their policies. St Paul will play around with their policy to reflect these changes and share with the other schools to adopt as they see fit. Essentially means flexibility during some of the winter months, but likely throwing responsibility back onto parents rather than staff. The management of a daily hat on or hat off is not sustainable.

7.2.3: After much discussion and many months of trials, we have finally agreed on a brochure – maybe as many as 36,000 between the four schools, plus the cost of distribution. I am looking at the postcodes of: Modbury Heights, Surrey Downs, Wynn vale, Golden Grove, Greenwith, Gulfview Heights and Salisbury Heights, which adds up to around 16,000 homes. Maybe add Hillbank – 1-2 thousand homes as well. I imagine this exercise will be between \$3,000 - \$4,000, depending upon how many homes the other three schools come up with, and where they might be some overlap. Our budget for advertising has a balance of around \$3,000 @ the moment.

7.2.4: For Council information – we now talk about K-12 for LENS, and not R-12.

7.3: Joint Campus Report

7.3.1: Out of no-where the government (Education Department) has changed the way it does its contract cleaning, and has, without consultation decided that the cost of cleaning the library be split between the two schools and are billing us for 45% of the cost. To be fair, we haven't paid for this up until now, and WVS administer the building. However, there was no consultation, and we have no choice in the contract cleaner, and indeed no choice or say in any of it. This will add an additional \$2,300 per annum to our costs and will likely mean we have to reduce the amount we actually spend on resources, and use the majority of it to service utility and cleaning costs.

7.3.2: The principal of Wynn Vale has indicated that he may be able to use some of his Investing in our Schools money to replace the most worn section of carpet in the library with a new surface – saving our school some money @ this time.

7.3.3: Hopefully the shade will go up on the oval during the coming holidays.

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 Vac Care only averaged 10 children a day last holidays, and because of the requirements for minimum staffing levels, lost around \$2,500.

7.4.2: Will investigate the possibility of moving our Vac Care to Para Vista – it seems that St Paul use it, and the parents are prepared to travel the 10-15 minutes

to use the service. We are less than 10 minutes from Para Vista. Although we have a state OSCH service on the campus, history and cultural differences don't make for a good mix and won't be well supported by our families. It may be that we use Para Vista for the three 2 week breaks during the year, but run our own Christmas program, or it could be some other variation. However, @ this stage our school's stance is that this is a service we offer, so Council needs to take a particular view. I haven't spoken with Para Vista about this either – rather presenting it here for consideration. The before school and after school program is now just about holding its own, but the vac care could produce a \$10,000 loss each year. Council needs to be aware that if, and if, and we move Vac Care to another location, we will lose or forfeit our places, and will struggle to ever get them back, should there be a change of plan down the track. Additionally, the GGOSH facility is terrible – upgrading next year to the two relocatable classrooms may in itself improve use of the service.

7.5: Monitor of Policies Principal's Responsibility

7.5.3: Enrolments

Enrolments for census were 281, although a child left the following day to join siblings who have moved to another school next year. Still have only 25 @ this stage for next year's Reception class, and things have been a bit slow so far this term. We will hold another Open Day on Wednesday 5th September here, and then I will join other primaries @ EC in the afternoon..

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.

The ICT coordinator has provided me with the following information: Went with Ruth to introduction of 'LEAdr' (Lutheran Education Australia – digital repository) – first school in northern suburbs to try out the new search engine LEA (Lutheran Education Australia) is putting together. Will in-service staff on this next week (Week 4 of Term 3).

With ICT coordinators from the LENS school, have just completed work on an R-12 document which is an overview of what the LENS schools offer in ICTs. Also work is complete on a ICT Skills continuum. Both these documents have the Statements of Learning from the National Consistency in Curriculum Outcomes documentation embedded in them.

Staff have been encouraged to continually practise and grow in their ICT skills – particularly using the time allocated to them when their class is involved with PE with Ms Geyer. I have begun a regular email to staff with suggestions and

directions re various ICT opportunities – encouraging them to share those ideas and strategies that have worked well and to consider some peer tutoring.

Each term I have continued working with the Boys in Education coordinator to endeavour to realise the outcomes of that programme in reference to use of ICTs for children at risk.

A number of staff have been shown how to upload photos onto the school web site and this is gathering some momentum.

There are 7 desktops and one laptop specifically and solely for staff use. Each classroom has at least one computer that may be used extensively and even exclusively by the teacher, but at this stage are still considered to be a student machine. In addition to the 28 computers in the computer suite there are 21 around the school classrooms – not counting machines that are incapable of running XP or are in the Worship Centre. This means 49:280 or 1:6. Upon completion of the computer suite an extra 30 HP desktop machines will be added, so the ratio will be 79:280 or 1: 3.5, which is a good ratio.

7.5.19: Student Behaviour

Report on after school detention including number of children. No detention in Term one, and the first one happened almost mid term of Term 2. However, after that we had several weeks of around 5-6 children each week. No detentions in the last two weeks of term two and only one to date in term 3, which was a carry over from the previous term. The number of green cards issued to date this term is down significantly on previous term.

At the time of this report, I am extremely pleased with the overall tone and behaviour of students – but this is always a moving target!

7.5.20: Transport of Students

Are staff aware of this policy and have signed off on it – Yes – only one outstanding staff member who has not returned filled in form.

Collecting of vehicle and driver declarations and these stored – Yes – we have worked out a system of collecting and storing.

8: ANCILLARY BODIES

8.2: Parents & Friends Association

8.2.1: P&F meeting held recently – I mentioned the need for a chairperson, and I have also personally approached a number of people, asking them to consider the role.

8.2.2:

9: BUSINESS ARISING FROM PREVIOUS MINUTES

9.2: Youth Worker

Brett has declined offer of chaplaincy position. Where would Council like to go from here?

Rainer Mayer