

# **RICHMOND PRIMARY SCHOOL**

## ***School Council Meeting***

**Date:**

**24/2/09**

**Next Meeting: 3/3/09**

**Location:**

Staff Room

**Present:**

Tom Pagonis

Hamish Patterson

Megan Smith

Fran McDonald

Jo Ryan

Con Georgakas

Cathy Cavedon

Nitsa Tokatlidis

Kate Melven

**Apologies:**

Kim Young (retired)

Simon Walter

Maria Nield (resigned)

### **Minutes**

#### **AGENDA ITEMS**

**1. Welcome**

**2. Apologies** see above

**3. Minutes of previous meeting verified and signed.**

**Moved: Hamish**

**Seconded: Nitsa**

**4. Business Arising: -none**

**5. Correspondence:**

**Trang Nguyen Vietnamese Language School** – want to use RPS on a Sunday. Take to staff and see what decision they would like.

#### **6. Reports**

##### **6.1. President's Report**

See Important Business

##### **6.2. Principal's Report**

See attached report

- Tree safety report has been completed – suggestion of some unsafe trees or bracing trees; diseased trees etc \$2600 - our duty of care to look at this. This needs approval from council for work to be done based on next quote we receive (next week) and recommendations from the second quote. Any urgent work required will be done with Megan in consultation with Tom. We will replant any trees that need replacing.
- Storage – purchase of shipping container for permanent storage – to be placed at side of the school. Approved.
- Air Conditioning in Art Room is a priority (Buildings & Grounds fund)-approval to authorise the purchase and installation of air conditioner into the Art Room should they be required and any other air conditioning priorities.

Moved: Hamish

Seconded: Con

Area 4 – close to budget – awaiting final bill

Blinds - \$3635 (mesh)

Moved: Hamish      Seconded: Jo

Storage in parents room: - shelving required. Con will investigate

### 6.3. Treasure's Report

Completion 2008 – closing balance we had \$373 K in funds – this is all committed eg Area 4 etc. Financial commitment summary for year end – Megan presented commitments to Council.

**Fees** – discount closes 27<sup>th</sup> Feb. 65% parents have paid fees

Invoices to families who have not paid next week. Voluntary contributions 35% families have contributed

Moved: Hamish    Seconded: Con

**Merchant Service Fee** is increasing by 0.028%; *we currently have a \$1.50 surcharge to try to cover this when credit cards are used.*

Financial statement for December was tabled.

**Motion:** It was moved that the following cheques be approved for payment:

Cheque numbers 12813-12917

**No cheques for January**

**Proposed:** Hamish

**Seconded:** Cathy

### 6.4. Buildings and Grounds

**Land sinking** – (major tripping hazard) cnr Area 3 / 4 – footpath is disappearing'

\$870 to relay concrete + \$1800 (drink fountain area) + extra.

Possibility of using paving bricks in these areas (area 4 fundraising) – we need to have someone to check the concrete. We will resend out the 'Brick Brochures' – *limited numbers to fill space.* **Buildings and Grounds to investigate this at a later meeting.**

### 6.5 After Care

See attached report

### 6.6. Fundraising

Raised \$1500 at Bunnings Barbeque

Fundraising for this term – Easter Chocolates

### 6.7 Promotions

### 6.8 Occupational Health & Safety

### Important Business

1. School Council Elections 2009 – Farewell Simon Walter, Kim Young, Maria – thank you for your contributions to School Council over the past years.
2. Area 4 – review budget, works, (what else to be done – storage and shelving, art room blinds, art room cooling), paving bricks
3. Annual Implementation Plan – draft tabled for comment and approval – *Staff talk to students about Lap-top ergonomics – ref: hp.com.au*  
**Annual Implementation Plan be adopted**  
**Moved:** Cathy    **Second:** Hamish
4. Anaphylaxis Policy – ratified (if possible ask parents for a photo of the child with reaction). Recommendation that nuts not be brought to school.  
**Moved:** Con    **Seconded:** Fran

5. Parent Opinion Survey – discussed student opinion survey and staff survey. Note in newsletter to ask parents *“How can we improve at Richmond Primary School?” we are seeking your feedback.eg Reporting / extra curricula / general comments / How do we strive to improve our school?*  
Students Survey – *Megan has program in place to help improve student attitudes.*
6. Cleaning Contract – Ratify a price increase: Moved: Hamish Seconded: Jo
7. Financial Commitment Summary – to be ratified and signed see above
8. Hire of facilities – Kumon,). Increase hire facilities by 5%. Other (investigate on case by case basis)
9. **Moved:** Nitsa **Seconded:** Kate
10. Grade 5/6 Camp – Term 1 Gembrook – due to weather and potential fire risk this has not been ratified **Motion:** we **don't approve** the date and venue at this stage of the year.
11. **Moved:** Fran **Seconded:** Con
12. Richmond School's Cooperative – attached – our involvement has been suspended at this stage. Tom explained process as is at the moment. Council agrees that we not to pursue this. Thank you to Tom and Megan for exploring this avenue for the school community. Note to school community to say these discussions have been happening and this is where we are at the moment. A letter will be written advising of our withdrawal from the Cooperative.  
**Moved:** Con **Seconded:** Fran
13. Parking –drop off zones – Council is hoping to fast track drop-off zones (hopefully 10 placements). No time frame at this stage. Temporary closure on Mary Street during school hours – Con has had no response on this. Staff parking – possibility on getting some business permits.

**Next Meeting – Tuesday 3<sup>rd</sup> March 2009**

**Meeting finished: 7:55pm**