PRESENT: Tania Cook, Brett Whittle, Dee Brown, Kelly Packham, Kathryn Brown, Barb Purvis and Di Walker

APOLOGIES: Tara Hollier

Welcome back from LSL Principal Mrs Barbara Purvis.

MINUTES OF THE PREVIOUS MEETING ACCEPTED AS READ:

Moved: Kelly Packham and Seconded Dee Brown

BUSINESS ARISING FROM MINUTES:

Nil

MAIL AS TABLED:

INCOMING:

- Parent Opinion Survey - 38 surveys distributed to families, 15 received back.
- Oh No Mo! Says Stay with your Friends and Oh No Mo! Says Be a Hero by SJ Doble – two new library books ($16:00 each)
- Monash University Certificate of Education Support – Integration Aide/Teacher Aide to be held in Sale on 8 Saturdays 9am to 3:30pm Oct 11,18,25 Nov. 8,15,22,29, Dec. 6
- Request from Bendigo Bank (Promontory District Finance Group Ltd.) for a short ‘story’ of how funds we received have benefited our organisation.
- Going the Distance Victoria – Royal Flying Doctor Service newsletter
- Annual Water Week Poster Competition – entries close September 15th
- Aust. Govt. Dept. of Industry – Outcomes of the final round of inspections of solar photovoltaic (PV) systems
- Planning and sustaining access to technology DEECD
- Gippsland Art Gallery School Membership Information Pack
- Certificate 111 in Education Support
- VCAA preliminary NAPLAN results data Monday 4th August
- Critical Agendas Professional Development
- The National Learning and Teaching Conference Program
- Teacher Learning Network Journal Winter 2014 Vol. 21 No 2
- Scouts in South Gippsland District Annual Reports and Presentations Evening
- Australian Children’s Television Foundation Education News Issue No. 72
- Making it a success with Sue Larkey Issue 36
- DEECD New eduSTAR software available to schools
- TTA Professional Development
- Write4Fun Competition
- Parents Victoria Conference
- AEU August is ES Month
- Fleetcare
- The Hon Christopher Pyne – Students First policy/National Literacy and Numeracy Week 25-31st August
- Hon Scott Ryan – NSCSWP
- RACV Street Scene
- CSE Centre for Strategic Education PD / survey
- VPA – Principals’ Day Friday Sept 5th
- ACCESS Ministries – NSCP 2015-2018
- CEP Annual Report 2013

OUTGOING:
- Completed Parent Opinion Surveys
- Account Payments

Moved: Tania Cook and Seconded Kathryn Brown

PRINCIPAL’S REPORT AS TABLED

I have come back to a busy term and appreciate the work that took place in my absence. I know that Sharon Mitchell enjoyed working with you throughout second term. Thank your for all you have achieved and I look forward to working with you for the rest of the year.

Principal Selection

Kelly and I met with Mark Anderson, Senior Advisor DEECD, at school on Friday. Mark outlined the principal selection process for our school and will brief School Council at our next meeting. To accommodate Mark’s limited availability we have booked Thursday 4th September, commencing 2:00pm, hopefully at the CFA meeting room as Mark will require an IWB, regular whiteboard, quiet space free of distraction, and about 90 minutes. (We would like to book the CFA meeting room/kitchen for the whole process as we need a venue outside of the school to provide confidentiality for applicants.) Other SC business will be kept to a minimum and dealt with once Mark has completed his work with us.

Information provided by Mark

We need to prepare a School Profile statement to be included with the position description. We can update/modify statements in our current documents, for example, Strategic Plan. SC may also add a community criterion to go with the mandatory ones – needs to be clear, objective and relevant.

Before the end of term DEECD will let schools know that the position will be advertised on Recruitment on Line October 3rd. The position will be open for two weeks. The selection panel will be determined and undertake training together. The panel will meet to short list applicants, contact referees, interview shortlisted applicants, agree on the best candidate and report back to School Council with their recommendation for endorsement. The whole process will take 3-4 weeks with the outcome being known by about the middle of November.

It is extremely important that the correct process is followed and confidentiality is maintained. The panel will include: at least one member trained by the Merit Protection Board; gender representation; no-one who is an applicant of a principal position advertised in the same round. Di will be the Executive Officer and will be required to prepare documents and carry out specific duties. I am able to take all applicants on a tour of the school.

Panel members

- Nominee of the Secretary (will be Mark or one of his colleagues)
- A practising Principal appointed by the Secretary
- School Council President
Promoting our school

I think it is a good opportunity for staff to work together over the next few weeks to ensure that our website has updated and relevant information about our school and its quality programs so that potential applicants can see the school at its best / what we value, and be encouraged to apply for the principal position. We wish to attract a wide cross-section of quality applicants.

Education Support Staff

August is time to celebrate our Education Support Staff. Di, Deb and Durelle contribute to our school in a wealth of different ways. Their dedication to our school and their individual skills and talents directly benefits our students, and adds to the diversity and professionalism of our staff. ES Staff participated in a morning coffee and cake at the Wind Mill Café.

School Library

Thank you to everyone who supported our recent Book Fair. Funds raised will be spent on new purchases for our library.

This term we are fortunate to have Barb Quinn, MARC Van teacher, provide us an hour a week to help with organisational library tasks including cataloguing. Durelle and I did a lot of work in the library during first term and we are pleased to have Barb’s extra help to finalise the reorganisation of our resources as it is extremely time consuming.

Professional Development

In-house

All staff continually work towards improving their knowledge and expertise by participating in both in-house and external professional development. We have weekly Professional Learning Team meetings in which we focus on particular aspects of curriculum development. We are currently developing familiarity with Maths300 hands-on learning tasks that support student mathematical conceptual growth. Classroom teachers present tasks and describe the specific learning and how it meets student needs and challenges them to go further. We are also revisiting or school values and highlighting these with our students. Most recently, ‘Respect for self and others’ and how this can be demonstrated.

External

The newly formed Corner Inlet Learning Alliance provides regular professional development after hours, in Literacy, Numeracy and ICT for teachers within our network. We are continuing to work towards improving our capacity to improve student health and wellbeing by participating in KidsMatter PD and also the Middle Years Project jointly funded by School Focused Youth Services and DEECD. We will be working with Scott Dunbabin at our school on October 31st and are revising and developing required documents (Expectation Matrix, Consequence Continuum, and Behaviour Support Plan) in preparation for our work with Scott. Casual Relief Teaching staff will be employed for the day (31/10/14) so that all our staff can be released for this valuable PD with Scott Dunbabin.

Individuals continue to complete PD specific to their role, for example, I have recently completed a full day Merit Protection Board training and an on-line Mandatory Reporting PD. From this training it is apparent that
we need to develop a Mandatory Reporting Policy and also a Staff Leave Policy. I will circulate draft policies for your input as soon as possible.

Moved Barb Purvis and Seconded Kelly Packham

FINANCIAL REPORT

- Meeting held Tuesday 12th at 8:30am. Tania Cook approved the financial reports for July.
- Policy to be formalised for Parent refunds on camps/excursions
- Policy for Canteen needs to be formalised
- The National Chaplaincy funding may not be forthcoming this year which leaves us with a deficit in the global budget. Mark Anderson – Senior Advisor for the Region is making inquiries on the schools behalf re: 2014 funding.
- RAC Australia 2014 funding to be spent on the purchase of 12 Ipad's, covers and charging station for the Prep/1 room.

Moved Tania Cook and Seconded Dee Brown

BUILDINGS AND GROUNDS REPORT

- Kitchen Garden – Brett is negotiating with Bunnings Wonthaggi for an irrigation system for the area at the back of the multi-purpose Hall
- Drainage at bottom of hill is still a problem. Mulch the deeper puddles and perhaps look at rubber matting for beneath the slide. Brett Whittle will provide School Council with a costing proposal for the drainage.
- Thank you to Brett for securing the external speaker that has been hanging precariously for a number of months.
- Thank you to Matt Purvis who worked for about 3 hours on a Sunday to cut and remove dangerous branches / shrubs etc. on the oval side. He also re-located a gum from the Time Capsule garden to the boundary fence.
- Thank you to Brett and his students who have planted Hop Bushes (that were donated by Coral and Danny Raby) along the laneway/oval fence.
- Unfortunately the board securing the sandpit cover was broken over a weekend. Barb removed the split board and Brett will secure a pine post to the cover.
- A plumber has checked out the urinal and hand basin tap that are not working in the student toilets – he is yet to return with the needed parts to actually repair them.
- Electrical tagging is mandatory within schools. Brad Stone will complete this task.
- Bubbler/trough – Craig still to complete this; currently understaffed but will complete asap.
- Need to update overall garden/grounds plan. We need to create a visual plan for all to see.
- Year 6 leadership team are developing plans to improve the frog pool garden.
- During the recent severe winds large limbs snapped off trees along the nature strip and the Shire was quick to cut them out and remove.
- The playground mulch is extremely wet with large puddles – drainage remains a problem.
- Need to price new basketball/netball goal posts – suitable for all our students (currently nothing for the younger students)

Moved Brett Whittle and Seconded Kelly Packham
CURRICULUM REPORT:

- Yarram Eisteddfod was an extremely successful experience for our students. Both the Verse Speaking and Drama Sections provided opportunity for students to learn and refine performance skills and demonstrate important Literacy and Personal Development AusVels Standards. We received constructive feedback from the judges and received an Honorary Mention in the Verse Speaking and 1\textsuperscript{st} and 2\textsuperscript{nd} Place in the Drama Section. Students performed their plays at Monday’s assembly. It was great to see parents in the audience at the Eisteddfod and also at our assembly. Some parents travelled on the bus with us and helped out at the park which was much appreciated.
- We will be hosting the Book Week CEP funded workshop with author/illustrator Phil Kettle on 26\textsuperscript{th} August. Welshpool & district Primary School students will be joining us.
- Ali is again organising the inter-school basketball tournament which will be held here on 28\textsuperscript{th} August. Our excess students will be taken on an activity down at the Rail Trail due to the number of schools coming for the tournament.
- Four students represented Toora Primary School at VICSPELL held at Leongatha on 13\textsuperscript{th} August and did a great job. The formality of the occasion, as well as the high standard of spelling, is extremely challenging and our students capably met the challenge. We stopped at the Stockyard Gallery at Foster where the students selected their favourite artwork and wrote in the visitor’s book.
- John Murray visited the school and introduced Cheryl, a new member of the team. We are planning a Cultural Day in 4\textsuperscript{th} term and John is trying to organise an artist(s) to work with students on a wall mural for the covered area off the sports’ stadium.
- Four students expressed interest in SOMERS camp and we have fortunately been allocated four spots so all are able to attend (7/10/2014 to 15/10/2014).
- Year 6 Transition day 1\textsuperscript{st} September at South Gippsland Secondary College.
- Kinder/Prep transition activities are continuing this term with Kinder students visiting the school on 29/7, 9/10 and P/1 visiting the Kinder on 25/8
- Soccer Clinic 18\textsuperscript{th} August – all students
- Clubs will run for three Fridays commencing August 29\textsuperscript{th} enabling students to undertake a specialty program in a small group. All staff members and volunteer parents/community members select an area of expertise/interest and have the same small group of students for three sessions.
- GenED - feedback from parents re: Students Reports. Student Dot points wouldn’t open on some computers, this is an issue with older computers not with GenEd Program. Families have since opened reports or obtained a printed copy from school.
- Brett Whittle has organised guest Speaker David Nyoul Vincent to visit our school on the 7\textsuperscript{th} October. David is a South Sudan refugee and author of “The Boy Who Wouldn’t Die”.

Moved Kathryn Brown and Seconded Kelly Packham
STUDENT WELFARE REPORT – By Sara Janssen

The beginning of Term 3 has been a busy time for me, as Student Welfare Officer, helping our teachers to balance the needs of individual students and their class as a whole. I am proud and pleased to see that there have been some definite shifts in terms of student attitude, self-confidence and general wellbeing in the last year. Students are stepping up and taking responsibility for their own behaviour, ignoring negative behaviours from others, and reaching out to care for other students in need. We can be very proud of these children!

Our whole school approach to behaviour and attitudes is the You Can Do It! Program – we have been implementing this program through classroom practice and also through the student behaviour goals (which students in the middle and senior classes have chosen for themselves). The You Can Do It! themes fit well with our school-wide values, as you can see here.

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<thead>
<tr>
<th>You Can Do It! theme</th>
<th>Toora Primary School Values</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Getting Along</td>
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<td></td>
<td>Respect for self and others</td>
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<tr>
<td>Term 2</td>
<td>Organisation</td>
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<td></td>
<td>High expectations (setting a goal and working towards it)</td>
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<tr>
<td>Term 3</td>
<td>Persistence</td>
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<td></td>
<td>Effort and achievement</td>
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<td>Term 4</td>
<td>Resilience</td>
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<td>Positive attitude</td>
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Our teachers are using these themes in their classrooms, encouraging students to think about their behaviour and the behaviour of the whole class (and whole school). As a result, students from Prep to Grade 6 are able to explain what it means to “get along” or to show “respect”. In the next month, we will be making a photo-story book based on “Respect for self and others”. It will be interesting to see what our students create.

We are also still talking about our emotional buckets – which can be filled (and emptied) by the behaviour and attitudes of others. We ask students, “does our behaviour dip into other student’s buckets?” “What could we do to help fill their bucket?” We also remind students that they are allowed to put the lid on their own bucket, protecting it from other students when necessary.

Another important idea we are teaching our students is that all emotions are ok. Sadness, anxiety, fear and anger should not be kept inside. We need to share our worries and concerns with a friend, a teacher or with me – the welfare officer. However, even though all emotions are ok, some behaviours are ok and some behaviours are not ok. For example, it is ok to feel angry, but it is not ok to kick someone else because you are angry. Students who are aware of their emotions, and can talk about those emotions, are on the way to growing up into strong, confident and happy adults.

In addition to my work at school, I have been attending the Toora Playgroup at the kindergarten each Friday. I really enjoy chatting with parents and building lego creations with the kids. We even visited Foster Library for storytime a few weeks ago. It is certainly true that it takes a whole village to raise a child, and I am proud that Toora Primary School, Toora Kindergarten, Toora Playgroup and the wider community can talk and work together for the benefit of our children.

Moved Tania Cook and Seconded Kathryn Brown
PFA REPORT:

- Family Photographs - Sunday 24th August - Bookings have been coming in well. At time of meeting there were 16 bookings – well done to Kathryn Brown for co-ordinating all of the appointments.
- Father’s Day Stall - 5th September? – Discussion regarding donations or purchasing commercial goods for the stall. It was agreed to run the stall as is with donations and ask families for feedback through the newsletter of what is preferred for next years stalls.
- Halloween disco – 31st October. Discussion regarding where, when, how. Who has duty of care? Do adults attending require Working with Children WWC status? Insurance. Perhaps we could go in partnership with Police Blue Light Disco for risk minimisation? PFA to research concerns raised and bring to next School Council meeting. More information is required before School Council can approve as a fundraiser.
- Pie drive – Kathryn Brown still to get flyers from company.
- Canteen update - not discussed at this meeting as ran out of time.
- Canteen Expo on the 20th August at Leongatha 4:00 -7:00pm. Toora PS has some parents attending this event.

GENERAL BUSINESS:

Nil

Next Meeting: 4th September 2:00pm sharp at the Toora CFA Meeting room  
Meeting Closed: 3:30pm