Chairperson: Julie Rackham

Minutes for the meeting held on
Wednesday 17th June 2015

1. Welcome and Apologies
   
   Present: Julie Rackham (Chairperson), Kylie Sawley, Jo Wilsdon, Anne Franks (Principal), Brooke Hodgson (Secretary), Nathan Arbon, David Tilbrook, Jocelyn Thomas, Charmaine Richards (Kindy Rep), Davina Bellman (Staff Rep), Georgina Grossman (SRC Rep)
   
   Apologies: Mel Baak, Anita Hook, Sam Wurst.

2. SRC Representative, Georgina Grossman presented the SRC Report for Term 2. Please see Attachment A

3. Confirmation of minutes of previous meeting
   
   a. Moved by Brooke Hodgson, seconded by David Tilbrook.

4. Business arising from previous minutes
   
   a. Junior Primary Building Progress Report
      
      i. DPTI has given approval for the planning and costings to begin. Anne is hoping they perform any repair work approved in the Christmas School holidays to allow more time for completion but this is not guaranteed as yet. This is being coordinated by Corporate.
   
   b. AUSLAN as a LOTE
      
      i. Anne could only advertise a vacancy for a LOTE Teacher for 0.6 as this is all that is available and getting a qualified Auslan Teacher in the rural location would be very unlikely. Anne has discussed with the Adelaide School of Languages the availability of Auslan Teachers and even their school is currently unable to find a teacher to fill the position in Adelaide. With our school internet capabilities the option of teaching via video conference is not viable, the trial for the Chinese lessons currently in place in room 7 is proving difficult. Crystal Brook Primary School is scheduled for broadband installation in late 2016 which should help internet speeds.

5. Correspondence
   
   a. In
      
      i. ASG National Excellence in Teaching Award Nominations.
      
      ii. Grounds Pamphlets
   
   b. Out
      
      i. AEU Utility Costs letter to Minister

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ii. Approval letter to Kindy Market Day Co-ordinator.

6. **Principal’s Report**, Presented by Anne Franks. Please see **Attachment B**
   
   a. Discussion held on the process of the External Review, no report has been received as yet.
   
   b. Discussion held on the possibility of upgrading the Asphalt with a softer synthetic type base.

7. **Financial Report**, Presented by Jocelyn Thomas, Please see **Attachment C**
   
   a. Discussion held on unusually large water bill for this quarter, this was due to a leak in the main line to the oval which took multiple inspections to find. Anne will ask Caroline to look into the possibility of claiming this back through SA Water.
   
   b. Bad Debts have changed to $2486.00 and the Finance Committee is seeking approval to send this new amount to the Debt Collectors. Moved by Jocelyn Thomas, seconded by Kylie Sawley.
   
   c. ANZ Credit Card has been applied for with a Limit of $5000 monthly limit and a limit of $1000 per purchase. Anne Franks and Caroline Lloyd will be authorised purchasers.
   
   d. Jocelyn advised that the school must move to using EFT for both receiving and paying of monies. This is to replace using cheques for payments and all payments to the school will be payable via EFT also. The authorised officers for this electronic banking process will be Caroline Lloyd, Anne Franks and Jenny Stringer.

8. **Education Committee Report**, no meeting held due to illnesses. Discussion held on the Allergy Aware Policy which is being updated. Suggested that the school approach families who have children with allergies for input into this policy as they have valuable knowledge in these areas.

9. **Staff Report**, Presented by Davina Bellman, please see **Attachment D**

   
   a. Plants have been ordered and donations have been requested through the newsletter.
   
   b. Retaining wall plans have been finalised and next up is to get Gavin Hodgson in for the preparation work followed by a working bee.
   
   c. Sandpit plans and have been finalised, Room 10 has entered a Sunrise Competition to try and win funds to assist with the installation of the sandpit.

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d. Plans are in the pipeline for an Anzac Garden perhaps in front of the gym. SRC is working on ideas and planning for this. Any suggestions on what to do here are more than welcome.

11. **Kindy Report**, Presented by Charmaine Richards. *Please see Attachment E*

12. **Parent Club Report**, Presented by Lesley Nitschke, see treasurers Report on **Attachment F**
   
a. Discussion held on parking and road safety at the school. Anne to write to council seeking results of review from last year regarding drop zones, zebra crossings and signage. Anne to also request council vehicles like sweepers and bin collection not be scheduled in the school zone at school drop off and pick up times.

   b. Discussion held on improving numbers volunteering for Op Shop. Parent Club and Op Shop Co-ordinators will be strongly encouraging all families to do at least one shift. If every family does just one shift it will be covered. Discussion held on the option of grandparents of children at the school being allowed to help again.

13. **Round Table / Any other business**
   
a. Discussion held on Student Feedback Survey completed at the school with students. Anne showed results of surveys and new ideas to address any areas of concern.

   b. Suggestion given that to avoid tackling during football games in break times students use tags instead.

   c. Request made to use Tiqbiz to notify parents of bus excursions and timetable changes. Also to use street names instead of terms like front and back of school on notices to help clarify which meeting place is being used.

   d. Notifications of cancellations of Model Club need to be given in advance to allow for parents to arrange alternative pick up options for their children.

   e. Concern raised over Tiqbiz being managed by only one person, changes to child pick ups are requested to be made in writing via Tiqbiz but if Jacqui is away no one can access these messages. Davina and Anne to be trained in how to use Tiqbiz as a backup for Jacqui.

14. **Meeting Closed** at 9:40pm.

15. **Next Meeting Date** Term 3, Week 3 Wednesday 5th August 2015