



Bellevue Heights Primary School



1136

AGM Meeting 2019



Government of South Australia
Department for Education and
Child Development

GOVERNING COUNCIL AGM 2019

TUESDAY 12TH FEBRUARY 2019

AGENDA

Opening by Chairperson

Acceptance of AGM minutes from 2018

1. TABLED REPORTS

Annual Report	Marie-Louise Adams – Principal. <i>The Annual Report can be accessed on the school website</i> www.bellevueps.sa.edu.au / Planning & Reporting
Chairperson	Tash Howard – Included in Annual Report
Finance	Kristy Biggs/ Yvonne Anderson – Refer Annual Report
OSHC	Mira Doorne
Education	Tash Howard
Student Leadership	Margot Bradley
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 2019
- 3.3 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 2019 including IELC Community Rep

Retiring Members in 2019

Karen Jones, Kristy Biggs, Tash Howard

Jess Gilding (Resigning)

Continuing Members in 2019

Eleanor Parker

Craig Paues, Michelle Leopold

**Bellevue Heights Primary School Governing Council
Annual General Meeting Minutes 13th February, 2018**

2018 AGM held in conjunction with Community BBQ and Acquaintance Night.

Minutes 2017 AGM tabled. Moved Kristy Biggs / Dave Filcoff that the minutes be accepted.
ACCEPTED

Welcome by current Principal Marie-Louise Adams.

Apologies from previous Principal Vince Mulkerin and retiring Governing Council Chairperson Natasha Grundy who is currently overseas for a year.

1. REPORTS FOR 2017 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
CHAIRPERSONS REPORT: Tash Grundy Chairperson – Refer Annual Report
Moved Jess Gilding / Craig Paues Annual Report accepted

All other Reports included in the AGM Booklet

OSHC REPORT: Mira Doorne OSHC Director
- Moved Brian Parkes / Kristy Biggs report accepted
EDUCATION COMMITTEE: Karen Jones Convenor
- Moved Kristy Biggs / Tash Howard report accepted
SCHOOL LEADERS REPORT (SRC): Margot Bradley & Sue Koschade Convenors
- Moved Tash Howard / Craig Paues report accepted
FACILITIES REPORT: Facilities Committee
- Moved Dave Filcoff / Sonia Porcaro report accepted
P&F REPORT: Tash Howard Convenor
- Moved Jess Gilding / Kerry Fitzgerald report accepted

ALL REPORTS ACCEPTED

2. AGM CORRESPONDENCE – Nil for AGM

4. GENERAL BUSINESS

3.4 DECLARATION OF POSITIONS VACANT

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

We have 4 vacancies for 2 years each.

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

Retiring Members are Natasha Grundy, Sara Wight, Michelle Leopold & Craig Paues.

Continuing Members are Karen Jones, Kristy Biggs & Tash Howard

3.5 ELECTION OF GOVERNING COUNCIL MEMBERS FOR 2018.

Nominations received from

Craig Paues	seconded Courtney Blake
Michelle Leopold	seconded Imogen Landau
Jess Gilding	seconded Sara Mitchell
Eleanor Parker	seconded Courtney Blake

All nominations accepted for Governing Council for 2018.

Office Bearers will be elected at short meeting after AGM.

Congratulations and thankyou to all elected and nominated members.

3.3 CLASS PARENT REPRESENTATIVE – Marie-Louise Adams asked all parents to consider being a rep for their child's class. Let the class teachers know if interested.

3.4 No other business for AGM

AGM meeting closed at 7.00 pm.

GOVERNING COUNCIL CHAIRPERSON REPORT 2018

Thank you to the members of the Governing Council, the sub-committees and the P&F group for their time and contributions to the governance and fundraising activities of Bellevue Heights PS in 2018. The diversity of knowledge and expertise across these groups has been invaluable. Volunteers at Bellevue participate in so many different ways across the school and without them many activities wouldn't be possible so thank you to everyone who has volunteered in any way this year.

Thank you to the school leadership team, Marie-Louise Adams, Mary Arnold and Birgit Lucas, for working collaboratively with staff, students and community to achieve the objectives of the site plan, constantly striving for best outcomes for Bellevue Heights PS and its students.

Thank you to our team of teachers and school support staff for being dedicated and innovative in your professional practice while maintaining a strong focus on the importance of relationships as fundamental to an engaging learning environment. We are grateful to all of the school administration staff who worked tirelessly in 2018 to make sure that the office, resource centre and IT systems ran well. We welcomed Tony Shepherd to the role of Grounds Person in 2018 and thank him for his hard work. For 5 years, Suzy Mills has run our Playgroup Program with great care but will step into a teaching role in 2019 so we wish to acknowledge her contribution and thank her for her dedication. We also acknowledged Sue Koschade for her many years of excellent teaching at Bellevue Heights PS and wished her all the best for her retirement at the end of 2018.

To the SRC and to all student leaders at Bellevue: Well done for all of your hard work, enthusiasm, leadership and especially your activism.

Bellevue Heights consists of two R-7 streams; mainstream and the Intensive English Language Centre (IELC). The Governing Council was awarded Parent Initiatives in Education (PIE) funding in 2018 to build and strengthen cross-cultural relationships and in collaboration with Birgit Lucas and the IELC teachers, an initial program was implemented with positive outcomes. Further areas of need have been identified and PIE funding awarded to continue the initiative in 2019.

The OSHC and Vacation Care programmes are highly valued services in our school that continued successfully with numbers for both staying strong. Thank you to Mira Doorne, Dani Coleman and their teams and to the families who support these services and to the OSHC Management Committee for their contribution.

The Education committee updated a number of the school's policies and developed a schedule of parent community workshops in response to topic areas suggested by families.

The Bellevue Garden Patch Committee has continued to enhance both the form and function of our Garden Patch spaces. Through their dedication and collaboration with classes, a number of Patch-To-Plate experiences were held resulting in deep, rich and connected learning for students.

The Facilities Committee continued to support the maintenance of our school and working bees were well attended, providing an opportunity to care for our school while building connections between existing and new families.

The Promotions Committee reviewed promotional materials and strategies and developed updated resources to better reflect the current philosophy and strengths of the school.

The Governing Council is very grateful to everyone who was part of the P&F committee or contributed to P&F events in 2018. These events wouldn't be as successful as they have been without your hard work and support. The Governing Council encourages the school community to continue to find the ways in which you can lend your support to "Just One Thing" for the P&F in 2019.

On behalf of the Bellevue Heights Primary School Governing Council, thank you to everyone who contributed towards the success of 2018.

Tash Howard
Chairperson 2018

OUT OF SCHOOL HOURS (OSHC) REPORT 2018

OSHC and Vacation Care at Bellevue Heights Primary School continues to be well supported by the community. Vacation Care in particular has proved very popular with any profits made being put back into the Vac Care program. This enables us to provide bigger and better excursions and incursions whilst ensuring staff: child ratios are better than regulations require.

In July Centrelink introduced the new Child Care Subsidy (CCS) which replaced CCB & CCR payments. Apart from extra admin required for initial set up, everything transferred easily for our service. Still a few problems the government need to address and Mira continues to be a part of any feedback sort by agencies. National Quality Standards also went through a change from February 2018. Competencies and elements were streamlined into 7 Quality areas and 20 Elements. Our service was last assessed in 2014 with 2 spot visits over the 4 years that followed. We had our 2nd full assessment in December (week 9) 2018. Not a good week for a 2-day assessment visit. We received results early January 2019. We were assessed as **'Meeting'** National Quality Standard in all areas except Area 1.3.1 and 1.3.2 – Each child's learning and development is assessed and evaluated as part of an on-going cycle of observation, analysing learning, planning, implementation and reflection. Therefore Area 1 we are considered to be 'Working Towards'. Full assessment documents are available from Mira.

Attendances unfortunately slowly decreased as the year went on which effected our budget estimates considerably.

Finance report attached – Report shows profit for 2018 - \$2118.89. This amount is well below estimated profits shown on 2018 budget. Reason for this was the decline in attendances throughout the year. Attendances are very hard to predict and budget is done on term 1 attendances. Bad debts total \$526.54 from 4 accounts. This is the highest amount we have ever had. Credit Card was approved for purchases up to \$2000. Purchased new fridge and Dishwasher, \$1850. Hot Water system needed replacing, \$764. Donated cost of new watering system for the orchard area, \$2500. Bird netting for the fruit trees, \$202 We have put \$50,000 into investment account.

Management committee agreed to increase all OSHC fees by 50c in 2019. OSHC fees have not increased since 2016.

PFDs were well attended with themes such as Spy Day, Winter Wonderland and Show Day. We had our first winter flooding inside the activity room. Unfortunately, it happened in the office area and there was some damage to stored records.

Mira and Tony attended a Play Safe, Playground Inspection workshop. Mira/OSHC is responsible for weekly and termly inspection of top playground. Independent inspections are expected at least every 2 years with every 1 year being ideal.

Jacqui will be returning from Maternity Leave in January 2019.

I personally would like to thank my staff. Without such committed staff I don't know if we could be the wonderful service we are now. A big thankyou to my management committee who stand by my decisions and help me make the right decisions.

Thankyou to Marie-Louise who has been very supportive of our OSHC service.

Mira Doorne
OSHC Director

OUT OF SCHOOL HOURS (OSHC) FINANCE REPORT 2018

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	26,783.00
A-ZOO-1150	OSHC - CASH FLOAT	30.00
A-ZOV-1150	VACATION CARE - CASH FLOAT	500.00

Total for CASH (CURRENT)		27,313.00
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INVESTMENTS (CURRENT)

A-ZOO-2110	OSHC - LSL PROVISION	61,815.23
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Total for INVESTMENTS (CURRENT)		61,815.23
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OTHER ASSETS (CURRENT)

A-ZOO-1510	ACCRUED REVENUE	797.67
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Total for OTHER ASSETS (CURRENT)		797.67
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Total Assets		89,925.90
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==== Liabilities ====

EMPLOYEE ENTITLEMENTS (CURRENT)

L-ZOO-3310	OSHC - PAYE TAX WITHHELD	5,867.00
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Total for EMPLOYEE ENTITLEMENTS (CURRENT)		5,867.00
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EMPLOYEE ENTITLEMENTS (NON-CURRENT)

L-ZOO-4310	OSHC - PROVISION FOR L.S.L.	16,293.84
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Total for EMPLOYEE ENTITLEMENTS (NON-CURRENT)		16,293.84
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SCHOOL EQUITY

F-ZOO-5100	ACCUMULATED SURPLUS	88,212.68
F-ZOO-5110	NET INCOME YEAR TO DATE	(21,855.21)
	SURPLUS/(DEFICIT) CURRENT PERIOD	1,407.59

Total for SCHOOL EQUITY		67,765.06
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Total Liabilities and Equity		89,925.90
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BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2019

**OUT OF SCHOOL HOURS (OSHC) FINANCE REPORT 2018
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-6355	GRANT - PAID PARENTAL LEAVE FUNDING	0.00	12,510.00
R-ZOO-6370	CCB FEE REDUCTION	6,622.36	81,326.99
Total for OTHER GRANT REVENUE		6,622.36	93,836.99
PARENT CONTRIBUTION REVENUE-----			
R-ZOO-6410	OSHC - PARENT CONTRIBUTION	884.67	61,191.86
R-ZOV-6410	VACATION CARE - PARENT CONTRIBUTION	0.00	11,670.89
Total for PARENT CONTRIBUTION REVENUE		884.67	72,862.75
OTHER OPERATING REVENUE-----			
R-ZOO-6850	OSHC - INTEREST REVENUE	86.41	516.34
R-ZOO-6890	OSHC - OTHER REVENUE	0.00	55.00
Total for OTHER OPERATING REVENUE		86.41	571.34
Total Revenue		7,593.44	167,271.08
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SUPPLIES AND SERVICES-----			
E-ZOO-7121	OSHC - CONSUMABLES	0.00	3,679.43
E-ZOO-7136	OSHC - FREIGHT INWARDS	0.00	7.73
E-ZOO-7169	OSHC - R & M	0.00	108.18
E-ZOO-7172	OSHC - RESOURCES	0.00	5,281.66
E-ZOO-7183	OSHC - SUBSCRIPTIONS	0.00	822.28
E-ZOO-7184	OSHC - GENERAL EXPENSES	0.00	4,795.94
E-ZOV-7121	VACATION CARE - CONSUMABLES	0.00	3,127.20
Total for SUPPLIES AND SERVICES		0.00	17,822.42
FACILITIES AND UTILITIES EXPENSES -----			
E-ZOO-7220	OSHC - CLEANING	0.00	71.91
E-ZOV-7220	VACATION CARE - CLEANING	0.00	1,133.20
Total for FACILITIES AND UTILITIES EXPENSES		0.00	1,205.11
EMPLOYEE EXPENSES-----			
E-ZOO-7335	OSHC - SALARIES & WAGES	0.00	86,780.36
E-ZOO-7337	OSHC - PAID PARENTING LEAVE	0.00	12,510.00
E-ZOO-7340	OSHC - ANNUAL LEAVE	0.00	10,847.26
E-ZOO-7355	OSHC - LONG SERVICE LEAVE	3,660.18	3,660.18
E-ZOO-7385	OSHC - SUPERANNUATION	712.86	11,258.20
E-ZOO-7393	OSHC - T & D	0.00	182.73
E-ZOV-7335	VACATION CARE - SALLARIES & WAGES	0.00	37,001.46
Total for EMPLOYEE EXPENSES		4,373.04	162,240.19
FINANCIAL EXPENSES-----			
E-ZOO-7410	OSHC - BANK CHARGES	80.91	1,079.12
Total for FINANCIAL EXPENSES		80.91	1,079.12
NON-OPERATING EXPENSES-----			
E-ZOO-7725	OSHC - ABNORMAL EXPENDITURE	1,731.90	1,731.90
Total for NON-OPERATING EXPENSES		1,731.90	1,731.90
PARENT CONTRIBUTION EXPENSE -----			
E-ZOV-7930	VACATION CARE - EXCURSION EXPENSES	0.00	3,639.96
Total for PARENT CONTRIBUTION EXPENSES		0.00	3,639.96
Total Expenses		6,185.85	187,718.70
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Surplus or (Deficit) funds		1,407.59	(20,447.62)
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EDUCATION COMMITTEE REPORT 2018

The 2018 Education Committee members: Tash Howard, Marie-Louise Adams, Mary Arnold, Sarah Kempen, Megan Jackson,.

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 2018 the Education committee:

1. Reviewed and provided parental input for policies including the, camps policy, homework policy, Volunteer policy, Mobile Phone and electronic Device Policy. The uniform policy will be reviewed in 2019.
2. Investigated potential offerings for Parent Information Sessions including Cyber Safety, Nature Play and Positive Parenting. Positive parenting sessions confirmed for Term 1, 2019.
3. Discussed the curriculum focii for the school, including the ways in which classes were incorporating PLINC (Playing, Learning and Inquiring in Nature with Children) into the curriculum.

Mary Arnold for the Education Committee 2018

SCHOOL LEADERS 2018

At Bellevue Heights we believe in the importance of student voice. One way that we are enabling this is through our year 7 Student Leadership Team. Students and the school benefit from wider perspectives, fresh ideas and improved shared outcomes for all.

This year we elected 16 student leaders. All year 7 students wrote amazing application letters for a place on one of 4 committees.

These committees are:

SRC Executive Committee: Students ran whole school SRC meetings, attended SRC executive meetings with other cluster school SRC reps, prepared and ran all Monday assemblies etc.

Intercultural Committee: Students worked towards ensuring that all school events had a meaningful intercultural aspect, helped organise events, ran intercultural lunch time activities etc.

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

Environmental Sustainability Committee: Students worked on preparing gardening resources for the whole school and improving school gardens etc

All Student Leaders helped with our major school event - sports day. They all worked extremely hard on Sports Day to manage their teams and ensure all students were where they needed to be for events. They prepared the health hustle and chants and decorated their tents, devoting many extra hours to organise this.

Well done to all the elected School Leaders who worked really hard all year. We will have the same structure next year with some minor changes to the committees.

Margot Bradley - Coordinator 2018

FACILITIES REPORT 2018

In 2018 the facilities committee oversaw the general repair of major items in the school including the installation of new air-conditioning in some of the Junior Primary rooms. Due to tightened finances there were no new major works however the 2017 allocation of funds to recarpet the school as well as to place new paving in the main play area was finalised.

Three successful working bees were held during the year and some parents assisted with moving larger pieces of furniture in order to provide more room for classes. The fire pit was built with the support of parents

The cleaning of gutters was brought the attention of the committee and due to the nature of the school grounds, the school has requested two major gutter cleans each year in order to prevent water building up in the Junior Primary roof.

A huge tree branch fell during a storm and this was attended to by a facility member. Mulching of this branch and other loose material has commenced.

Thankyou very much to Craig Paues who worked with me on this committee and to Yvonne Anderson who tirelessly organised the facilities manager and his team to repair minor works.

Marie-Louise Adams - Facilities Committee 2018

PARENTS & FRIENDS REPORT 2018

A sincere and heart felt thank you to everyone who was part of the P&F committee or contributed to P&F events in 2018. These events wouldn't be as successful as they have been without your hard work and support. In 2018, we focused on 2 themes, which we intend on continuing and enhancing in 2019: Fundraising and Community-Building. The fundraising activities have been amazing and included the following:

- Election Day – Polling Booth: BBQ, Cakes and Drinks Stalls
- Twilight Sports Day Cake & Drinks Stall and Pizza Dinner
- Entertainment Books
- Pizza lunches on last day of Terms 1, 2 and 3
- 9th Home Grown Hand Sewn Market
- Quiz Night
- Personalised Tea Towel and Apron Fundraiser

Together we have raised over \$10,000 in 2018. We are currently working with the Governing Council, Garden Patch Committee and SRC to maintain and enhance the Nature Play elements within the school's beautiful outdoor environments. Keep an eye out for more elements joining this engaging space in Term 1 2019, with more to come as we consult with the SRC.

By building a relationship between the P&F and SRC, we are acknowledging the importance listening to student voice when making key decisions about how to spend fundraised money within the school environment. This is a collaboration that we will continue to strengthen in 2019. We also collaborated with the BHPS staff to help raise money for The Cancer Council by hosting a 'Biggest Morning Tea' in May and this was an opportunity for existing and new families to come together over a cuppa and build community ties.

In 2019, the P&F aims to work closely with the Governing Council's 'Parent Initiatives in Education' program in order to build and strengthen the connections in our community. We encourage all members of our community, existing and new, to attend and support these community-based events in 2019 for the benefit of the students, families and our school community overall.

A special thank you to Karen O'Dea and Yvonne Anderson in the front office for your ongoing administrative support of the P&F. A special thank you to Mary Arnold for her involvement with, and support of, the P&F again this year.

The canteen is only open and stocked (thank you Pip Hutson) due to the efforts of a small band of amazing volunteers and I just wanted to add how grateful we are that you donate your time to this job, we know the students love it.

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 2018 we again used 'Munch Monitors', an online service which worked really well. In 2019 Blackwood High are changing to QKR for on line ordering. This service will continue again in 2019 depending on volunteer help with pickup. Thank you to all our pick up volunteers in 2018.

The P&F group encourages the school community to continue to find the ways in which you can lend your support to the fundraising and community building activities for Bellevue because it is amazing what we achieve for our students and school when we come together.

Tash Howard on behalf of the P&F committee
P&F Coordinator 2017-2018

BELLEVUE HEIGHTS PRIMARY SCHOOL ANNUAL GENERAL MEETING 2019

P&F Finance Report 2018	Revenue	Expense	Profit Balance	Comment
Opening Balance			4053	
General Expenses				
Consumables		256.44	-256.44	
New Resources		1867.37	-1867.37	\$2250 Pods on order
FUNDRAISING				
Raffles				
Sports Day	2429.80	977.86	1451.94	
Bakery Orders	769.00	726.50	42.50	
Entertainment Books	1190.00	1330.00	-140.00	\$531 commission to come
Café Stalls	614.95		614.95	Home Grown Hand Sewn Market
General Fundraising				
Lunch Specials – Pizza	2129.00	1158.85	970.15	
Quiz Night	6,505.10	293.00	6,212.10	
Cookbooks	9.00		9.00	
T-Towel / Aprons	3063.50	1839.04	1224.46	
Balance Available	16710.35	8449.06	12314.29	
			-2250.00	Pods on order for delivery & installation February 2019
			\$10064.29	