



Bellevue Heights Primary School



1136

AGM Meeting 2017



Government of South Australia
Department for Education and
Child Development

GOVERNING COUNCIL AGM 2017

WEDNESDAY 15TH FEBRUARY 2017

AGENDA

Opening by Chairperson

Acceptance of AGM minutes from 2016

1. REPORTS

Written Reports

Annual Report	Vince Mulkerin – Principal. <i>The Annual Report can be accessed on the school website</i> www.bellevueps.sa.edu.au / Planning & Reporting
Chairperson	Tash Grundy
Finance	Kristy Biggs/ Yvonne Anderson – Refer Annual Report
OSHC	Mira Doorne
Education	Mary Arnold
SRC	Margot Bradley / Sue Koschade
Parents & Friends	Kristy Biggs
Facilities	Vince Mulkerin

2. CORRESPONDENCE FOR AGM

3. GENERAL BUSINESS

- 3.1 Declaration of Positions vacant.
- 3.2 Election of Governing Council members for 2017
- 3.3 Class Parent Representative
- 3.4 Any other business for AGM

The Governing Council consists of 10 members.
7 Parent reps plus the Principal, 1 x Staff Rep, 1 x IELC Community Rep

Members are elected for 2 years. Staff Rep & IELC Community Rep for 1 year
4 Vacancies in 2017

Continuing Members in 2017

Tash Grundy, Sarah Wight
Craig Paues, Michelle Leopold

Retiring Members in 2017

Karen Jones, Kristy Biggs
Jodee Rayment

**Bellevue Heights Primary School Governing Council
Annual General Meeting Minutes 16th February, 2016**

2016 AGM held in conjunction with Community BBQ and Acquaintance Night.

Minutes 2015 AGM tabled. Moved Sarah Leo / Kristy Biggs that the minutes be accepted.
ACCEPTED

Welcome and Thankyou to current Governing Council from Tash Grundy current Chairperson.

1. REPORTS FOR 2015 included in the Annual Report Booklet and AGM Booklet

ANNUAL REPORT:

CHAIRPERSONS REPORT: Refer Annual Report

PRINCIPALS REPORT: Refer Annual Report

FINANCE REPORT Refer Annual Report

OSHC REPORT: Enclosed with AGM Booklet

EDUCATION COMMITTEE: Enclosed with AGM Booklet

SRC REPORT Enclosed with AGM Booklet

FACILITIES REPORT: Enclosed with AGM Booklet

P&F REPORT: Enclosed with AGM Booklet.

2. AGM CORRESPONDENCE – Nil for AGM

4. GENERAL BUSINESS

3.5 DECLARATION OF POSITIONS VACANT

Governing Council consists of 9 members – 7 parent reps, one staff rep and the Principal.

We have 4 vacancies for 2 years each.

Retiring Members are Natasha Grundy, Sara Wight.

Danny Simon & Amy Offler (Retired mid-year)

Continuing Members are Jodee Rayment, Karen Jones & Kristy Biggs

3.6 ELECTION OF GOVERNING COUNCIL MEMBERS FOR 2015.

Nominations received from

Natasha Grundy seconded Courtney Blake

Sara Wight seconded Kate Satomura

Craig Paues seconded Matt Fitzpatrick

Michelle Leopold seconded James Leo

All nominations accepted for Governing Council for 2016.

Office Bearers will be elected at short meeting after AGM.

Congratulations and thankyou to all elected and nominated members.

No other business for AGM

AGM meeting closed at 7.00 pm.

GOVERNING COUNCIL CHAIRPERSON REPORT 2016

The Bellevue Heights Primary School Governing Council would like to acknowledge its thanks for the continued support of the school staff and the school community.

Our school motto is, "Learning and growing together to enrich the world." Under the dedicated leadership of Vince, Mary, Birgit and Ronnie, and with the support of the committed teaching staff in mainstream and IELC classes, a clear and focused site plan for now and the future has been developed that continues to embed learning in experiences whilst also focusing on individual learning needs.

2016 saw many of the plans that have been developing over the last few years regarding our incorporation of Nature Play spaces and associated learning directions come to fruition. The Bellevue Garden Patch has become an established part of the school and plans were finalised for the Nature Play environments with the first stage, "The Lookout" being completed. The year 4-5 students' work that informed the design process alongside the SRC and Leadership programme show how the students own voices with the support from teachers can play an important role in their education.

The school has again sought to provide not only an educational environment for the students but to also create a caring and safe community for the families of our school. From the diverse extracurricular activities offered throughout the year which embrace the arts, sciences, humanities and sport through to the community "Home Grown Hand Sewn" markets, Playgroup, Four Year Old Friday, working bees, SRC carnival day and End of Year Concert Evening the students and their families are able to build relationships and actively contribute to the school.

Our already successful OSHC was expanded to include Vacation Care. Our thanks go to our school families who supported this service and to Mira Doorne our OSHC director and Danielle Coleman our Vacation Care director for their work setting this up and planning experiences for the children to enjoy.

The above highlights the considerable time and effort put in by the remarkable staff and parent community at BHPS and I would like to take this opportunity to say thank you.

Many thanks also to my fellow governing council members and those who participate in the sub committees which inform our decision making. Your time and input is invaluable.

Thank you everyone for a wonderful 2016.

Tash Grundy
Governing Council Chairperson 2014-2016

OUT OF SCHOOL HOURS (OSHC) REPORT 2016

The year started again with big numbers especially at BSC so we have 2 staff, 3 days a week at BSC, with 2 days just 1 staff. Thought we may need a 4th staff member for some ASC days but numbers dropped and it was not necessary. Kindy pickups for 2016 were 10 children over 4 days with some attending twice a week. We did not gain any extra children for the school and we were very disheartened by this. It was put to management that kindy pickups would stop in 2018. We will offer places still but parents will need to get them to us.

Mira finally purchased the new admin lap top in January ready for the New Year.

Management approved a Fee increase of \$1 per session. We also introduced a casual fee to each session, for people who phone on the day expecting to get their child in. This fee is \$1 more than normal. Management are hoping the higher fee will prompt parents to make permanent bookings or book their child in with more notice, as last minute bookings make it very hard to ensure staff ratios are correct.

We joined Network SA so we could get up to date with Children's Services Award. After meeting with a representative we were made aware that we have been paying staff under the wrong contracts (to staff benefit) and all contracts will be amended from Jan 2017.

Closing Balance at bank Dec 2016 – available on finance report. Profit of \$13,221.93 for 2016. Bad Debt for 2016 as yet has not been approved by management committee but will be \$172.03 in unpaid fees. Management are a bit concerned with bank fees we are paying for parents to pay via credit card and we will look at ways of cutting these costs in 2017.

Vacation Care – Our very first vacation care program was up and running by the October school holidays. We employed Danielle Coleman as director to oversee the programming and running of the vacation care service. All current staff was involved in the planning of the program ready for Dani to take over in October. We had wonderful feedback from the children and families. Dani took control of all the programming etc for the Dec/Jan holidays and again we had very positive feedback from all families. Dani is currently employed on a probation basis and her permanent employ will be decided after the April 2017 school holidays.

OSHC/Vac Care are now utilising the school website with all forms and programs available on line. Thankyou to Yvonne for doing all the hard work.

Vac Care set up grant of \$3000 allowed us to purchase a new oven/stove, a new flat screen TV and a new camera. We also donated \$1,000 to the orchard/garden fund for Marie to spend however she wished.

Pupil Free Days were well attended with themes such as My OSHC Rules, and Carnival Day. OSHC had a stall at the home grown, hand sewn market selling mother's day gifts. The money raised went towards scale-ectric car tracks, balls, cushions for quiet area and other bits and pieces.

Thankyou to the school for new shelving in OSHC store room. This has also benefitted play group.

A big thankyou to my management committee who stand by my decisions and help me make the right decisions.

Mira Doorne
Director OSHC 2016

OUT OF SCHOOL HOURS (OSHC) FINANCE REPORT 2016

BALANCE SHEET

4:OSHC - BELLEVUE HEIGHTS PRIMARY SCHOOL
 General Ledger Balance Sheet for Prior Year, period 13

==== Assets ====

CASH (CURRENT)		
A-ZOO-1110	OSHC - CASH AT BANK	60,173.79
A-ZOO-1150	OSHC - CASH FLOAT	30.00
A-ZOV-1150	VACATION CARE - CASH FLOAT	500.00

Total for CASH (CURRENT)		60,703.79
INVESTMENTS (CURRENT)		
A-ZOO-2110	OSHC - LSL PROVISION	11,012.71

Total for INVESTMENTS (CURRENT)		11,012.71
Total Assets		71,716.50
		=====

==== Liabilities ====

EMPLOYEE ENTITLEMENTS (CURRENT)		
L-ZOO-3310	OSHC - PAYE TAX WITHHELD	5,302.00

Total for EMPLOYEE ENTITLEMENTS (CURRENT)		5,302.00
OTHER LIABILITIES (CURRENT)		
L-ZZZ-3515	WS - GST HOLDING ACCOUNT	(635.84)

Total for OTHER LIABILITIES (CURRENT)		(635.84)
EMPLOYEE ENTITLEMENTS (NON-CURRENT)		
L-ZOO-4310	OSHC - PROVISION FOR L.S.L.	4,941.30

Total for EMPLOYEE ENTITLEMENTS (NON-CURRENT)		4,941.30
SCHOOL EQUITY		
F-ZOO-5100	ACCUMULATED SURPLUS	48,887.11
F-ZOO-5110	NET INCOME YEAR TO DATE	9,905.10
	SURPLUS/(DEFICIT) CURRENT PERIOD	3,316.83

Total for SCHOOL EQUITY		62,109.04
Total Liabilities and Equity		71,716.50
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BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2017

**OUT OF SCHOOL HOURS (OSHC) FINANCE REPORT 2016
PROFIT & LOSS**

4:OSHC - BELLEVUE HEIGHTS PRIMARY SCHOOL - General Ledger Profit and Loss for Prior Year, period 13

Account	Description	PTD Posting	YTD Posting
OTHER GRANT REVENUE			

R-ZOO-6370	CCB FEE REDUCTION	4,106.56	49,226.75
Total for OTHER GRANT REVENUE			4,106.56 49,226.75
PARENT CONTRIBUTION REVENUE			

R-ZOO-6410	OSHC - PARENT CONTRIBUTION	56.73	63,832.01
R-ZOV-6410	VACATION CARE - PARENT CONTRIBUTION	0.00	11,628.46
Total for PARENT CONTRIBUTION REVENUE		56.73	75,460.47
OTHER OPERATING REVENUE			

R-ZOO-6850	OSHC - INTEREST REVENUE	14.91	251.47
R-ZOO-6890	OSHC - OTHER REVENUE	0.00	3,060.00
Total for OTHER OPERATING REVENUE		14.91	3,311.47
Total Revenue		4,178.20	127,998.69
		=====	
SUPPLIES AND SERVICES			

E-ZOO-7106	OSHC - ADVERTISING	0.00	270.00
E-ZOO-7121	OSHC - CONSUMABLES	0.00	3,652.00
E-ZOO-7148	OSHC - MINOR EQUIPMENT	0.00	1,439.09
E-ZOO-7169	OSHC - R & M	0.00	29.55
E-ZOO-7172	OSHC - RESOURCES	0.00	2,080.00
E-ZOO-7183	OSHC - SUBSCRIPTIONS	0.00	1,180.34
E-ZOO-7184	OSHC - GENERAL EXPENSES	0.00	2,603.69
E-ZOV-7106	VACATION CARE - ADVERTISING	0.00	593.09
E-ZOV-7121	VACATION CARE - CONSUMABLES	0.00	1,285.85
E-ZOV-7133	VACATION CARE - FIRST AID EXPENSES	0.00	127.00
E-ZOV-7172	VACATION CARE - RESOURCES	0.00	56.28
E-ZOV-7184	VACATION CARE - GENERAL EXPENSES	0.00	116.36
Total for SUPPLIES AND SERVICES		0.00	13,433.25
FACILITIES AND UTILITIES EXPENSES			

E-ZOV-7220	VACATION CARE - CLEANING	0.00	328.00
Total for FACILITIES AND UTILITIES EXPENSES		0.00	328.00
EMPLOYEE EXPENSES			

E-ZOO-7335	OSHC - SALARIES & WAGES	0.00	75,708.93
E-ZOO-7340	OSHC - ANNUAL LEAVE	0.00	3,057.00
E-ZOO-7385	OSHC - SUPERANNUATION	773.09	7,340.77
E-ZOO-7393	OSHC - T & D	0.00	284.00
E-ZOV-7335	VACATION CARE - SALLARIES & WAGES	0.00	13,380.77
Total for EMPLOYEE EXPENSES		773.09	99,771.47
FINANCIAL EXPENSES			

E-ZOO-7410	OSHC - BANK CHARGES	88.28	910.04
Total for FINANCIAL EXPENSES		88.28	910.04
PARENT CONTRIBUTION EXPENSES			

E-ZOV-7930	VACATION CARE - EXCURSION EXPENSES	0.00	334.00
Total for PARENT CONTRIBUTION EXPENSES		0.00	334.00
Total Expenses		861.37	114,776.76
		=====	
Surplus or (Deficit) funds		3,316.83	13,221.93
		=====	

EDUCATION COMMITTEE REPORT 2016

The 2016 Education Committee members: Mary Arnold, Jess Gilding, Megan Jackson, Karen Jones

Role: To work with teaching staff to monitor and support the variety of curriculum programs operating in the school.

Monitor means:

- Be aware of money spent on resources.
- Be aware of the budget areas that focus on the curriculum needs of students.
- Provide a parent perspective on the learning programs.
- Be aware of targets in our Site Learning Plan and the progress towards those targets.
- Provide a parent perspective on the assessment and reporting procedures to families.
- Be aware of the professional development that staff undertake.

Support means:

- Respect the professional integrity of teachers and trust in their judgements about implementing the current curriculum Frameworks, which guides curriculum programs in the school.
 - Question and raise issues that seem unclear.
 - Bring educational concerns or issues to the committee.
 - Be an advocate for the committee and school and communicate answers and outcomes to the wider community.
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- **Areas the Education Committee will focus on include:**
 - Purchase of resources
 - Inquiry based learning
 - ICT
 - Implementation of the current curriculum frameworks in our school
 - Input into curriculum activities such as swimming, camps, excursions
 - Policy review process and ratification. Committee members provide a parental perspective into the review process.
 - Survey parents to determine what information they would appreciate regarding expected learning outcomes during the year.
 - Organise educational information sessions for parents e.g. guest speakers, parenting courses, staff led sessions etc according to survey suggestions

In 2016 the Education committee:

1. Reviewed and ratified the context role statement of the education committee
2. Discussed and reviewed the following policies: Nut Aware, Volunteer, Anti-bullying and Harassment
3. Examined the role of Nature Play at BHPS and discussed ways for it to be implemented in the curriculum and how it sits within the school's Site Improvement Plan
4. Were informed about the professional development undertaken in Back to Front Maths and how it was being used in the classroom
5. Discussed the camps and excursions policy and how it will look for 2017
6. Suggested that the end of year process included an afternoon for 2017 classes to get together with their future teacher
7. Discussed possible parent information sessions for 2017, under the areas of literacy, numeracy and well-being
8. Discussed and suggested ways for the teachers to communicate with families, including through the use of apps and social media
9. Discussed ways for students with various sensory needs to be supported within the classroom, with a view to purchase more equipment

Karen Jones for the Education Committee 2016

SRC REPORT 2016

The SRC reps across all year levels were very busy this year and we were very proud of the wonderful ideas and solutions that they all contributed. Our SRC were involved in making some very important decisions about the nature play equipment and facilities. They met with the designer and contributed ideas for our new play area around the existing sandpit. They also contributed good ideas towards various other aspects of the school such as basketball lines under the basketball ring, toilet cleanliness issues, rubbish in the yard and various special events.

Our SRC Executive team consisted of three boys this year, Rikth, Cameron and Declan. They ran fortnightly SRC meetings with the representatives from each class and helped them follow-up on issues and make decisions. They also attended Executive meetings twice a term with the cluster school executives. This year they went to Hawthorndene Primary School and contributed to fundraising for the Fiji Cyclone relief fund as well as helping set the theme for the Disco. This year the Year 6/7 disco was held at our school and these boys, along with the school captains, did a great job in preparing and running the event. They were a big part of organising this year's SRC Carnival where they raised over \$1000, which was donated to 3 separate charities.

As always, all of the SRC celebrated at the end of the year with a special pizza and ice-block lunch. This was well deserved and thoroughly enjoyed by all.

Margot Bradley & Sue Koschade
SRC Coordinators 2016

FACILITIES REPORT 2016

A successful year for our Facilities committee for 2016. Thanks to Craig Pause, Vince Mulkerin and Bec Smith.

Like previous years the whole school 'clean up' on the Sunday before school started was productive with several families attending.

Several working bees were organised throughout the year, All of which were very well supported by numerous families - including a lot of our international families.

Many jobs were completed including :

- moving the sand pit shed
- weed removal
- general garden maintenance
- rust repair to gutters
- installation of new tables/ chairs and fake grass outside senior classrooms
- extension of retaining wall at the front of the school
- moving the green house
- painting
- drain cleaning
- planting of Bellevue natives in several garden beds

Thank you to all who attended, many hands make light work !

On reflection, the committee found that advance notification or promotion of upcoming working bees and the 'text' reminder system may have contributed to healthy numbers of supportive families attending.

A suggestion also, was to potentially organise afternoon working bees to perhaps attract those families who are unable to attend due to morning commitments.

One of the main jobs for this committee during 2016 was negotiating with school neighbours about the back boundary fence (southern fence from Shepherds Hill Road through to Manson oval) and its replacement. Many letters were personally delivered by facilities members. One complaint in relation to the cost impediment/ easement issue was noted.

This is an ongoing project with completion hopefully sometime in the near future.

We encourage any parents to join the Facilities committee and help our school looking great!

Facilities Committee 2016

PARENTS & FRIENDS REPORT 2016

Parent and Friends are a small band of enthusiastic members who have fun working together for the benefit of the school community.

The current structure of P & F allows committee members to choose an event to organise or coordinate like the tea towel/apron fundraiser, Bakery orders or Pizza lunch to spread the workload, with the whole committee banding together for whole school events like Sports Day or the Market Cafe.

Regular meetings are held to keep in contact especially to help plan and prepare for the bigger events. At these meetings, it is also a chance for the school leadership to hear another voice on issues around the school.

FUNDRAISING AND EVENTS

Entertainment Book	Sports Day	Pizza lunches
Market cafe	Quiz Night	Assembly morning teas
Tea Towels and Aprons	Family Photo Day	School lunches and canteen

MAJOR ACTIVITIES FOR P & F INCLUDE:

Sports Day is always a busy day for our P & F volunteers who organise all the catering on the day, including cake stalls and pizza lunch.

The cafe for our 'Home Grown and Hand Sewn Market' was also a great success with many families, once again, showing their cooking skills, making goodies to sell, as well as helping to serve on the day.

The schools Community Directory is now up and running, with details of businesses and services that families of BHPS are operating. This gives our families the chance to utilise all the amazing products and services our families can offer.

The Quiz Night was a huge success, we had 10 tables of enthusiastic teams battling it out, in what was a fantastic, fun community evening. It also raised a significant amount for the P & F.

The kids did a great job of their artwork which was used to create the tea towel and apron artwork again this year. The results were fantastic!

P & F used funds from this year and previous years to build "The Lookout", which is very popular with the children.

P & F have allocated to build a dry river bed play area, which will include the old boat at the front of the school. We will also provide for extra study aids to be purchased for classrooms, such as alternative seating like wobble boards and tilt tables.

Future plans for the P&F include getting ready for the first 'Home Grown Hand Sewn' twilight market, and possibly a family movie night later in the year.

CANTEEN AND SCHOOL LUNCHES

Our small canteen was once again popular with the students. We have a small band of volunteers, meaning the canteen can't be opened every day. Proceeds from our canteen sponsor a Red Panda at the Adelaide Zoo. We will be looking at different options with this small profit for 2017.

Blackwood High School canteen provided our students and staff with a lunch service on Thursdays. All menu items are approved by DECD under the Right Bite Strategy. This has proven to be a successful partnership allowing us to provide a school lunch service without the problems and issues associated with a school canteen of our own. In 2016 we again used 'Munch Monitors', an online service which worked really well.

We would like to thank all the volunteers for your help over the last year. From baking for the markets, to working in the canteen, to picking up the Thursday lunch orders. All your hard work and dedication is appreciated and shows to your child that you care for their school.

Kristy Biggs
P & F Co-Ordinator

BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2017

P&F Finance Report 2016	Revenue	Expense	Profit Balance	Comment
Opening Balance			11,665.00	
General Expenses				
Consumables			-192.09	
New Resources		10,343.25	-10,343.25	Lookout Nature Play inc softfall
				Replace market umbrellas
FUNDRAISING				
Raffles		8.00	-8.00	
Sports Day	2,446.10	1,588.00	858.10	
Bakery Orders	738.10	436.20	301.90	
Entertainment Books	1,307.00	1,105.00	202.00	
Café Stalls	1,154.40		1,154.40	Home Grown Hand Sewn Market
General Fundraising		26	-26.00	
Lunch Specials – Pizza	2,557.10	1,343.00	1,214.10	
Cookbooks	12.00		12.00	
Quiz Night	4,403.40	573.00	3,830.40	
Movie Night	580.40		580.40	
T Towels/ Aprons	3,159.00	1,875.50	1,283.50	
Family Portraits	195		195.00	
Balance Available	\$26,552.50	\$17,490.04	\$10,727.46	