

**WESTBREEN PRIMARY SCHOOL COUNCIL**  
**MEETING**  
**17<sup>th</sup> August 2009.**  
**Minutes**

**1.0 Present**

**DE&T:** Tony Adams (Principal), Kristy Monaghan  
June Thomson, Karen Wileman.

**Non-DE&T:** Pauline Olson (President), Paula Ainsworth,  
Anna Ganesh, Natasha Graham, Jeanette Hurren,  
Bridget Kille, Shani Leicester, Donna Rae.

Natasha Graham to be co-opted as a council member from 17-8-2009.

**Moved:** Karen Wileman      **Seconded:** Jeanette Hurren      **Carried**

**Community Members:**

**2.0 Apologies:** No apologies.

**3.0 Welcome:** The President welcomed all members & opened the meeting at  
7.30pm

**4.0 Minutes of Previous Meeting:**

**Motion:** That the minutes of the previous meeting be accepted.

**Moved:** Shani Leicester      **Seconded:** Jeanette Hurren      **Carried**

**5.0 Business Arising from Previous Minutes**

**5.1** Tony advised that cooling can be installed into the new building, this will be incorporated whilst being built.

**5.2** Tony spoke to the parent (Scott) re: Big red 'W' and he will start this in a couple of weeks.

**5.3** Regarding the lights around the school, most globes have blown & can be replaced.

**5.4** Regarding the canteen window, Jeanette to follow up with Phil West.  
Anna to follow up with her contact also.

**5.5** Anna & June to look into new furniture for school grounds. Anna has quotes which she will pass onto June.

Natasha & Anna to speak to parents/community as to where they would like to see the outdoor furniture placed.

**Motion:** Natasha & Anna to provide the outcome for next meeting.

## **6.0 Correspondence**

**6.1** Two quotes were provided to council for internal works:

a) Nates Adams & Assoc's

b) Kenneth Edmonds & Assoc's

The quote from Nates Adams requires more of a breakdown in costs applicable, and Kenneth Edmonds quotes need clarification of other fees eg/ cost of plan, specifications printing etc as stated on quotation.

**Motion:** Tony & Pauline to clarify the extra requirements above by next meeting to enable council to decide which company to proceed with.

**Moved:** Paula Ainsworth    **Seconded:** Bridgette Kille    **Carried**

## **7.0 Reports:**

### **7.1 Principal's Report**

As per summary circulated at meeting.

### **7.2 Finance Report**

Financial report circulated and explained by Tony.

**7.2.1** Smartbox advised that 60 archive boxes need destroying at an extra cost of \$800. Council agreed to proceed provided that Tony can check all boxes for memorabilia & photo's first before destroying.

**7.2.2** Office staff have requested to close order books by 19<sup>th</sup> Oct 09. Council discussed this & decided to close books by **30<sup>th</sup> Oct 2009**.

**Motion for change of date:** June Thomson    **Seconded:** Kristy Monaghan  
**Carried**

**Motion for Finance Report:** June Thomson    **Seconded:** Natasha Graham  
**Carried**

### **7.3 Education Subcommittee**

**7.3.1** Karen Wileman will be attending a briefing on Code of Engagement on Monday 24-8-09.

**7.4 Canteen Subcommittee**

No report tabled

**7.5 Parents Club Report**

As per tabled

**7.6 Environment--- Buildings and Grounds Report.**

As covered in the Principals Report

**8. General Business**

**8.1** A matter was raised about having a dental program come to our school (dental brochure was provided for council).

**Motion:** Tony to look into this program for next meeting.

**8.2** At the next meeting council need to approve details for the grade 3/4 camp.

**8.3** It was mentioned that parents were not informed about Jennifer Bowker taking long service leave for the rest of the term. Tony mentioned he did a letter to families, but was unsure as to why it was not sent out.

**Motion:** Tony to resend letter.

**8.4** Council is concerned that there are a lot of issues to deal with at the moment, with new buildings outside & in & with Tony leaving at the end of term that a Vice Principal/AP needs to be hired.

**Motion:** Tony to look into options of getting a Vice Principal/AP and provide details for next meeting.

**Note/** Annual Implementation Plan & School Strategic Plan were handed out to council members. Due to the lack of time we will discuss these issues in more detail next meeting.

**Motion:** Could all council members please ensure they read both plans prior to the next meeting.

**Meeting adjourned** at 9.40pm

**Date of Extra Meeting (carried on from 17-8-09):** **Mon 24<sup>th</sup> Aug 09**

**Future meetings:** 14<sup>th</sup> September 09 (2<sup>nd</sup> Monday in the month)

19<sup>th</sup> October 09 & 16<sup>th</sup> November 09