Meeting Opened (time)  7:05pm  
Chair: Glenn Guest

Present: Deborah Harry, Aimee Leversha, Glenn Guest, Narissa Leung, Julie Rogers, Natalie Stuchbree, April Deal, Jenny Schellekens, Wendy Walsh, James Zappelli, Wendy Laidler, Nicole Sweeney, Peter Foti,

Apologies: Glynis Cox,

Motion: That the apologies be accepted.  
Moved: Aimee  
Seconded: Jenny  
Carried

Minutes of last meeting: as attached (5th August, 2013)  
Meeting of 9th September was cancelled due to insufficient school council members.

Business arising from previous minutes: nil

Motion: That the combined Campbells Creek & Guildford School Council minutes of the previous meeting be accepted as tabled.  
Moved: Narissa  
Seconded: Wendy W  
Carried

Correspondence:

IN:
- DEECD memos for School Council Presidents:
  - S304 Parents Victorian Annual Conference 15-16 August 2013.
  - S293 School Council Employees – Revised Employment Arrangements.
  - S330 Visits to Schools by Members of Parliament and Distribution of Printed and Electronic Material.
  - S360 Victorian International School Students Awards.
  - S372 Registrations for Children’s Week 2013 Activities – closing soon.
  - S377 Further Information about Revised Employment Arrangements.
  - S374 Student Accident Insurance – Ambulance Cover Arrangements.
  - S391 The Importation of Fill (Soil) onto Victorian Government School Sites.
  - S395 Timeline and Advice for Extracting, Storing and Disposing of Content, Records and Data from the Ultranet.
  - S412 Parent Opinion Survey Reports now available.
  - S414 Energy Update to Schools – Electricity Contract Update.

Other Correspondence:
- CSC – Year 10 Work Experience 2013 Brodie Martin ‘Thank you’
- CSC – Year 10 Work Experience 2013 Angus McDonald ‘Thank you’
- Australian Electoral Commission – use of premises 2013 Federal Election
- Schools’ Support for the 2015 Castlemaine State Festival
- Division of Bendigo – Fund Raising Activities at Polling Places (approval letter)
- DVD for Guildford School Council from Michell Marold re NBN WiFi tower
- Risk Register for the Grade 5/6 Camp
- Russo & Russo Barristers & Solicitors – Estate of the late Robyn Massey
- Email – ASCIV State-wide School Councillors Forum – Friday 22nd November

OUT:
- AEC – 12th August seeking permission for BBQ/Cake Stall on Election Day
- MAPN letter confirming all schools in network agreeing to be involved in the 2015 Castlemaine State Festival (Maldon PS preparing on behalf of network. Copy not yet available)
- Executive Director, Community Foundation for Central Victoria (re Target vouchers)
- Bereavement card – Graham Bunting (Guildford PS School Council past councillor)
- Bereavement card – Maggie Short (Campbells Creek PS School Council past councillor and president)

Action: (Wendy W) Thank you plaque or similar in memorial of Robyn Massey, funds to come from Buildings and Grounds not from inheritance which is to be allocated for the kids in an annual art award/scholarship.

Motion: That correspondence as listed above is accepted as received and sent.  
Moved: Aimee  
Seconded: Nicole  
Carried
**Reports:**

1. **Principal’s Report** – presented at meeting.

Further notes:
- **Student Performance Analyser** is used to upload numerous testing results regularly (ie NAPLAN) which will more easily chart development and highlight areas of concern to assist teachers. It is an overall snapshot of student progress, and will also assist with report writing.
- **Parent Opinion Surveys** Why do we think that the response rate is continually dropping only 17/40 returned for CCPS and 5/25 for GPS? Are people too busy, or just happy and feel it’s not necessary? If anyone has any ideas how to increase the response rate please talk to Deborah. Ideas mentioned at meeting: a reward/incentive, follow up phone call as well as the written reminder? Also an online version would be great but survey company would be responsible for this, not school.
- **Performance and Development** discussion. Teachers need to provide evidence that they are performing at the level that they are being paid for. How will it be assessed and evidenced, what support is given, will all schools/principals use the same assessment standards?

2. **Building & Grounds Reports:**
   - **Campbells Creek** – included in the Principal’s report.
   - **Guildford** – Wendy to provide a report. Very happy with new kitchen. Have a problem with birds nesting in the ceiling and getting inside and creating a mess. Minor maintenance requirements, getting yard snake ready, etc.

3. **Combined Councils Budget & Finance Sub-Committee Report** –
   Meeting held 2nd September, 2013– sent out September documents.
   Meeting held 21st October, 2013 – minutes attached.

4. **Parents & Friends**
   - **Campbells Creek** – Meeting 11th October, 2013 attached.
   - **Guildford** – 5th September, 2013 - Copy Attached in previous paperwork. Member to update from last week’s meeting.

**Motions**: Reports and minutes listed above are accepted.

<table>
<thead>
<tr>
<th>Campbells Creek Moved:</th>
<th>Aimee</th>
<th>Seconded:</th>
<th>Natalie</th>
<th>Carried</th>
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</thead>
<tbody>
<tr>
<td>Guildford Moved:</td>
<td>Peter</td>
<td>Seconded:</td>
<td>Wendy</td>
<td>Carried</td>
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**GENERAL BUSINESS:**

1. Policies to be ratified/discussed (see previous Principals Report)

**Motions**: That the following policies be ratified:
- a. First Aid policy
- b. Camping policy (changed: non-refundable deposit has been changed to 25% of cost of camp)
- c. Head Lice policy
- d. Day Excursions policy
- e. Asthma policy
- f. Anaphylaxis policy
- g. Outstanding Debts policy

**Motions**: That the following policies be redrafted with the amendments and presented at the next council meeting for ratification:
- a. Healthy Foods
  * Narissa to organise something for play lunch so the kids can chuck containers in so they don’t lose them or have to take them back to class, will hopefully help with less disposable packaging.
- b. Eftpos

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**Other Business (raised at the meeting):**
- **Hair Dye** as part of Uniform policy – parent feedback seems to generally be that coloured hair should not be allowable in uniform policy. But again, how is it enforced once the colour is in? Discuss further at next meeting.

**Meeting Closed**: 8:45pm

**Next Meeting**: 25th November, 2013 at Guildford Primary School. 7pm