

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

**Monday 13<sup>th</sup> November**

**PRESENT:** Michelle, Aaron, Maria, Sue, Julia, Helen, Leah, Rachel, Lisa,

**APOLOGIES:**

**ABSENT:** Emily

**VISITORS:**

**CHAIR PERSON:** Maria

**MEETING OPENED:** 6:05pm

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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:**

-Very proud of our student leaders from the last SC meeting. Very confident and well presented team.

**Business arising from previous minutes:**

Motion: True and accurate report of our last meeting

**Moved:** Michelle **Seconded:** Aaron **Carried**

**Correspondence:**

N/A

**Business arising from correspondence:**

N/A

**Reports**

**Principal’s Report:**

2023-2027 School Strategic Plan

- Attached to minutes was our School Strategic Plan 2023-2027

- This document is the result of the review findings and will provide the framework for our work in the next few years.

-We have evaluated our 2023 AIP and will have completed the 2024 AIP by the end of the year.

#### 2024 Draft program Budget

The draft was discussed at Finance sub committee meeting last Thursday.

-Once our enrolments are confirmed in February 2023, confirmed budget will be received.

#### Prep Transition Program

-We held the first day of this 2 week program today.

-1 class in Mainstream (14) and 1 class in Steiner (19).

-Steiner classes across the world are on a decline.

#### Class Allocations 2024

-As mentioned in recent newsletters much time and effort goes into putting our classes together

-All teachers will be advised of their allocations in the next weeks, and will publish the class allocations in a future newsletter.

#### Staffing 2024

-We have an almost complete draft working model of classes for 2024 and a draft plan of where our Steiner classes will be housed has been discussed at a recent consultative committee meeting.

-There will be no change in our mainstream classes.

#### Awards Assembly

A reminder that our awards assembly this year will be held on Monday 18<sup>th</sup> December beginning at 9am.

-As always SC members are most welcome to attend.

#### Print Stop-Presentation Folders

Mock-ups of our new presentation folders were viewed

Finally:

As this will be our final formal meeting for the year, I would like to sincerely thank you all for your commitment to school council membership.

Staffing:

-Maria will retire at the end of Term 1 2024. Term 1 2024 she will take Long Service Leave.

-Parent community will get an email on 14/11.

-Staff were told on Monday afternoon 13/11.

-South East Region will be told on Tuesday 14/11.

**Finance:**

1. October 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:

October :2023

Offset Account:       \$ 309,646.26

Official Account: - \$ 18,890.70

Total: \$328,536.96

2. School Fees Letter

Jane Keen tabled the Parent Payment – School Fees for 2024 - letter. These will be presented at the meeting on Monday night.

3. Parent Payment Policy

discussed change 'D.E.' to 'The Victorian Department of Education'

discussed 'cost recovery model' definition

discussed 2.8 - to make more generalized into 'extra-curricular activities'

discussed changes -

- Increase the SAKGP fees to \$200.
- Add in the following copy to page 4 of the fees letter:

Bentleigh Farmers' Market (BFM) is our school's only fundraiser and contributes vital funds toward running costs for the SAKGP. Any EBPS family who volunteers at one or more markets or working bees in 2024 is eligible for a \$50 reduction in the compulsory fee payable for the SAKGP, thereby reducing the fee payable from \$200 to \$150.

This policy has been reviewed by the Education Sub-committee and ready for ratification:

Ratified Parent Payment Policy with amendments and Draft program budgets: ratified and passed

4. Outstanding Fees:

Over the past 3 weeks Sue has been contacting families that have outstanding Extra-Curricula fees. We have \$120,000.00 worth of fees owing. To date we have received \$25,000.00.

### Program Budget 2024

The 2024 draft Program Budget has been completed. This was tabled at the School Council meeting.

## **Communication & Engagement:**

### **School Marketing Materials**

Content is almost finished, then will send draft to Maria and Sue (around late November) and members will be in touch with the office to select some photos and put together the design.

### **Readiness for School Talk**

Proposal to hold this about a month before Open Day next year, to build up awareness and get more people to Open day.

Content is finished, will now be turned into a presentation format.

Talk to be given by Janette.

In Term 1, we will start creating materials to distribute to kinder, and then go around about a month before the talk.

### **Open Day 2024**

-The Communications Committee would like to propose adding some activities on Open Day and potentially running it for a bit longer

-It was discussed that as the kinder hold the open day at the same time, and normally run the main activities from 10-12, it makes it hard for some parents (including kinder parents who may be interested in EBPS) to attend both.

Some ideas for activities:

- Kitchen open and cooking
- Garden open and students helping
- Music performance
- Craft station

- Information talk
- Student led activities, interactive – perhaps some of the students can work on organizing activities (eg Craft Station) as part of their leadership positions

-We will also create the marketing materials (ie posters, flyers) at the same time as we create the Readiness for School Talk materials and distribute to kinder

-Will also look at other marketing avenues about 2-3 months before open Day such as billboards in the community, Social Media as per below)

**Social Media**

In relation to the two above activities, which is what the committee has decided to focus on for the first half of 2024, we will create content/posts to give to and work with Janette to post to aim to get more awareness (through posting in the East Bentleigh FB Group, and even potentially run some ads)

**Education:**

-Parent Payment Policy has been updated during sub-committee meeting, which was ratified at SC

-SC discussed - Reports on Compass instead of paper copies.

**Infrastructure:**

Facilities

The East Bentleigh Soccer Club has paid their invoice of \$2760.00 for their use of our oval for their training 2022-2023.

They certainly have been very good 'tenant'. They have asked to continue this for the 2023-2024 season. SC ratified this.

The Moorabbin Cricket Club have withdrawn their request for use of our oval as their primary aged team did not go ahead.

-RS services, Mowing and garden maintenance- Carmello continues to tame our green spaces.

Sam from 280Fresh Veg, has been approached in regards to completing maintenance, (aeration and seed sowing), for oval. I am hoping that this work will happen during the school holidays.

-We received notice from DE last week- 'the following spaces have been changed to have No Entitlement—Non-Cleanable at East Bentleigh Primary School:

Taraleigh Pre-School Building (Rooms 44, 72, 158, and 159) has been reclassified as No-Entitlement-Non-Cleanable (108.9 m2); previously, these were cleanable.

With this change, the service provider will cease cleaning these areas and reduce the cleaning hours provided to the school.'

-Whilst we have been 'lucky' to have had this space included into our entitled allotment for a number of years, there is concern that a further decrease in 'entitled' cleaning hours will put undue pressure on our cleaner Manuel.

-Received notification from the DE on Thursday that a Base Cleaning Inspection was to take place this Friday. Requested that this be rescheduled as need to speak to the DE representative about dissatisfaction with the cleaning service that Spotless are providing.

**Bentleigh Farmers Market:**

1. FINANCIALS

October Market – 28/9

Income		
Gates (approx. 700 adults)	\$1,405	
Stallholders	\$3,740	
Breakfast Stall	\$935	\$6,080
Expenses		
Cleaning	\$70	
VFMA Fees	\$396	
Advertising – social media	\$130	
BBQ – new aprons, gas bottle	\$145	

Breakfast Stall supplies	\$341	
Wages^	\$1,895	\$2,977
PROFIT		\$3,103

YTD PROFIT \$28,478

On track for approx. \$32K total for 2023.

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

2. SOCIAL MEDIA

Spend on advertising in the lead up to the October market was \$130. This was split across FB and Instagram. Relevant insights for the month of October are as follows:

	Facebook		Instagram	
Page & Profile Visits	803	+2%	291	+5%
New Likes & Follows	29	+70%	71	+34%

3. BFM SPONSORSHIP

Options for sponsorship of the market to Maria and Heidi in early October. We have aligned on two sponsorship opportunities – major market sponsor and breakfast stall sponsor.

We are aiming to receive \$2K - \$5K for the major market sponsor for a 12-month period, beginning Jan 2024.

The breakfast stall sponsor will contribute \$250 per month which will go towards covering the cost of our ingredients. This will also commence from the January 2024 market and will be available for businesses to sponsor for a single market, or more than one if they wish.

I will update at future meetings as to how this is progressing.



#### 4. CONTAINER DEPOSIT SCHEME

I have registered us as a community group with Return-It, the CDS operator in our region.

We are unfortunately unable to be a collection point for locals to deposit their containers as the requirements are that you must be open a minimum number of hours per month and the market does not meet this requirement. They also don't allow schools to be a collection point, as they don't want to send random people into a school!

I propose that from 2024, we empower the Grade 6 environment captains with running a container drive for our school as a fundraiser. I'm happy to speak with them about this once the 2024 school year begins.

#### GRANTS

Michelle and Rachel have reached out to Nick Staikos for a meeting, which is scheduled for Wednesday 22<sup>nd</sup> November. The purpose of the meeting is for us to find out more on education grants currently available and those which may be coming up in 2024.

One of Nick's staffers has suggested that we visit Southmoor Primary to look at their Kitchen Garden, along with Tucker Road Primary to look at their main admin building which has recently been redeveloped.

We are aiming to do both school visits prior to our meeting with Nick so we can talk through with him how those two schools funded their respective garden/building projects and the timelines around each.

Southmoor sent this link which highlights their kitchen garden, it's impressive!

<https://my.matterport.com/show/?m=AhGhk4dbZDP>

#### **Fundraising & Initiatives:**

-Leah will email the events schedule that she has made to SC. Will be tabled at next SC meeting.

**OSH**

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

**Moved:** Susan **Seconded:** Helen **Carried**

#### **General Business:**

**Next Meeting Date:** 4th Dec (Dinner Meeting)

**Meeting Closed:** 7:31pm