Sheffield School Association Inc.
Minutes – Thursday 18th October, 2012

Venue: VET Room at Sheffield School
Time: 7:00 pm
Meeting organiser: Kate Haberle
Meeting recorder: Kate Haberle

Present: Michael Dunn, Sharon Allen, Malcolm Moore, Kate Haberle, Tim Dyer, Chris Puccetti, Jacqui McCarthy, Sophia Dyer, Newton Maddick, Keeley Hurley, Amanda Grey, Elaine Deverell (7.55 pm)

Apologies: Kevin Rogers, Gillian Pratt, Angela Craze, Anna Maddick, Allison Boutcher, Dayna Grey

Absent: Phillip Turner, Kathy Young

Moved: Chris Puccetti, Seconded: Newton Maddick, “that apologies be accepted.” CARRIED

It has been a very full week for the school. As a School Association, Tim acknowledged the bereavements in the school this week. These were dealt with sensitively through the Pastoral Care group. He wished to recognise the value of the Pastoral Care resources which were very active during the week. The teachers did an amazing job supporting the students.

1. Minutes of previous meeting: (27th September, 2012)

Moved: Newton Maddick, Seconded: Chris Puccetti, “that minutes of the previous meeting be accepted.” CARRIED

2. Business Arising:
2.1 – Banking:

- Chris Puccetti has been in contact with Samantha from the Bendigo Bank. She is putting a process in place for our school in the New Year. Chris has offered a room at Gallery Tasmania for meetings. A reward program will be taken advantage of as this has proven to be very popular. It was suggested that we make an event for banking registration, maybe at the ECC with morning tea.
- Sammy and Adrian presented a cheque for $200 to the school as a gift. Senior staff is looking at purchasing books for each section of the school, including a book on Cambodia to support the trip to Cambodia next year which the Bendigo Bank is supporting.
- It could be possible to hand the School Farm account over to the bank but not the school accounts as they are controlled by the Department in Hobart. This decision needs to be agreeable with our CEO as the transition needs to be smooth.

Moved: Malcolm Moore, Seconded: Chris Puccetti, “that the school make arrangements to transfer the farm account to the Bendigo Bank provided administration arrangements are acceptable.” CARRIED

The question was asked by Amanda if the Cattle Handlers account could be changed also. This needs to be looked into.

2.2 – Acknowledgement of Country:

- Clarification from the elders has been received. There are words that need to be changed and the word elders must be included. Anna has the appropriate correspondence to finalise this acknowledgement.

2.3 – Cambodia Trip:

- In Anna’s absence, Kate tabled the poster which has been designed to promote this trip. A community focus is the highlight. The Kentish Council has given permission for their logo to be used on publications relating to this trip. It is envisaged that funds will be gained from fund raising in the community, the school and the students who will be travelling to Cambodia. Thanks to the Kentish Council for their support. Information will be in the newsletter today. There is quite a lot of interest with the students. The information session is on Thursday 15th November at 5.00pm.

3. Correspondence:

3.1 In –

- Malcolm Moore – All council members received a letter from Malcolm expressing his intentions to retire at the end of the year. Tim thanked Malcolm very much for his commitment and achievements over the past 7 years and acknowledged that recognition for Malcolm’s work in the school will be held at a future date.
4. Special Committees Reports: No reports

5. Standing Reports

Student

- Students in grades 3, 5, 7 and 9 got their NAPLAN results back recently.
- On the 8th October, the grade 10’s had their Don College Taster Day.
- The grade 3-5 students have been attending “Swimming and Water Safety” lessons at the Latrobe Pool since the 8th October. These lessons finish tomorrow.
- On the 9th October, the grade 7 and 8 students had a “Transition into Trade” session.
- On the 10th October Prep/1 Allen and 1/2 Moore visited Trowunna Wildlife Park.
- Yesterday, grade 9 and 10 students went to the Career Fest in East Devonport. Students were able to make their way around many stalls which had lots of information about specific jobs and career paths which they can enter into after year 10.
- Tomorrow is Loud Shirt Day. Students are encouraged to wear a bright coloured shirt and bring a gold coin donation to raise money for the deaf.
- On the 24th October a large group of students from grades 8, 9 and 10 will be attending Ulverstone High School’s production at the Leven Theatre.
- On the 25th October K-6 students will be involved in the Terrapin Puppet Theatre.
- The school Athletics Carnival is being held on the 26th October, weather permitting.
- On the 31st October, the North West Primary Athletics Carnival is being held in Penguin. Students will compete against students from other schools around the North West.
- On the 9th November the Sheffield School Show will be held at the farm and the primary fair will take place in the afternoon outside the gym.
- On the 15th November a Cambodia Trip information session will take place at 5.00pm
- The North West Inter High Athletics Carnival will be held on the 26th November.

NAPLAN results will be tabled next meeting. In looking at the state trends, our year 3 and 5 results were promising. We have closed the gap. Year 7 was a little disappointing although Year 9 results were outstanding.

Early Childhood Campus

- 9th October – Sharon Allen went to Launceston for a Professional Learning session about the use of an iPad in the classroom. A number of classes throughout the school have been given an iPad to support students with special needs. An additional 5 iPads have been purchased and are available for use across the school.
- 10th October – Prep/1 Allen and 1/2 Moore went to Trowunna Wildlife Park as part of their Australian Animals unit. The children had a wonderful time and were keen to explore the park. From all accounts the best part was feeding the kangaroos.
- 17th October – Walk with Tandara residents. Students walked to Tandara and met up with some of the residents. It was cold and windy so not many residents braved the outside temperature. We walked along High Street, down Main Street and into the Mural Park where we had some fresh fruit.
• K-6 staff has been busy developing a Spelling Scope and Sequence in line with the Australian Curriculum. This will ensure continuity across the grades.

• Staff are about to start preparing for end of year reports and are looking at class arrangements for 2013 – class sizes are expected to start at about 25 students.

• Early Learning – Enrolment packs were distributed a few weeks ago and enrolments have already started to be processed. We expect about 37 kinders next year.

• **Upcoming Dates:**  
  - 24th October – Prep to 6 Assembly  
  - 25th October – Terrapin Puppets  
  - 26th October – Athletics Carnival  
  - 1st November – School Social  
  - 9th November – School Show and Fair. This year ECC are running a few stalls to support the fair.

**Secondary**

• Grade 10 students attended the Don College Taster Day where they were given the opportunity to choose their classes for the day. They all enjoyed the day.

• Grade 7 and 8 students attended Transition to Trade sessions in their classrooms.

• Assembly for grades 6-10 was held on the 10th October. Grade 9 students who have nominated for SRC next year gave their speeches expressing their reasons for wanting to be on the SRC next year.

• Grade 9 and 10 students attended the Career Fest Day at East Devonport. This was organised by the Devonport Polytechnic students.

• Five grade 9 students will be attending a Health Day at the Mersey Community Hospital tomorrow. The aim is to enable students to make good career choices in the health industry through workshops and medicine sessions, access to sound information, presentations from role models and opportunities to ask questions and conduct research.

• The highlight of the week was the Whirlpool Cooking Challenge where one of our teams won the overall competition. Congratulations to Yaminah Taylor, Breeanna Tirant and Janelle Allan who were members of the successful team. This was the ninth running of this annual event and the girls competed against 19 other teams of four students from schools all around the state. Resolved to write a letter to Anna Maddick and the team congratulating them on their success.

**6. Sub-committee Reports**

**6.1 Chaplaincy –**

- The meeting today was cancelled and rescheduled for the 1st November. Information from Queensland has been received. Mr Williams has publically stated his intention to return to the High Court regarding School Chaplaincy in QLD.

**6.2 Show Committee –**

- The main job at this stage is to finalise officials.
- The minutes of the last meeting are not available.
- The top 8 beef carcasses will be bought by Mr Grey on behalf of businesses and restaurants. Show ribbons and high quality beef signs will be on display. This advertising will be immense. The committee is happy for Mr Grey to go ahead with this plan.
- This year there are 40 entries in the hoof and hook.
- $3000 has been spent erecting a post and rail fence around the show ring. This was a necessity for safety reasons. The spectacle of the show ring will look much better. Ag and MDT students are completing this project. Bendigo Bank will have a spot at the show.

6.3 Farm Committee –

- The farm manager is leaving about the end of November. Recent applications will be looked at. Mich is willing to stay on for transition purposes. She has done a great job with improving the herd and repairs on the farm, e.g. fencing. The farm looks amazing and much tidier and cleaner.
- Running the farm is costly. Our audit report in August showed a loss of $70000. This included house repairs at a cost of $20000. Equipment replacement and infrastructure contribute to the loss. This will not happen next year. Milk income is better this year due to longer milking and healthy cows.
- Mich was unhappy with some farm issues which Malcolm addressed with her. She was still unhappy so Malcolm thanked her for her hard work on the farm and let her move on.
- Clarification of duties of the farm manager in relation to educational outcomes needs to be outlined for the next manager. Malcolm read these out at the meeting.
- Dairy – Funding from the Federal Government has not been announced. The polytechnic has come to discuss future opportunities but are less optimistic than before. Other trade centres are not going well. They want a definite number of students who will undertake the course before any commitment will be made. This will strengthen our case. It is a waiting game at this stage. There must be commercial support. We are able to offer more than just the dairy side of farming. This application will go ahead by the end of the year or early next year. There has been little response from TFGA _ Dairy Tas. The college at Smithton is already in operation so the argument is why another centre. Travel to Smithton is an issue.
- Baker Accounting Services – Copy of the Financial Report of the Sheffield School Council Incorporated for the year ended 30th June 2012 has been received.

6.4 On Line Access Centre – No meeting

- Student use of the library where there is proper supervision has not been an issue. However, behavioural issues are a concern in the On Line Access Centre as only volunteers are in charge. There are paid professional people in the library. Supervision issues in the access centre for 9, 10 and 11 year olds are a real concern. We need to give Tim Wilson some feedback. We could use our Facebook rule which allows students over 13 years of age to access this social media. Our school has a rule that only grade 7 upwards can access Facebook at school. Primary students need to have a supervising adult. We will endorse a measure to limit access at a
younger age without proper supervision. Refer discussion to the On Line Access Centre committee.

6.5 **Junior Cattle Handlers Committee** –

- Burnie Show – Chelsea Rayner won the Junior Cattle Handler at the show. She is now in the state finals. It has been a great start to the season with many of our students experiencing some level of success. There are 6 shows including the Sheffield School Show.
- Minutes of the General Meeting held on the 28th August were tabled. The next meeting is on 31st October at 4.30pm.

7. **General Business**

7.1 **School Improvement Report** – This will be tabled next meeting

7.2 **School Transition Fund:**

- Empowering local communities. Money is available to schools to come up with creative ways to remain open and go forward. Our numbers are down but we are not at risk of closing. Railton is close by so there could be a way for greater opportunities to work together. Malcolm has spoken to Di Poulton who is principal of Railton. The criteria being assessed is the number of students at the school, distance to nearby schools, capacity of the schools to integrate more students and the quality of the educational programs. These are measured by the richness of the program including Literacy, Numeracy, Art, Music and P.E. Railton will qualify for closure in 2014. Malcolm commented that, as a principal in the department, it is important to look at student outcomes and individual needs and that Government money is spent well. Railton is not in a good position for the future. Discussion needs to take place in the Railton community to be creative and access extra funding with maybe the support of our school. We could guarantee a richer educational program with better educational outcomes.
- Tim has spoken to Annette Hardwick as chairperson of the School Association in Railton. We need to express our willingness to support them in their discussions. We could be proactive and help them sensitively and wisely. Our priority is the best educational outcomes for students in the Kentish Municipality. We would be willing to have a meeting with the Railton School Association and discuss options for the future. They will meet next Tuesday. Chris, Malcolm, Tim, Newton, Anna and Kate have expressed an interest in following this up. Information to put out as soon as possible.

7.3 **Appointment of New Principal:**

- Tim informed the meeting that the panel will be short listing the applicants tomorrow. Interviews will take place on Tuesday 23rd October. Six criteria have to be addressed by applicants. We get some say in the kind of principal we want at Sheffield School. Malcolm spoke to the meeting as principal over the past 7 years based on the 6 criteria as stated in the application process.
1. **Values and beliefs that are personal** – Teaching capacity and opportunity to lead an educational community well. Decision making is diverse and very consultative. The value of the school in its treatment of those less capable of learning is important. Behavioural issues are addressed by helping students to learn by their mistakes, not by punishment only.

2. **Policy documents** – These guide the work we do in school. Collaborative planning with staff and strategic planning with literacy, numeracy, technology and behaviour management.

3. **Interpersonal Skills** – These are very important due to the complexity of this school. Relationships with the community are based largely on sponsorship to support programs in the school. Schools are about students and this makes things clearer when making decisions. A commitment to working with all families is essential.

4. **Management** – Competing demands throughout the school. Human resources – to encourage, nurture and grow the staff and students. Our most valuable resource is our staff who has the most impact on our students. We have a happy environment with fantastic resources. We have to prioritise and have the capacity to manage finances and resources within the school.

5. **Supportive School Environment** – A very important area of our school which is managed by the Pastoral Care group. We need to develop and maintain a supportive school environment.

6. **Principal’s Professional development** – There is an increasing interest by the Federal Government including teacher quality, teacher pay, accountability, ICT funding, National Partnerships, Trade Centre programs. Government initiatives, policies and guidelines are being implemented. A principal needs courage, wisdom and personal values and beliefs and be able to make reference to sound school based policies while standing firm against these initiatives. It is imperative to make wise decisions based on our own programs in the school.

**Meeting closed at**: 9.17pm.

**Next meeting will be held on Thursday 15th November, 2012 at 7.00pm in the VET Room.**