

Principal: Assistant Principals:

Brendan White Robyn Mitchell

**DIAMOND VALLEY SDS - SCHOOL COUNCIL**

**Meeting held at Diamond Valley SDS**

**Wednesday 13th September 2017**

***Minutes***

**Present:** Ninette Young, Angela Buccella, Aaron Holding, Daniel Leiborwitz,Robyn O’Shea, Lauren Halbish, Brendan White,Robyn Mitchell, Hilary Lane, Anthony Rosenthal, Shelley Daisley, Kori Koochew, Helen Baker

**1. Welcome –** Robyn O’Shea, Lauren Halbish

 **2. Apologies:**  Peter Griffiths, Jo Laver, Alex Thomas

**3. Minutes of Previous Meetings –**

**Moved:** Daniel **Seconded:** Anthony

**4. Business Arising from the Minutes**

Previous minutes, finance reports circulated via email. Due to no quorum at previous meeting Approval sought for all minutes and finance reports for August Meeting that was cancelled.

**Moved:** Daniel **Seconded:** Anthony

**5. Correspondence**

 **IN:** Resignation of Cheryl Sullivan

 **Out: N/A**

**6. TREASURER’S REPORT**

Balance sheet showing our total current assets of $212,925.68

**High Yield Investment** account with $132,925.88

**Official Account** with $43,822.62

**Victorian Teachers Mutual Bank** with $0.00 (Funds transferred to assist with payments)

Next pages are the Cash payments totalling $126,809.03 for August

**HYIA Transfers** for the month of August total $165,000.00

 Attached is a report for amounts over $1,000.00. Explanations of these amounts appear below.

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| **Creditor** | **$** | **Purchase** |
| **August 2017** |  |  |
| Aaron’s Outdoor Living | 2000,00 | Display Play Fort |
| AGL Sales Pty. Ltd. | 1,601.01 | Gas account 265/5 – 24/7 |
| A Grade Lock Technician | 1,297.78 | Locks – new gates in Secondary |
| All Safe Fencing | 4,180.00 | Primary Fencing |
| C & M Painters& Decorators | 5,500.00 | Painting of Timber Pickets |
| Eduquip | 1,403.60 | Staff Badges |
| Learning With Technology | 1,313.40 | Lexmark Printer x 2 & toner |
| Test Its Safe | 1,553.64 | Test & Tag |
| Tradewind Australia | 8,817.60 | CRT Replacement |
| PAYE 12/8/17 | 32,842.20 | Local Payroll – Staff replacement/Horse riding |
| A Grade Lock Technician | 1,044.78 | Magna locks and repairs |
| Transpacific Cleanaway | 2,081.20 | Garbage and Sanitary |
| Nillumbik Council | 1,925.53 | Port. Greensborough Fee 1/8 – 31/10 |
| Olympus Meadows Pty. Ltd. | 4,835.38 | Cleaning July 2017 |
| Tradewind Australia | 7,130.20 | CRT Replacement |
| PAYE 26/08/17 | 31,286.42 | Local Payroll – Staff replacement/Horse riding |
|  |  |  |

**The other reports available** for you to read are on the table, these include:

* Operating Statement (Detailed)
* Cash flow Statement
* Detailed Bank Account Movements
* Bank Reconciliation
* Journal Report
* Annual Sub Program Budget Report
* Balance Sheet
* Westpac Credit Card Payment for the Month of August tabled

**Motion:** Ratify account payments for the month totalling $126,809.03 for August

**Motion:** Ratify Journal Transfers as per attached reports for August totalling $1,686.55

**Motion:** Ratify Family Credit Notes to families totalling $485.00

**Motion:** Ratify Sundry Debtor Credit Notes for August $0.00

 **Moved**: Ninette **Seconded**: Aaron

**7. Principal’s Report (Brendan)**

 **Staffing:** We enrolled another student into Pav 2, which increased the already heavy workload so we employed a very experienced teacher, Penny Eggleton, until the end of the year. Penny will be full time and this gives us two part time and one full time teacher in the Pavilion. Belinda Ross will be taking maternity leave next year and there are indications that there could be at least three other retirees apart from myself at the end of the year.

**Groupings:** The three section leaders will report to leadership tomorrow on possible groups for next year. We will then look at our needs staffing. There will be an opportunity for students at the mothership doing trial placement at the satellites over the next few weeks to determine their suitability. Parents, of course, will be informed and consulted on any movement. We have broadened our suitability criteria for Whittlesea and will start to fill the other classroom. There has been continued interest in the room both from parents already inside the school and from without. Parents will be informed on their child’s group when we confident there will be no further movement.

**Playground:** The first part of the playground started today with the construction of the sandpit. We signed an agreement with Neil Maclean yesterday and we are hopeful that the playground will be completed in November. This will also include shade cover for the playground. As reported earlier, we were granted control of the money but this meant we had to go through the process of getting three quotes, which slowed the process down.

**Principal Selection:** Judy Benney, the SEIL for our school, attended our staff meeting last night as the first part of the principal selection process. Staff were given a comprehensive PowerPoint presentation on the process and the probable timelines. Staff were then able to ask questions and discuss the process. It is important that we get the process off and running as soon as possible so that there is time for a second process this year if necessary. The need for absolute confidentiality was impressed upon the staff as any appeal will be because of the process not being followed correctly. Judy will address council tonight on the process and timeline.

**Buildings and Grounds:** Merv Baker, Helen’s husband, has replaced Roman, who is overseas. We obtained permission from the Region as there could be a perceived conflict of interest and Merv has done a great job. There will be works carried out in the holidays, such as a new flagpole and fixing of fences and some painting.

**Events:** Each group is going out on an end of term excursion and it will be another dress up music day on Friday featuring the Diamond Valley Drifters. Blossom Day will be next term and we will include a celebration of our 30 years on this site and as being known as Diamond Valley SDS.

 **8. Curriculum Report to School Council**

1. Book week recognised with national theme ‘Escape to everywhere’ Well attended by families and community members.
2. Graduation evening will be Friday 1st December at Casa d’Abruzzo Club, Epping. Families have received invitations. A school community invitation will be printed in the end of term newsletter!
3. Construction of the final goal banks have commenced. DVSDS staff are writing the History components for the Victorian Curriculum.
4. A new school wide reading and literacy assessment tool will be introduced in term 4- PM Benchmarks. Training for teachers will occur after school on 11th Oct. This will be mandated for every student from 2018. Linked to our School Strategic Plan- To develop implement and sustain a whole school approach to the systematic collection, documentation and sharing of evidence to make informed decisions about what works to improve student outcomes.

**9. Fundraising Discussion –** No report as Alex not at meeting.

Alex had mentioned in a recent phone call that we needed to change the poker night date.

$304.60 raised from the silver donation bin.

**10. General Business:**

**Policies –**

Air conditioning quotes – Exact Heating & Cooling quote of $12,130.00 approved subject to funding being available in Term 4, 2017

**Moved**: Shelley **Seconded**: Robyn

Camp Summit camp -Trafalgar - Apollo Satellite approved

 **Moved:** Ninette **Seconded:** Hilary

Meeting Closed: 7.45pm

Next meeting: 7.00pm, 1st November, 2017

After regular meeting closed Judith Benney address School Council

**11. Principal Position**

Judith Benney SEIL North western region came to discuss the process for advertising the Principal Position.