

**Golden Grove Lutheran Primary School Council**

**Minutes**

**Meeting No. 207 held on**

**Tuesday November 27th 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**

Pastor Leon gives a devotion based on Acts 20:13

**2: Welcome and Attendance**

**2.1: Present**

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

**2.2: Apologies:**

**3: Acceptance of Minutes of Last Meeting**

Moved Steve, Seconded Roz, carried all in favour
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## **4: Correspondence**

Letter from Barry Kahl LSA office

Barry will attend on 3 February for the installation of the new principal and all staff and School Council at the Salt Factory Service at 6:30

## **5: FINANCE**

### **5.1: Business Managers Report**

Report tabled and taken as read

### **5.2: Report for the Monitor of Policies**

5.2.1 Report tabled and taken as read

5.2.8 Report tabled and taken as read

#### **5.2: Monitor of Policies Business Managers Responsibility**

	<b>Policy</b>	<b>Monitor KPI/Reports</b>	<b>KPI Review Date</b>	<b>Person Responsible</b>
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 Business Manager
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	<b>Have registers been upgraded and maintained, Police checks have been sighted and expiry dates checked. Response from Coordinator Yes/No for both paid &amp; volunteer s</b>	<b>Mar – June – Sep - Nov</b>	<b>Coordinator through Business Manager</b>
5.2.9	Risk Management	Has the risk for the school been maintained	July	Business Manager
5.2.10	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
5.2.11	Security	Adequate insurance	June	Finance committee through Business Manager
5.2.12.	Transport of Students	Is staff aware of this policy and have signed off on it? Collecting of vehicle and driver declarations and these stored?	Feb – May – Aug - Oct	Secretary through Business Manager
5.2.13	Volunteers & Visitors	Are staff aware of this policy and have	April	Secretary through

	in Schools	signed off on it?		Business Manager
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### **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

Report tabled and taken as read

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

Report tabled and taken as read

### **5.5: Treasurer's Report GGLPS level of Debt**

## **6: GOVERNANCE COMMITTEE**

### **6.1: Chairman's Report**

Will canvass for new Council member in March-April 2008

### **6.2: Vice Chairman Report**

## **7: EDUCATION**

### **7.1: Principal's Report**

Report tabled and taken as read

7.1.4 BGA are happy for open tender process to take place for classrooms C and A, Rainer proposes Council should proceed on this basis. Moved Michael, Seconded Rainer, carried all in favour

7.1.8 Council thanks Rainer for his services over 13 years and wishes him all the best for the future

### **7.2: R-12 Schooling (LENS) Report**

Report tabled and taken as read

### **7.3: Joint Campus Report**

Report tabled and taken as read

### **7.4 GGosh Report & Minutes**

Report tabled and taken as read

### **7.5: Report for the Monitor of Policies**

7.5.4 Report tabled and taken as read

7.5.9
7.5.10 Report tabled and taken as read

### **7.5: Monitor of Policies Principals Responsibility**

	<b>Policy</b>	<b>Monitor KPI/Reports</b>	<b>KPI Review Date</b>	<b>Person Responsible</b>
7.5.1	Behaviour Management	Report on after school detention including number of children	Feb – May – Aug - Oct	Principal
7.5.2	Conflict Resolution	As need arises	As required	Principal
7.5.3	Drugs	As need arises	As required	Principal
7.5.4	<b>Enrolment</b>	<b>Enrolment trends – ins and out, applications,</b>	<b>Each council meeting</b>	<b>Principal</b>
7.5.5	Gifted and Talented	One page report LS coordinator, through the principal	March - August	LS coordinator through Principal
7.5.6	Homework	Is there consistency of homework (work and between teachers) ?	Feb – May – July - Oct	Principal July Meeting
7.5.7	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
7.5.8	Learning Support	One page report	March -August	LS coordinator through Principal
7.5.9	<b>Organised Sports</b>	<b>Do Students meet minimum weekly time allocation for PE ( 2 hours, plus fitness)? Do all volunteer coaches involved in team sports have copy of Sports Handbook and have satisfactory police check?</b>	<b>Mar – June – Sep - Nov</b>	<b>PE coordinator through Principal</b>
7.5.10	<b>Outdoor Education</b>	<b>Do all volunteers involved have copy of Outdoor Education Handbook and have satisfactory police check?</b>	<b>Mar – June – Sep - Nov</b>	<b>PE coordinator through Principal</b>
7.5.11	Peripatetic Teachers	Police check, variety of instruments offered; twice per annum, half page	Feb - Oct	Music coordinator through Principal
7.5.12	Privacy	As need required	As required	Principal
7.5.14	Raffles	As need arises	As required	Principal
7.5.15	School Uniform	As need arises	As required	Principal
7.5.16	Sexual Harassment & Sexual Abuse	Have all staff undertaken LCA training; Safe place? Has all staff been made aware of access to third party support?	March	Principal
7.5.17	Staff Induction	Have all new staff been through School induction process? Does staff have current mandatory notification and safe place certificates?	June	Deputy through Principal
7.5.18	Stress Management	Has staff been made aware of support available to them?	March	Principal
7.5.19	Behaviour Management	Report on after school detention including number of children	Feb – May – Aug - Oct	Principal

## **7.6: Staff Rep Report**

Jenny to report on possible forum for staff and council – **Staff appreciate Council’s offer of a forum but do not feel there is a need for one at the present time**

Jenny raised again the School Sunday question – last School Sunday – 3 classes – only had 30 children attend, meaning 60 did not – a bit of an issue @ many levels. **Much discussion in Council on this topic. School Sunday continues to be an issue for staff – is there a better way? This issue to be listed as new business to be looked at in the new year**

Jenny organising who is to be staff rep for next year – will inform Michael on the outcome before the end of the year

## **8: ANCILLARY BODIES**

### **8.1: MFC – Ministry, Fellowship & Care Report**

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### **8.2: Parents and Friends Association**

P & F will have \$15,000 in funds at the end of the year

Mick Hoskins is taking on the role of Vice-Chair of P & F next year, still no one taking on position of Chairperson

### **8.3: GGLF Management / Ministry meetings**

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## **9: BUSINESS ARISING FROM PREVIOUS MINUTES**

9.1	Satisfaction Survey Entry – JP - Exit	Schedule begins in 08
9.2	Look @ replacement for Kerry; after lengthy debate the Council decided that it should begin canvassing in March-April 2008 for a new council member.	March-April 2008
9.3	<b>Risk Management Look @ Doc provided</b>	<b>Nov 07- Rainer report</b>
9.4	<b>Constitution update</b> Anthony to report back to Council once LCA have responded to draft – still waiting for Barry Kahl to respond	<b>Nov 07 – Anthony – Nothing new to report</b>
9.5	Anthony has volunteered to look into and report on the Nut Free policy	Nov 08 – No case law on this point, policy to be discussed further in the new year –Council will look at Nut Policies of Wynn Vale and other LENS schools

## **10: New Business**

With Daryl Trigg set a date to look at Mission, Vision and Core values

Daryl expects to be on deck from January 2<sup>nd</sup> – but has a lot to finish off @ Lyndoch – ie the early learning centre.

Talk about Section 2 of the key outcomes doc of what is required by council what staff to recommend (this is from planning day 2 yrs ago)
Need to get together a team for marketing survey
<b>Skye has been looking at fundraising – Jump Rope for Heart – Concerns about gifts for children being primary motivation for participation – Council are happy for Jump Rope for Heart to go ahead</b>
<b>Need to find a venue for installation on 3 Feb – Graeme to investigate</b>
<b>Council thanks Kerry and Jenny for their contributions to Council</b>

## **11: Next Meeting**

Opening & Closing Prayer –. Daryl Trigg

**Minutes correct**

**Signed**

**Dated**

**Michael Vullings GGLPS Chairman**

## **12: INFORMATION**

### ***12.1: INFORMATION***

<b><i>Information</i></b>	<b><i>Date</i></b>
Staff Installation, Principal and Council & Council dinner	3 <sup>rd</sup> February 2008 – 6.30 service
School council installation date	3 <sup>rd</sup> February 2008 – 6:30 service
Council Planning Day	24 <sup>th</sup> Feb 2008
School AGM	
Church AGM	
Policy Review & Council Induction Day	
Open Days GGLF	14 <sup>th</sup> & 25 <sup>th</sup> March; Wed 6 <sup>th</sup> June; LENS principals @ Endeavour 4 <sup>th</sup> September; no decision re term 4
Open Days Endeavour	As above, plus Endeavour has Arts night in mid-November
School Council Dinner	
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***

<b><i>Reviews</i></b>	<b><i>Still under Review</i></b>	<b><i>Review Date</i></b>
Principal		July 08
Bursar		July 08

Counsellor		September 08
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### **13.2: DOCUMENTS**

<b>Reviews</b>	<b>Still under Review</b>	<b>Review Date</b>
Key Outcomes & Monitor Policies		Planning day 08
Junior Primary Survey		
Middle School Survey		
Exit Survey		February 08
Joint Use Agreement		June 08

### **13.3: COUNCIL NOMINATIONS**

<b>Nominations</b>	<b>Review Date</b>
Michael Vullings & Greg Page	October 08
Jon Schutz, Roz Jachmann & Steve Kuchar	October 09
Anthony Power & Carolyn Wachtel	October 2010