

# Bellevue Heights Primary School Governing Council

## Minutes of meeting held 25 November 2019

	ACTION
<p><b>1. Present:</b> Tash Grundy, Andrew Cassetti, Michelle Leopold, David Filcoff, Craig Paues, Mary Arnold, Kristy Biggs, Margot Bradley, Yvonne Anderson.</p> <p><b>1.1. Apologies:</b> Marie-Louise Adams, Eleanor Parker</p> <p><b>2. Minutes of previous meeting approved.</b> Moved David Filcoff / Andrew Cassetti minutes accepted</p> <p><b>3. Business arising from previous minutes.</b></p> <p><b>3.1. Breakdown Maintenance Update:</b> High percentage of maintenance due to ageing infrastructure.</p> <p><b>3.2. Gym Air Conditioning:</b> The consultancy process is now complete and the project ready to go out to tender once we need to action it. No news from the federal grant we applied for.</p> <p><b>3.3. Cricket Nets Update:</b> Work to be done in the December/January holiday period.</p> <p><b>No other Actions from last meeting</b></p>	<b>APPROVED</b>
<p><b>4. Correspondence In / Out:</b> Nil</p> <p><b>5. Reports</b></p> <p><b>5.1. Principal:</b> Report tabled.</p> <p><b>5.2. Finance:</b> The following reports for the month ended October 2019 were tabled and discussed:</p> <ul style="list-style-type: none"> <li>• Operating and SASIF account balances (Balance sheet)</li> <li>• Debtor balances (Balance sheet)</li> <li>• Profit and Loss statement</li> <li>• Balance Sheet</li> </ul> <p>Moved: Kristy Biggs / Andrew Cassetti reports be accepted</p>	<b>APPROVED</b>
<p><b>5.3. Education Report:</b> Will continue to work on the Uniform Policy into 2020. Moved David Filcoff that the Student Placement Policy be updated with no changes.</p>	<b>APPROVED</b>
<p><b>5.4. P&amp;F Report:</b> Met to debrief and finalise projects for 2019 and also plan for 2020. Tash Howard is standing down as Co-ordinator and Lorin Ryan has volunteered to take over the role in 2020. Many thanks to Tash for her involvement in P&amp;F over the last few years and welcome Lorin. Building Community projects – Parents Initiatives in Education (PIE) Grant – morning teas and community picnics very successful. SACA Cricket Nets – work to be completed in December / January holiday period.</p>	
<p><b>5.5. Staff Report:</b> No staff report for this meeting</p>	
<p><b>5.6. OSHC Management and Finance:</b> The following reports for the OSHC service for the month ended October 2019 were tabled and discussed:</p> <ul style="list-style-type: none"> <li>• Operating and SASIF balances (Balance sheet)</li> <li>• Debtor balances (Balance sheet)</li> <li>• Profit and Loss statement (only required once per term)</li> <li>• Balance Sheet (only required once per term)</li> </ul>	

<p>Numbers are good and still making YTD profit.  Moved: Kristy Biggs reports be accepted  Vacation Care Excursions discussed at last OSHC management meeting. They agreed that the word subsidise does not relate to current excursion expenditure. It was decided that –  “OSHC will manage the expenditure related to vac care within the budget allocation. This expenditure may include, covering additional cost of travel, entry fees and incursion days.”  Formal guidelines will be developed to ensure that profit expenditure is regularly monitored to ensure financial sustainability of the service. Mira &amp; Dani will meet with Mary &amp; Yvonne early 2020 to formalise vacation care expenditure.</p> <p><b>5.7. Facilities:</b> Yet to meet  <b>5.8. Bellevue Garden Patch / Sustainability:</b> Yet to meet  <b>5.9. Promotions:</b> Yet to meet since last meeting.  <b>All reports ACCEPTED</b></p>	<p><b>APPROVED</b></p>
<p><b>6. GENERAL BUSINESS</b></p> <p><b>6.1. Draft Budget 2020:</b>  Proposed Kristy Biggs / Andrew Cassetti the Draft / Interim Budget for 2020 be approved. Final Budget to be confirmed at the first Council Meeting for 2020 when student numbers and opening balances can be confirmed.</p> <p><b>6.2. Pupil Free Days 2020:</b>  Friday March 6 (Week 6 day before long weekend)  Monday July 20 (1<sup>st</sup> day of term 3) Mitcham Hills Partnership common pupil free day.  Moved Kristy Biggs / David Filcoff the proposed Pupil Free Days for 2020 be accepted. Possibly 3 more still to come.  Get some feedback for our School Closure Day planned for next week after the School Concert. This is the first time we have used our day of local significance at this time of the year.</p> <p><b>6.3. Other Business:</b>  <i>Cultures of Thinking discussion by Margot Bradley:</i></p> <p>Tash Grundy thanked our retiring members Kristy Biggs and Michelle Leopold for their invaluable support during their time on Council.  Thanks also to all of our Governing Council members for 2019.  We will have 4 vacancies at the AGM in term 1. Refer to table below.</p>	<p><b>APPROVED</b></p> <p><b>APPROVED</b></p>
<p style="text-align: center;"><b>MEETING CLOSED 8.46 PM</b></p> <p><b>Meeting Dates for 2020   AGM   Term 1                      Week 2                      Tuesday 11 February</b></p>	

Members elected February 2018 Retire February 2020	Members elected February 2019 Retire February 2021
Craig Paues, Michelle Leopold Eleanor Parker	Natasha Grundy, David Filcoff, Andrew Cassetti  Kristy Biggs (retired early)