

**EAST BENTLEIGH PRIMARY SCHOOL**  
**MINUTES OF SCHOOL COUNCIL MEETING**

**PRESENT:** Sue, Rachel, Michelle, Andrea, Julia, Aaron, Lisa, Leah

**APOLOGIES:** Lisa, Helen

**ABSENT:**

**VISITORS:** Kevin (SEIL)

**CHAIR PERSON:** Aaron

**MEETING OPENED:** 6:03pm

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**Acknowledgement of country –**

*“I would like to respectfully acknowledge the Boon Wurrung people of the Kulin Nation as the traditional custodians and First Peoples of the land on which we meet. I would like to pay my respects to their Elders past, present and emerging leaders.”*

**Minutes from previous meeting:**

**Business arising from previous minutes:**

Motion: True and accurate report of our last meeting

**Moved:** Michelle **Seconded:** Julia **Carried**

**Correspondence:**

- Communication for school fees that was mentioned at SC was not carried by school.
- This was an operational decision that the school leadership needed to make.
- Want for communication to SC before going to school

**Business arising from correspondence:**

N/A

# Reports

## **Principals Report:**

We have all commented on what a smooth, calm, and focussed start to the year

I'd like to acknowledge and thank all the staff who came in over January to do all those **extra** necessary things in their own time to help prepare our school for the start of the school year.

we are fortunate our community is to have such dedicated teachers, support staff, parents.

**DET Casual Member:** I would like to welcome Andrea Smith to School Council as a Casual Member.

**Enrolments** Our current enrolment is 330, which is 17 students less than 2023. Census day is February 29<sup>th</sup> and our confirmed budget will be calculated on the number of students we have enrolled on that day.

Enrolments have grown from the indicative budget.

**Staffing-2023** We are delighted to welcome all our new staff to EBPS in 2024. Paul Bolmat will be teaching drama/performing arts, We welcome back Sinead Delaney from Family Leave and Ramana Dean is working with Anna Pititto in Class 4. Maddy Edkins has been working here over the last few years, in between Family leave, and is working in Aarons class two days a week while Aaron is supporting me as Acting A.P., along with Michelle Mather and Lee Jellis.

## **School Council Elections**

On Monday 5<sup>th</sup> February, all school families received a 'Notice of Election and Call for Nominations' letter regarding school council elections.

Current parent members whose term of office ceases this year are Lisa Vance (Community Member), Leah Moore (whose child has left the school), Emily Jones, Helen Woodruff, Rachel Jefferys

- 1 new SC would be 12 month role
- 3 new SC would be 24 month role

The timeline for the election process is as follows-

**Monday 5<sup>th</sup> February-** Call for Nominations

**Monday 12<sup>th</sup> February-** Nominations close at 4.00pm

**Wednesday 14<sup>th</sup> February-** Nominations displayed at school

## **Election held if required**

**Monday 26<sup>th</sup> February-** Close of ballot 4.00pm

**Monday 18<sup>th</sup> March-** First New School Council Meeting.

Could all current school council members please encourage any parents with questions to come and have a chat with either myself, Michelle, Aaron, or any other school council member.

### **Proposed 2024 School Council Dates**

**Term 1-** 12<sup>th</sup> February 18<sup>th</sup> March

**Term 2-** 6<sup>th</sup> May, 17<sup>th</sup> June

**Term 3-** 5<sup>th</sup> August, 9<sup>th</sup> September

**Term 4-** 14<sup>th</sup> October, 11<sup>th</sup> November

**Camp Australia move** - As discussed last year, planning is underway to relocate the Camp Australia service from the Junior Library over to the hall. We have received quotes to install a kitchenette in the space and funds will be sourced from the fees we receive from Camp Australia during 2024.

- CA managers are looking at the space to ensure that it is viable

**Farmers' Market - EOY figures for 2023 - \$34,840.51.** (Please see Finance Minutes.) **2022** we made \$26,296.34 . \_ Congratulations to all involved with our Farmers' Market – in particular, Heidi Nankervis and Rachel Jefferys, for their passion and drive to help make our Farmers' Market so successful. My thanks to everyone who has contributed in any way to this achievement.

**Newsletter format:** Our newsletter format has changed

- SC discussed that it was easier to read
- We are discussing changing the time for sending the newsletter to Sat morning to increase engagement

### **Finance:**

Welcome Michelle Mather (Acting Assistant Principal for Term 1) who will be taking over Finance Committee for the next 2 meetings.

### **December, 2023 and January 2024 Bank Accounts:**

All these statements were cited and discussed:

- Bank reconciliation
- Balance Sheet
- Detailed Operating Statement
- Cash Flow statement Bank Account Movements Report
- Annual Sub Program Budget Reports
- Cash Receipts Report
- Cash Payments Report
- Journal Report Certification
- Invoices Awaiting Payment

- Family Credit Notes Report
- Sundry Debtors Credit Notes Report

At the end of this month the current state of school accounts is:

**December :2023**

**High Yield (HYIA)Account:** \$ 254,929.48

**Official Account:** - \$ 571.13

**Total:** \$255,500.61

**January :2024**

**Offset Account:** \$ 346,893.50

**Official Account:** - \$ 26,295.98

**Total:** \$373,189.48

**Farmers' Market – EOY 2023**

2022 profit was: **\$26,296.34**

**Uniform Shop – Profit and Loss Statement Net Return:** \$1,926.27

**Action:** School Council would like to move a motion that the following actions be approved and ratified for the 2024 school year:

1. That the Farmers' Market and any other fundraising events still to be determined for this year be treated as input-taxed for GST purposes.
2. School Investment and Internet Banking policies held be noted and ratified.
3. Financial delegation within the school be signatories of Sue Jackson, Michelle Mather and Helen Woodruff(School Council President), with Business Manager, Julie Robinson, preparing all accounts and payments.
4. That future School Council meeting dates for the rest of the year be set with a minimum of 8 meetings to be held in 2024.
5. The only uniform stock at school are hats.
6. Approval of Parent Payments Fees for Curriculum Items, Extra Curricular Items and Voluntary Contributions was ratified for 2024 last year as per the new parent payment policy
7. That all Camps, Excursions and Activity dates be ratified for 2024:
  - Gr 5/6 - The Summit - Mon April 29<sup>th</sup> - Wed 1<sup>st</sup> May - <https://www.thesummit.net.au/>
  - Gr 3/4 - Phillip Island Camp Wed 17- Fri 19th July <https://theisland.cyc.org.au/activities/>

**Moved: Aaron**

**Ratified: Andrea**

## **Communication & Engagement:**

### **Committee Meetings and Members**

Committee met on 4<sup>th</sup> December to workshop ideas for Open Day and set out work for holiday period.

Proposal provided below for Open Day and Timeline to lead up.

### **Open Day Proposal**

**Aim:** Due to decreasing enrolment numbers over the last few years, the Communications committee would like to make a significant effort in 2024 to increase awareness of the school in the community, particularly in the first 6 months of the year and with a focus on increasing visitors to the Open Day (Late May 2024).

We also would like to propose a School Readiness Talk to be held at the school in late April 2024, about a month before Open Day.

We can create one combined printed brochure for both events to leave at kinders and local shops.

### **Open Day Proposal**

#### **General ideas**

- Open from 10 – 1, Two shifts: 10-12 and 11-1
  - o Will activities run the whole time? TBC
  - o Classrooms still open just 2 hours
  - o Maybe classrooms 1-12, activities 11-1
- Make a poster by classes/kids to advertise in local shops, social media etc
- Create a Map and list of activities/times
- Badges for teachers with names and 'ask me about Mainstream' or 'ask me about Steiner'
- Talk by Principal – values of school, two streams - what time?
- Student Captain tours - take people around – set times eg 11:15, 11:45, 12:15 or a station to meet at and take them around with a group, maybe a parent/teacher to accompany
- Parent volunteers at each activity to support?

#### **Activities**

- Kitchen: Talk to Nikki about kitchen ideas and options, maybe kids can make stuff during the week, and serve it?
- Garden – talk to Catherine
  - o Garden tours/talk – 2 set times?
  - o Little activities like pot plants

- o Prep garden – clay with nature things
- o Clay stick people
- Craft room activity
  - o Finger knitting, twisties, God’s Eye and pompoms – taught by grade 3 +?
  - o Maybe a more mainstream ‘art’ activity
- Library
  - o Cosy Corner set up, students 4-6 reading to little ones
- Music soiree in PAC
  - o Quartets?/orchestra
- Positive response form SC for the Open Day

**Proposed Timeline and Actions**

**Feb – mid March:**

- Finalise Open Day activities and times and School Readiness Talk (*Julia to coordinate with Sue and Leadership Team*)
- Create marketing material: posters created by students, and pamphlet for both events? (*Either Committee can create, or we can coordinate with School Leadership for students to be involved.*)
- Finalise script and powerpoint for Kinder Readiness Talk (*Almost done, was created by Nat and Janette*)
- Look into and organize billboards for advertising and any other options eg Glen Eira newsletter? (*Committee, then run by Sue*)
- Late March – May: Strong advertising of Open day via Posters, Social Media, Billboards, pamphlets at local kinders, flyer drop?
- Finalise Prospective Students Information Pack (updating the loose A4 sheets into one booklet) and also distribute while distributing Open Day/Kinder Talk pamphlet (*Committee has almost finished draft, to then be sent Sue to editing/approval*)

**April - May**

- Continue advertising and distributing materials
- Hold School Readiness Talk in late April
- Start planning/preparing for Open Day activities in more detail

**Education:**

- Getting ready for NAPLAN which starts on the 13th of March
- SC discussed that NAPLAN is for all streams - not just Mainstream. The more students who complete NAPLAN helps the consistency of results

**Infrastructure - Facilities/ Buildings and Grounds:**

**Facilities**

1. January was certainly a busy month at our school with the flooding of **Taraleigh Pre-School** and completion of our usual maintenance tasks and end of year cleaning undertaken by Spotless, during January.

Make Safe and the VSBA have assessed the damage to the Pre-school and have already commenced the necessary work to have the Pre-school ready for use again. In the meantime, I have leased our spare Prep room for their use until they can safely move back to Taraleigh. I have had numerous meetings with the Chairperson, Pre-school teachers and parents about re-locating to our prep room. They are eternally grateful that they could commence their Pre-School program this week.

2. **Our arborist** Daryl from 3 Way Tree Services completed his biannual inspection to ensure our beautiful aging trees are safe. Lawns and surrounds have been weeded and mowed by Carmello, and softfall has been replenished for our playgrounds.

3. **Taraleigh** is sourcing 3 quotes to get a side gate built. I will have them by Monday night.

-Lease to kinder is at no cost, to keep the strong relationship with the kinder.

-No date for Kinder to move back to Taraleigh.

-Possibility for Kinder to relocate under new government scheme.

-SC discussed our comms to the EBPS school community about welcoming Taraleigh Kinder.

-Idea for FB post to promote this on social media

-Gate to be installed to increase security

#### 4. **Infinity Playground**

Last Monday, Nick Staikos and Ron from our local Rotary branch visited EBPS to discuss redevelopment of the Infinity Playground. We had a productive conversation about our vision for the space and also discussed next steps. Our first point of action is to investigate whether the foundations are viable, which will allow us to rebuild from the deck upwards. To help expedite this process, Nick Staikos will contact the Minister for Education to assist in assigning the appropriate department to assess the space. When viability is determined, we will reconvene with Nick and Ron to discuss how they can support us to redevelop or rebuild the space.

- Viability assessment will occur on Wed 14th to find next steps for the playground
- SC discussed comms regarding infinity

#### **Bentleigh Farmers Market and Grants:**

##### **FINANCIALS**

##### **EOY 2023**

Income            \$70,906.50

Expenses         \$36,065.99

**Profit**            \$34,840.51

**Detailed P&L to be tabled at Feb meeting.**

BFM 2024 Budget to be finalised and shared with sub-committee & school council.

As the BFM is a fundraising initiative, it needs to be reported on as such. Request for a P&L to be generated for the Kitchen/Garden program to see if some BFM profits can be re-directed from SAKGP to other areas of the school.

<https://www2.education.vic.gov.au/pal/fundraising-activities-including-fetes/policy>

#### ***Allocation and use of funds raised***

***All funds raised for a government school by fundraising activities must be held by the school council in trust for the purpose for which they were raised.***

-SC discussed how increase of profit has been due to many factors - Brekky stall + Increased exposure through social media have been 2 factors

-SC discussed the profits of the Market and added transparency as to where the money is going. With an increased budget it would be nice to know where the money is going.

- SC discussed potential marketing of where money is going

#### **GRANTS**

**Michelle and I met with Nick Staikos in November. Updates as follows:**

##### **Inclusive Schools Fund**

- Provides funding up to \$300K.
- Currently closed but will be open again in 2024.
- EBPS to apply for these funds to support re-development of the Green Zone outdoor area.
- Michelle has reached out to the team who manage this grant to establish a relationship before the grant process is opened again.

##### **Minor Capitol Works Grant**

- Provides funding up to \$500K.
- Currently closed but will open again in 2024.
- EBPS to apply for these funds to support re-development of the Infinity Playground area at the front of the school.

Sue/Michelle to advise whether we can repair this playground while we await the funds to rebuild.

##### **Masterplan Update**

- The school masterplan was completed in July 2018
- A new Performing Arts Centre was funded in the 2018-19 budget and completed in 2020.
- Due to the school's masterplan being created in 2018, it has now expired.
- Budget for a re-build of the main administration building and classrooms housed in this building will therefore come from the State govt budget. Nick advised that this won't be in the 2024/25 budget as the govt has election promises that need to be funded however we will stay in touch with Nick and his staff to ensure that we're on the list for 2025/26.

##### **Rolling Facilities Evaluation (RFE) and School Maintenance Plan (SMP)**



- VBSA conducted an on-site condition assessment on 30/8/2022
- Key issues were identified and incorporated into the SMP
- Funding was received as follows:
  - o \$10,000 for RFE Specialist Assessment Outcomes
  - o \$25,000 for RFE Visual Assessment Outcomes

Sue to provide an update on when the defects identified in the SMP were rectified.

#### **Fundraising & Initiatives**

- Shared calendar of events for 2024
- Tanja Sanches will take over Mothers day and Fathers Day stall. Tanja to meet with Sue regarding expectations
- Possibility of having Morning tea for Mother and Fathers Day.
- Grandparents day in Education week
- SC will follow up Bush Dance through Blackberry Jam
- SC discussed need for only secular celebrations

#### **Motion to accept reports:**

**Moved** Sue

**Seconded** Michelle

#### **General Business:**

##### Parents & Friends Club

- Rachel would like to discuss forming a parents' club and talk through how this could work alongside the school council.
- Parent Club has an extensive process that Rachel and Sue are working through and developing a constitution
- Lots of excitement for this club to get up and running.

##### Infrastructure & Maintenance

- Sue/Michelle to provide update to Julia's queries sent via email
- Working Bees – school council to agree on a dates for 2024, propose that these are scheduled monthly, on the 3<sup>rd</sup> Sunday of the month (week before the Farmers' Market).

-School recouped the huge majority of school fees from 2023 - over \$90,000 in total

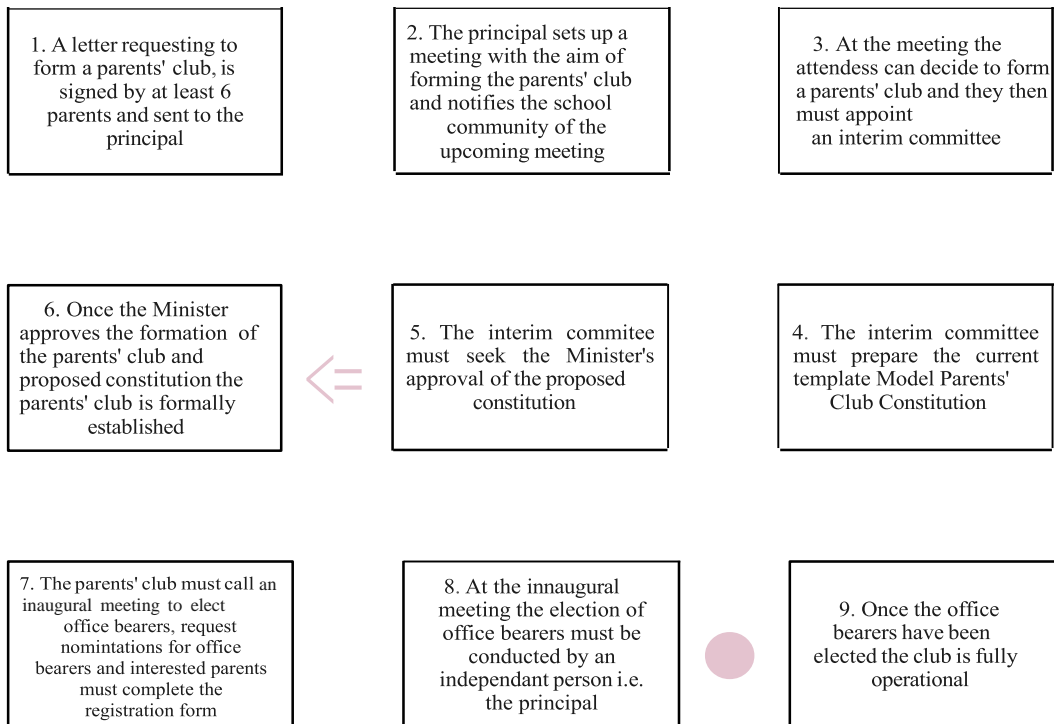
-SC discussed having a 'Charity' to pay extra fees to support families who cannot pay fees. Rachel will find out the school that her friend goes to who have a similar idea at their school

-SC discussed that Oval being watered. Bill has increased from \$1200 to \$3000. So we are being strategic with watering

- SC discussed getting gardeners in to clean the garden, then Working Bees will be able to commence.
- SC discussed that AIMS is now being used for facilities and leadership is updating themselves on the platform.
- SC can approve the quote via email, so we will send quotes via email for SC to ratify.
- SC discussed back gate and challenges for the gate. SC discussed potential to turn the gate to a fence.
- SC discussed parent donation to getting a new stove for Teachers Staffroom.
- SC would like to thank Leah for her contribution to the SC in 2023 and wish Austin the best for High School.

## How to establish a Parents' Club

If there is interest in establishing a parents' club at a school, there is a formal process that must be followed. The requirements for forming and running parents' clubs are set out in the Education and Training Reform Regulations 2017 and in Department policy. The below diagram shows a simplified version of the steps to establish a parents' club. Detailed instructions are available in the [Policy and Advisory Library](#).



**Next Meeting Date:**

**18th March**

**Meeting Closed:**

**7:29pm**