



MINUTES

School Council Meeting
Antonio Park Primary School

to be held in the Staff Room
Monday 15th October 2018 7pm
Closed: 8:20pm

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| 1 | <p>WELCOME Richard Lambert, Annette Hayes, Elizabeth Alda, Rebecca Linnett, Cassey Green, Will Issa, Caitlin Porter, Tim Campbell, Margaret Polascka, Ingrid Berkelmans, Seb Smith, Michael Ewison, Lisa Woolf</p> <p>ABSENT: Mish Inifer, Ben Clark</p> | |
| 2 | <p>MINUTES OF PREVIOUS MEETING Moved: Ingrid Seconded: Caitlin Carried</p> | |
| 3 | <p>BUSINESS ARISING FROM MINUTES - none</p> | |
| 4 | <p>CORRESPONDENCE <i>IN: nil</i> <i>OUT: nil</i></p> | |
| 5 | <p>CHILD SAFETY Sign off register – please make sure you have read all required policies and signed off on them. Blue folder has the sign off documents – please ensure you have signed off before the end of the year.</p> | |
| 6 | <p>REPORTS 6.1 Principal's report – see attached 6.2 Finance sub-committee – minutes attached Motions required for School Council 2018</p> <ul style="list-style-type: none"> • That School Council move \$ 127078.720 of payments be endorsed, \$60000 transfers be ratified and all presented reports accepted as a true and correct depiction of the Antonio Park Primary school finances for the month of August 2018. • That School Council move all statements and payments as tabled for the School Purchase Cards be accepted • That School Council approve the Profit and Loss for Camps and Excursions as presented • That School Council approve the Profit and Loss for FACE@APPS fundraisers as presented • That School Council approve Hall Hire Agreements as tabled <p>Moved: Rebecca Seconded: Margaret Carried</p> <p>6.3 Education sub-committee</p> <ul style="list-style-type: none"> • Homework Policy to be ratified – attached <p>Moved: Tim</p> | |

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| | <p>Seconded: Elizabeth Carried</p> <p>6.4 Buildings and Grounds sub-committee – Friday afternoon Working Bee 26/10 6.5 Out of School Hours Care (OSHC) sub-committee – No meeting – updates tabled – changes to making bookings – not easy to understand – causing some concern, new coordinator coming, holiday program went well 6.6 Fete sub-committee – no meeting 6.7 FACE@APPS sub-committee – minutes attached – Trivia night – is it possible for the Taekwondo to take their classes in the Performing Arts room to give the committee time to set up for Trivia? Discussed the possibility for FACE to host morning tea for new parents during Foundation transitions.</p> <p>Moved: Cassey Seconded: Margaret Carried</p> |
| 7 | <p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • 3/4 camp approval (as attached) • Site Licence Agreements for NDIS funded therapists to be signed and approved-tabled. |
| 8 | <p>Next meeting: Monday 12th November 7pm</p> <p>School Council Dates for 2018:</p> <p>Term 1</p> <ul style="list-style-type: none"> ↗ Monday 19th February ↗ Monday 19th March <p>Term 2</p> <ul style="list-style-type: none"> ↗ Monday 30th April ↗ Monday 28th May <p>Term 3</p> <ul style="list-style-type: none"> ↗ Monday 30th July ↗ Monday 3rd September <p>Term 4</p> <ul style="list-style-type: none"> ↗ Monday 15th October ↗ Monday 12th November ↗ Monday 3rd December – end of year celebrations |

Minutes

Finance Meeting

Antonio Park Primary School

Held in the Conference Room
at 8.00am on Tuesday October 10, 2018

1. ATTENDANCE

Donna Willcox-Litovkin, Annette Hayes, Cassey Green,
Apologies: Richard Lambert, Rebecca Linnett,

2. MINUTES OF PREVIOUS MEETING

Accepted

3. BUSINESS ARISING FROM MINUTES

4. FINANCE REPORT

Submitted to Finance committee for approval
Approved.

5. CASHFLOW STATEMENT

Submitted to Finance Committee for approval.
Approved

6. GENERAL BUSINESS

➤ **Parent Contribution**

- Have received above our estimated revenue this year
- Final Statement to be sent out next week
- Charges for 2019 to be set by next meeting and added to Compass for parent convenience

➤ **Budget Preparation**

- Email will be sent to staff with dates for finalization of budget requests. Staff to have submissions in by Friday November 2

➤ **Financial Statements**

- Query re CRT budget. It has nearly been expended. Note for increase next year? Will check with Richard re extras this year.
- Note when reviewing, check CRT budget re Staff Wellbeing.

➤ **Cleaning Contract - Spotlight**

- Conditions re School hiring and cleaning on weekends – Richard please check for next weekend.

Meeting closed at 8.30am

Next Meeting 6 November

F.A.C.E @ APPS

Meeting Minutes

Date of meeting: **7 September 2018**

Present:

Vicky Kermode, Sharon Wilson, Sarah McConnell, Caitlin Porter, Cherie Werner-Jones, Celia Davey, Jacqui Davis, Mish Inifer, Alison Wright
Amy Prenc, Margaret Polascka,
TBC

Apologies:

Next meeting:

1. Announcements

- ☐ The Father's Day stall was held on Tuesday 28 August. The profit for the day was over \$200 however with two pages of IOUs totaling \$240, the profit was immediately wiped. This group may need to reassess holding this stall due to the cost of goods increasing. There may be other options to celebrate Father's Day (discussion to be held off until another meeting)
- ☐ School Carols has been confirmed for Wednesday 12 December. The stage, sound and tech has been booked (\$100 deposit for the stage with \$100 to be paid on the day)
- ☐ Email address for FACE@APPS. A number of options were presented included with the APPS domain name (ie. FACE_President@APPS.com.au) which is estimated to cost \$30 per year OR a standard gmail account name (APPSFACE_President@gmail.com). The group has requested further information regarding the pros and cons of each in order to make an informed decision.
- ☐ Trivia Night - round tables. Tables are about \$100 each to purchase so we will look at hiring them for this year's event.
- ☐ Trivia Night - TryBooking system has been tested and is working.
- ☐ Trivia Night – Matt Lourds confirmed as MC and Ben Curcio confirmed as DJs
- ☐ School Council has recognized our request to fundraise with a specific purpose in mind. Richard Lambert advised that fete funds will be going towards a projector upgrade for the hall therefore we will spruik the same cause.
- ☐ Margaret has provided a mock-up of the donations of cash/goods business leaflet (minimum \$100 donation).
- ☐ Election Day bbq will be held on Saturday 24 November. We will need assistance with the bbq and cake stall for this event.

2. Discussion

- ☐ School Carols – slap bands, candles and rings have been ordered
- ☐ School Carols – who will be Santa? FACE has nominated Tim Campbell
- ☐ Trivia Night – given that one of the big issues we have with hosting the TN onsite at APPS is the equipment, a suggestion was made by School Council to host the event offsite. The overwhelming feeling from this group is that we raise greater funds by hosting this event on site (not having to pay additional fees) but also that it is walking distance home for the majority of attendees, who are generally from the APPS community. We should look at alternatives for due diligence though.
- ☐ Trivia Night / Production – donation requests to go out in the APPS newsletter. Each year level has been given a suggested list of items to donate with items to be donated through the office.

☐ Trivia Night – as part of our donations for the evening, the FACE@APPS group will each donate one bottle of wine which will be used for prizes on the night.

3. Actions

- ☐ Trivia Night post function cleaning costs – **Alison**
- ☐ Trivia Night tables cost to hire - **Shaz**
- ☐ Trivia Night tables – **Vicky** to investigate how many are ‘under’ the school
- ☐ Trivia Night fees for MC and DJ – **Vicky** to confirm
- ☐ Trivia Night – costs associated with hosted the event offsite - ? ***could someone please offer to provide options***
- ☐ Trivia Night – donations request through APPS newsletter - **Vicky**
- ☐ School carols – ask Tim Campbell to act as Santa - ? ***could someone please offer to provide to ask Tim directly***
- ☐ Storage options – **Caitlin** and **Shaz** to speak more with Richard Lambert. All of FACE@APPS to investigate options (Storage King; Secondhand lockable storage pods etc.).
- ☐ FACE@APPS email address further information – **Jacqui & Sarah**
- ☐ Production – please advise Vicky which night/s you are able to assist with the stalls ASAP

Grade 3/4 Phillip Island Camp 2018 School Council Information

ANTONIO PARK PRIMARY SCHOOL

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program: Grade 3/4 Camp

Year level(s): Grades 3 & 4

Location(s): Phillip Island, VIC

Date(s): Wednesday 31st October – Friday 2nd November 2018

Name of teacher-in-charge: Lauren Madeley

EDUCATIONAL PURPOSE

A three day on site camp including many outdoor education activities along with wildlife visits at the Koala Park, Penguin Parade and a trip to the beach. The camp is designed to be both educational, to fit in with the current Year 3 and 4 curriculum focus, and an opportunity for students to spend an extended time away to connect with their peers in Grade 3 and 4.

PROGRAM DETAILS

Program outline, including: (detailed itinerary for each day is attached)

Wednesday 31st October

Depart school at 9am. Travel to San Remo for Pelican Feeding Show by 12:00pm. Arrive at camp at 1:00pm. Settle into camp and complete rotations throughout the day. Buses picking up at 7:00pm for Penguin Parade. Return back to camp at 9:00pm.

Thursday 1st November

Complete outdoor rotations throughout the day. At 3:30pm walk to beach for some games and sandcastle competitions (No swimming) then back to camp by 5:00pm. Finish the evening with a red faces competition.

Friday 2nd November

Pack up camp. At 10:30am buses will collect us for visit to Koala Conservation Centre. Lunch at 12:30pm at Newhaven Park. Depart Newhaven Park at 1:00pm. Expected arrival time back at school is approximately 3.00pm.

Outdoor Rotations to be completed include:

- Flying Fox
- Low Ropes
- Giant Swing
- Mechanical Wall
- Archery
- Circotron
- Trampolines

*** Overnight accommodation**

Type of accommodation

☒ Accredited residential campsites ☐ Other

Physical location. For example, name, address, or map and grid reference.

CYC The Island
41- 53 Church St, Cowes VIC 3922
(03) 5952 2201

Contact phone number(s):
- EMERGENCY CONTACT:

San Remo Police-03 56785500

Ambulance/Fire Brigade: 000

Doctor (Cowes Medical Centre) 59511800

Staff Mobile: 0417 772 495 Lauren Madeley
0422 837 414 Annette Hayes

Transport arrangements

Travelling by coach arranged through CYC.

Will a member of the supervising staff be driving students? ☒ Yes ☐ No

If yes, list driver(s).

Staff Car: Annette Hayes - but only in an emergency if required

Approximate distance between school and destination: 125km

All transport requirements comply with [School Policy and Advisory Guide - Transporting Students](#) and [VicRoads regulations](#). ☒ YES

COSTING

| | |
|------------------|-------------------|
| Cost Per Student | \$275 per student |
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STUDENTS AND STAFF

Students

Number of female students: 77

Number of male students: 67

Total: 144

Supervising staff - 9

Tim Campbell
Natalie Arundel
Tarryn Kidner
Tess Rangelov
Louise Walsh
Lauren Madeley
Annette Hayes

Ann Yates – Integration Aide
Jean Ooi - Student Teacher

Parent Helpers - 8

Sam Steedman
Bronie Reynolds
David Doherty
Kate Blakeman
Darren Roach
Lee Kett
Shane Hill
Kendall Boyd

Principal's report

Monday 15th October 2018

Enrolments

Our Foundation enrolments for 2019 are sitting at a very healthy 76, with 2 more tours booked for this week. Next year we are currently predicting an enrolment of around 516 students, an increase of at least 10 students from this year.

Enrolment Cap

As we have no room for further buildings, our enrolments are capped by DET at 525 students. This works out to 75 students per year level. We have experienced a surge of interest in our school across all year levels, such that we are now activating our enrolment cap and informing interested families outside our zone that we are not able to accommodate their children at this time. While we are still below our cap, our next year's Grade 6 is the year level with the lowest number of students in it with 64. If we enrol students right up to our limit of 525 next year, then we will only be able to accommodate 64 Foundation students for 2020, and this would not be enough to sustain our 4 Grade structure. Limiting our numbers to around 515 next year allows us to enrol 74 Foundation students for 2020, which, with 64 Grade 6 students leaving, will bring us to our cap of 525 with a balanced number of around 75 students at each year level.

Our aim is to maintain our numbers to a consistent level, allowing 75 Foundation students in each year, which gives us certainty in our budgeting and allows for longer term structural planning for our school. As this number of students is very close to the number of students we have enrolled to Foundation over the last 3 years, we are hopeful there won't be a great need to turn families outside our zone away. We will be accepting all families in a 'first in, best dressed' situation, while ensuring we leave spare places for all families within our zone each year.

More affordable BYOD option

We have now run our BYOD program for 2 years with 2 options of devices for parents - both Windows laptops at two different price points, aimed to be as affordable as possible while still allowing for a quality device. Next year, with device prices going up, we have decided to activate a third option - a Lenovo Chromebook - to provide the choice of a much cheaper price point.

How did this come about? Now that our school has moved to entirely cloud based learning and productivity tools, we have trialled the use of Chromebooks in Grades 1 and 2. Chromebooks are very simple laptops that only run Google's Chrome browser, as well as selected Android apps. Our Chromebooks have been a great success, with students and teachers finding them very fast and easy to use. We feel they are a really good fit for our school.

Chromebooks don't run hard drive based apps, such as Microsoft Office, so they are far more limited than the Windows BYOD laptops are. However, they do everything we need them to do at school, which makes them a great cut-price option for parents. We aim to provide a laptop device, bag and 3 year warranty all for around \$500 – almost \$200 cheaper than the cheapest Windows device on our portal. It will be very clear to parents in the notice that comes home what can and can't be done on a Chromebook, so they can make an informed decision about the appropriateness of this device for their child.

Friday's Curriculum Day

Friday is going to be a very full day for staff! Firstly we are looking at the use of new software in Maths that will automate the writing, marking and analysis of our pre and post assessments. We will then look at how the data we gain from these assessments can match up to the Maths learning continuums that we have been writing over the last 12 months.

After the morning session we will be looking at all of our 2018 school data with the aim of assessing how well we have achieved our Annual Implementation Plan goals for this year, and beginning to think about what our focuses for next year will be. Staff will be looking at the results of the Student, Parent and Staff surveys, as well as having a more detailed look at our NAPLAN results from earlier in the year.