



Bellevue Heights Primary School



1136

AGM Meeting 2018



Government of South Australia
Department for Education and
Child Development

GOVERNING COUNCIL AGM 2018

WEDNESDAY 13TH FEBRUARY 2018

AGENDA

Opening by Chairperson

Acceptance of AGM minutes from 2017

1. REPORTS

Written Reports

Annual Report

Vince Mulkerin – Principal.

*The Annual Report can be accessed on the school website
www.bellevueps.sa.edu.au / Planning & Reporting*

Chairperson

Tash Grundy – As included in Annual Report

Finance

Kristy Biggs/ Yvonne Anderson – Refer Annual Report

OSHC

Mira Doorne

Education

Karen Jones

SRC

Margot Bradley / Sue Koschade

Parents & Friends

Tash Howard

Facilities

Facilities Committee

2. CORRESPONDENCE FOR AGM

3. GENERAL BUSINESS

- 3.1 Declaration of Positions vacant.
- 3.2 Election of Governing Council members for 2018
- 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
5 Vacancies in 2018

Continuing Members in 2018

Karen Jones, Kristy Biggs, Tash Howard

Retiring Members in 2018

Natasha Grundy, Sarah Wight
Craig Paues, Michelle Leopold
Linda van Dijk – IELC Community Rep

**Bellevue Heights Primary School Governing Council
Annual General Meeting Minutes 15th February, 2017**

2017 AGM held in conjunction with Community BBQ and Acquaintance Night.

Minutes 2016 AGM tabled. Moved Yvette Pinto / Brian Parkes that the minutes be accepted.
ACCEPTED

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

1. REPORTS FOR 2016 included in the Annual Report Booklet and AGM Booklet

ANNUAL REPORT:	The Annual Report can be accessed on the school website
PRINCIPALS REPORT:	Vince Mulkerin – Principal – Refer Annual Report
FINANCE REPORT:	Refer Annual Report <i>All other Reports included in the AGM Booklet</i>
CHAIRPERSONS REPORT:	Tash Grundy Chairperson - Moved Lyn Doyle/Karen Jones report accepted
OSHC REPORT:	Mira Doorne OSHC Director - Moved Anthony Cram/ Brian Parkes report accepted
EDUCATION COMMITTEE:	Karen Jones Convenor - Moved Mary Arnold/ Matt Fitpatrick report accepted
SRC REPORT	Margot Bradley & Sue Koschade Convenors - Moved Brian Parkes/ Jackie Harrington report accepted
FACILITIES REPORT:	Bec Smith on behalf of Facilities Committee - Moved Kat Elliott/ Dave Filcoff report accepted
P&F REPORT:	Kristy Biggs Convenor - Moved Brian Parkes/ Imogen report accepted

ALL REPORTS ACCEPTED

2. AGM CORRESPONDENCE – Nil for AGM

4. GENERAL BUSINESS

3.5 DECLARATION OF POSITIONS VACANT

Governing Council consists of 10 members – 7 parent reps, one Community IELC Rep (new position), one staff rep and the Principal.

We have 3 vacancies for 2 years each.

The IELC Community Rep will be appointed at first Council meeting.

Retiring Members are Jodee Rayment, Karen Jones & Kristy Biggs.

Continuing Members are Natasha Grundy, Sara Wight & Craig Paues.

3.6 ELECTION OF GOVERNING COUNCIL MEMBERS FOR 2016.

Nominations received from

Kirsty Biggs	seconded Jess Gilding-Smith
Karen Jones	seconded Yvette Pin to
Tash Howard	seconded Kate Satomura

All nominations accepted for Governing Council for 2017.

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 2017

The Bellevue Heights Governing Council, school leadership of Mr Vince Mulkerin, Mrs Mary Arnold and Ms Birgit Lucas, the staff and the community continued to work in close collaboration towards the clear common objectives set out in the site plan.

Bellevue Heights consists of two R-7 streams; mainstream and the IELC. The community seeks to build relationships between the two and this year we created a Governing Council position for an IELC representative. We hope this will continue to strengthen the IELC voice in the school.

The Education committee updated the school's vision statement and developed a Reception to Year 7 Camp Programme in consultation with the community that includes a year 6/7 Canberra excursion.

The OSHC and relatively new Vacation Care programmes continued successfully and numbers for both exceeded expectations. Vacation Care was able to subsidise several offsite programme days which lead to greater equity for families. Thank you to Mira Doorne, Dani Coleman and team and to the families that support these services.

The Facilities committee continued to look at infrastructure and maintenance at our school and in conjunction with Governing Council is asking DECD to help underpin larger repairs to our ageing infrastructure.

The staff have continued the incorporation of Nature Play/ PLINC (Playing and learning in nature with children) in relation to the Australian Curriculum into teaching and learning and offered authentic, engaging experiences. This PLINC focus combined with appropriate introduction and use of 21st century technologies from R-7 highlights the balance BHPS is trying to achieve in the education of our children.

The Parents and Friends committee has yet again created an environment for parent engagement whilst raising funds to finalise the construction of the nature play areas and in future to assist with costs of air conditioning the gym.

The school embraces volunteer participation in many areas and without the hours families put in many activities would not be possible.

At the end of 2017 we farewelled our long serving Principal Vince Mulkerin. His influence on all aspects of the school has underpinned the importance of quality of education and equity in access to programmes. We thank Vince for his commitment to the school and wish him the very best in the future.

Thanks to the school community and to my fellow governing council and sub-committee members, your time and input is invaluable.

Thank you everyone for a wonderful 2017.

Tash Grundy
Governing Council Chairperson 2014-2017

OUT OF SCHOOL HOURS (OSHC) REPORT 2017

Our OSHC service had another great year in 2017. Management Committee continued to stay strong with currently 10 members.

Attendances started strong and we were able to offer Dani several shifts in ASC. BSC staff stayed at 2 for each morning with 3 staff needed every ASC with 5 staff on a Monday afternoon. Kindy pickups were 4 days with 4 children being picked up. Management have agreed and it has been decided that as of 2018 OSHC will no longer pick up kindy children from Eden Hills Kindy, however, spaces are available to 4-year olds but they must get here themselves. Eden Hills Kindy was informed of this change in April 2017.

Jacqui applied for maternity leave and it was approved at 1 year with option to extend a further year. Her last day was December 15th 2017. Dani will cover her shifts in 2018.

Dani, Vacation Care Director, had her final evaluation in May and was offered the position permanently and accepted. The only condition was that Mira accept the position of assistant director during Vacation care. Accepted.

There have been several changes made to the National Quality Framework and these will begin in February 2018. Unfortunately, SA are still fighting for more National equality with other states and Mira is working closely with OSHC SA to see that OSHC services in SA get the same allowances as OSHCs in other states.

Finance report attached – Report shows profit for 2017, \$29502.43. It was agreed that as long as we are able we will pay a \$2000 yearly admin fee for all the work Yvonne needs to do for our service. 2 bad debts for 2017 - \$172.03 total. Our service also received 2 grants totalling \$4280 which we put back into the school to the value of \$5383.00. Items this money was spent on include support for the orchard and chickens (\$1000), replacement of giant chess set pieces and purchase of giant draught set (\$700), sandstone blocks for around the office garden area (\$1100), new Activity room projector (\$1000) and a work table for the Orchard/garden area (\$1500). It is a wonderful feeling to know we can contribute to the school community. Vacation Care has also been financially successful and Committee agreed that profits from each Vacation care period should go back to the parents using the service. So, we are able to subsidise the cost of excursions and incursions, free bus travel and free hiring of equipment for the children to use. We also purchased 2 I Pads (tablets) for staff to use to document learning stories and also for the children to use.

Pupil Free Days were well attended with some great themes including Harry Potter Day. Due to training commitments it was necessary for us to close on one of the PFD.

Once a year we have a Mitcham Council Health Inspector come out to the service. Unfortunately, our fridge door temperatures are not to standard and we must purchase a new fridge prior to his return in October 2018. He has allowed us to continue using our dishwasher even though the wash temperature is below recommended temps. Committee have approved the purchase of both items in 2018.

Committee will discuss where we can best use our profits from 2017 and one idea was contributing to the Gym Air-conditioning fund.

A big thankyou to the school for our new carpet.

Finally, 2018 will begin with new staff who I am sure will continue to make our service an enjoyable place to work and a fun place for the children.

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

Mira Doorne
OSHC Director

OUT OF SCHOOL HOURS (OSHC) FINANCE REPORT 2017

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	91,337.66
A-ZOO-1150	OSHC - CASH FLOAT	30.00
A-ZOV-1150	VACATION CARE - CASH FLOAT	500.00

Total for CASH (CURRENT)		91,867.66
INVESTMENTS (CURRENT)		
A-ZOO-2110	OSHC - LSL PROVISION	11,195.80

Total for INVESTMENTS (CURRENT)		11,195.80
Total Assets		103,063.46
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==== Liabilities ====

LIABILITIES		
L-ZOO-3555	OSHC - BANK HOLDING ACCOUNTS	593.08

Total for LIABILITIES		593.08
EMPLOYEE ENTITLEMENTS (CURRENT)		
L-ZOO-3310	OSHC - PAYE TAX WITHHELD	4,384.00

Total for EMPLOYEE ENTITLEMENTS (CURRENT)		4,384.00
OTHER LIABILITIES (CURRENT)		
L-ZZZ-3515	WS - GST HOLDING ACCOUNT	(1,857.80)

Total for OTHER LIABILITIES (CURRENT)		(1,857.80)
EMPLOYEE ENTITLEMENTS (NON-CURRENT)		
L-ZOO-4310	OSHC - PROVISION FOR L.S.L.	6,236.90

Total for EMPLOYEE ENTITLEMENTS (NON-CURRENT)		6,236.90
SCHOOL EQUITY		
F-ZOO-5100	ACCUMULATED SURPLUS	64,204.85
F-ZOO-5110	NET INCOME YEAR TO DATE	26,887.42
	SURPLUS/(DEFICIT) CURRENT PERIOD	2,615.01

Total for SCHOOL EQUITY		93,707.28
Total Liabilities and Equity		103,063.46
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BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2018

**OUT OF SCHOOL HOURS (OSHC) FINANCE REPORT 2017
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-6195	GRANT - OTHER DEPARTMENTS	0.00	2,751.00
R-ZOO-6370	CCB FEE REDUCTION	4,565.26	105,505.70
Total for OTHER GRANT REVENUE		4,565.26	108,256.70
PARENT CONTRIBUTION REVENUE			
R-ZOO-6410	OSHC - PARENT CONTRIBUTION	0.00	77,345.19
R-ZOV-6410	VACATION CARE - PARENT CONTRIBUTION	0.00	20,228.18
Total for PARENT CONTRIBUTION REVENUE		0.00	97,573.37
OTHER OPERATING REVENUE			
R-ZOO-6850	OSHC - INTEREST REVENUE	23.56	293.18
R-ZOO-6890	OSHC - OTHER REVENUE	0.00	160.00
Total for OTHER OPERATING REVENUE		23.56	453.18
Total Revenue		4,588.82	206,283.25
SUPPLIES AND SERVICES			
E-ZOO-7121	OSHC - CONSUMABLES	0.00	4,587.44
E-ZOO-7136	OSHC - FREIGHT INWARDS	0.00	145.40
E-ZOO-7148	OSHC - MINOR EQUIPMENT	0.00	27.23
E-ZOO-7172	OSHC - RESOURCES	0.00	5,310.38
E-ZOO-7183	OSHC - SUBSCRIPTIONS	0.00	1,475.92
E-ZOO-7184	OSHC - GENERAL EXPENSES	0.00	4,817.65
E-ZOV-7121	VACATION CARE - CONSUMABLES	0.00	3,573.72
E-ZOV-7133	VACATION CARE - FIRST AID EXPENSES	0.00	1.81
Total for SUPPLIES AND SERVICES		0.00	19,939.55
FACILITIES AND UTILITIES EXPENSES			
E-ZOV-7220	VACATION CARE - CLEANING	0.00	1,146.12
Total for FACILITIES AND UTILITIES EXPENSES		0.00	1,146.12
EMPLOYEE EXPENSES			
E-ZOO-7335	OSHC - SALARIES & WAGES	0.00	90,358.00
E-ZOO-7340	OSHC - ANNUAL LEAVE	0.00	9,759.27
E-ZOO-7355	OSHC - LONG SERVICE LEAVE	0.00	914.62
E-ZOO-7385	OSHC - SUPERANNUATION	1,864.19	11,319.16
E-ZOO-7393	OSHC - T & D	0.00	807.00
E-ZOV-7335	VACATION CARE - SALLARIES & WAGES	0.00	35,519.25
E-ZOV-7340	VACATION CARE - ANNUAL LEAVE	0.00	366.75
Total for EMPLOYEE EXPENSES		1,864.19	149,044.05
FINANCIAL EXPENSES			
E-ZOO-7410	OSHC - BANK CHARGES	109.62	1,283.34
Total for FINANCIAL EXPENSES		109.62	1,283.34
PARENT CONTRIBUTION EXPENSES			
E-ZOV-7930	VACATION CARE - EXCURSION EXPENSES	0.00	5,367.76
Total for PARENT CONTRIBUTION EXPENSES		0.00	5,367.76
Total Expenses		1,973.81	176,780.82
Surplus or (Deficit) funds		2,615.01	29,502.43

EDUCATION COMMITTEE REPORT 2017

The 2017 Education Committee members: Mary Arnold, Tash Appleton, Tash Howard, Karen Jones, Jess Gilding (part year)

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.

•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 2017 the Education committee:

1. Developed a process and supported the reviewing of the school's vision statement. This thorough and comprehensive process resulted in the vision statement, which includes the schools values (respect, caring, honesty, courage), motto (Learning and growing together to enrich the world) and the guiding principles, under the headings of well-being, learning, community and sustainability.
2. Developed and led a survey of students, staff and parents to gather information on what is being done well at BHPS and identify future directions for the school
3. Discussed the curriculum focus for the school, including the mathematics priority and PLINC (Playing, Learning and Inquiring in Nature with Children) development
4. Reviewed and updated policies including the sunsmart policy, camps policy and homework policy

Karen Jones for the Education Committee 2017

SCHOOL LEADERS 2017

At Bellevue we are working towards giving students a greater voice. One way that we are enabling this is through a new model for year 7 student leadership.

In 2017 we elected 14 Student Leaders (some students are leaving part way through the year).

All Student Leaders have equal recognition.

All Student Leaders help with major school events especially sports day.

Once sports day is finished the Student Leaders will work in a second area of responsibility. These areas have been chosen in line with the school's vision and plans.

These areas are:

SRC Executive: Students run whole school SRC meetings, attend SRC executive meetings with other cluster school SRC reps etc.

Intercultural Committee: Students work towards ensuring that all school events have a meaningful intercultural aspect, hold meetings with students from other year levels, help organise events etc.

Well Being: Students run the buddy bench, organise lunch time activities, work with Maressa on areas of need under this umbrella etc.

Environmental Sustainability: Students work on leading our school towards being a more sustainable environment with ideas such as nude food, recycling, etc.

All year 7 students wrote amazing application letters for a place on one the committees.

Well done to all the elected School Leaders worked really hard and we will have the same structure for 2018.

SRC Whole School Meetings

In 2017 we trialled whole school SRC meetings. The goal of these meetings is to increase the student voice in running their school.

Every Monday after lunch (at 1:50pm) the whole school gathers in the gym. The SRC executive leaders, with help from other student leaders, run a more formal meeting/assembly. School awards are presented, sports results announced and issues that affect everyone are discussed and actioned. Class meetings are held in each room after the assembly to follow up on items presented and new items.

Students discussed issues about moving safely in our school yard, safe places to play with equipment, how to use the lookout safely and what we could use the money from our 10cent recycling initiative for. Students have celebrated the reduction of litter in the yard and the hard work of the teachers in starting the year!

Margot Bradley & Sue Koschade
SRC Coordinators 2017

FACILITIES REPORT 2017

A successful year for our Facilities committee for 2017. Thanks to Craig Paues, Jimmy Howard, 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 | - moving the green house |
| - weed removal | - painting |
| - general garden maintenance | - drain cleaning |
| - rust repair to gutters | - 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 2017 included:

BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2018

The back boundary fence is still an ongoing project in DECD hands with completion hopefully in the December/January holiday period.

The school received a grant for \$167,000 to upgrade carpets, paved areas and paint the outside of the school. The committee spent considerable time working out which areas needed carpets and which areas needed upgrade to hard surfaces.

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

Facilities Committee 2017

PARENTS & FRIENDS REPORT 2017

A sincere and heartfelt thank you to everyone who helped the P&F with its fundraising and community building efforts this year!

Together we managed to raise enough funds to contribute towards the installation of the (much loved and well utilised) creek bed and water pump addition to the sandpit area and dare I suggest, we may have even had a little bit of fun along the way while juggling pizzas, cakes, donuts and cups of tea (well, not literally, although perhaps a good challenge to set for 2018?)

There are a few things that have really struck me over the course of 2017 through working with the P&F gang at Bellevue Heights.

The fundraising activities sure have been amazing. We raised quite a bit between the result of People's Choice Community Lottery, the contributions from our stalls at Sports Day and the Home Grown Hand Sewn Market, the student's efforts gaining sponsorship for the PLINC-A-THON and the money raised as a result of their love of pizza on the last day of Terms 1, 2 and 3. There were also some raffle tickets, entertainment books and cookbooks purchased which all helps too.

Kudos to everyone who helped achieve a solid effort in total funds raised of approximately \$14, 200 - an outstanding result considering Bellevue Heights is not a large school.

We also helped raise money for the Cancer Council by hosting our own community-based Biggest Morning Tea. But there's something more in all of this.

Something that truly struck me this year more than how much money we raised. You may not have guessed it but it's you, the folk of Bellevue Heights. There is so much strength and compassion in the people of this school, it is quite overwhelming when you step back and watch it at work.

It's all a bit new to me because my family are relative newcomers to the Bellevue community and I've only been doing the P&F gig for the first time this year (thank you Heather and Kristy, you've paved the way amazingly).

This community has a special something going on and I'm not even sure if I can put into words what it is that I've witnessed this year but what I do know is that every time you do just one thing for someone else at this school, that special something just keeps on growing. Within a school community, a P&F group has the job of raising funds to help improve the school and it can be a bit of a tricky job at times. But when so many people contribute in the way they do here then it goes from being a job into a collaboration. And I believe that's one of the things that we do best - as a community we take advantage of all the little opportunities that happen throughout a year at Bellevue and we build connections, between both new folk and current folk, which is what can make all the difference in a school. And the best part about all of this is that our children are the ones who benefit the most from both the fundraising and the sense of community.

Finally, a few special thanks. A very special thank you to Karen O'Dea and Yvonne Anderson in the school office. Without you we'd be stumped! Big thanks to Mary Arnold for her support of the P&F this year. Also, the canteen is not strictly a P&F gig but it is only open and stocked (thank you Pip Hutson) due to the efforts of a small band of awesome volunteers and I just wanted to add how grateful we are that you donate your time to this job - I know the students love it. Thank you.

The staff helped a lot this year with the PLINC-A-THON in particular and we are so grateful to you for your efforts. A special thank you to Rachel Paues for her superbly organised efforts in coordinating the very successful People's Choice Community Lottery and to Craig Paues for his far-too-easy-to-eat doughnuts/donuts (ah the age-old debate, now which one is it?!) at Sports Day and the Home Grown Hand Sewn Market.

Perhaps in 2018, in addition to more fantastic fundraising and community building, the P&F may finally be able to resolve the age-old 'is it doughnuts or donuts?' debate. Or bravely juggle our way into the fundraising books? Stay tuned! And please, don't be afraid to throw your hand up for "Just One Thing" for the P&F in 2018. It would be awesome to have you.

Tash Howard
P&F Co-Ordinator

BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2018

P&F Finance Report 2017	Revenue	Expense	Profit Balance	Comment
Opening Balance			10,700.00	
General Expenses		28.00	-28.00	
Consumables		168.05	-168.05	
New Resources		15897.67	-15897.67	Dry Creek Bed &
				Nature Play Area
FUNDRAISING				
Raffles	334.90		334.90	
Sports Day	1971.80	948.00	1023.80	
Bakery Orders			-	
Entertainment Books	1352.00	840	512.00	
Café Stalls	357.25		357.25	Home Grown Hand Sewn Market
General Fundraising	360.00	145.64	214.36	
Lunch Specials – Pizza	2511.50	1447.76	1063.74	
Cookbooks	23.00		23.00	
Community Lottery	5396.00	1280.00	4116.00	
PLINC – A - Thon	1891.30	89.46	1801.84	
Balance Available	\$14,197.75	\$20,844.58	\$4,053.17	

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 2017 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.