Sheffield School Association Inc.
Minutes – Thursday 20th March, 2014

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

Present: Ron Daly, Kate Haberle, Tim Dyer, Amanda Grey, Allison Boutcher, Philip Turner, Kelli Parker, Bradley Huett, Chloe Temple, Anita Richards, Jamie Skirving, Elaine Deverell, Chris Puccetti, Newton Maddick, Debbie May, Sharon Allen, Ayden Grey, Lillian Maddick, Kathy Turnbull

Apologies: Cindy Dunlop, Melissa Dudley, Emma Wells, Jacqui McCarthy

Moved: Chris Puccetti, Seconded: Allison Boutcher, “that apologies be accepted.”
CARRIED

Tim welcomed Kathy Turnbull who is the Assistant Principal at the Railton Campus.

1. Minutes of previous meeting: (20th February, 2014)

Moved: Phillip Turner, Seconded: Elaine Deverell, “that minutes of the previous meeting be accepted.” CARRIED

2. Business Arising: Nil

3. Correspondence

3.1 Out –

- **Lions Club Youth of the Year** – Letters to Madalan Page, Maddisson Lockett, Toni Perkins and Hayley Davies
- **Don College Celebration Evening** – Letters to recipients of subject awards: Zachery Hampson, Harry Kim, Toni Perkins, Ashley Denby, Annie Williams, Ben Grover, Brody Cossey and Siobhan Sturmey.
• **Council Members** – Anna Maddick, Gillian Pratt, Mariska Scerri, Dayna Grey, thanking them for their time on council.

  In – Nil

  **Moved**: Chris Puccetti, **Seconded**: Kelli Parker, “that the outward correspondence be endorsed.”  **CARRIED**

  4. **Special Committees Reports**: No report

  5. **Standing Reports**

  **Student**

  • On the 21<sup>st</sup> February, we had our swimming carnival at the newly renovated Devonport Aquatic Centre, now known as Splash. The winner of the carnival, unfortunately, was Kentish.
  • On the 28<sup>th</sup>, the school participated in Clean up Australia Day with all classes slapping on their rubber gloves and helping out with cleaning our school.
  • The grade 7 and 9 students had their vaccinations on the 7<sup>th</sup> March.
  • Also on the 7<sup>th</sup>, 11 students travelled to Burnie to compete in the Interhigh Swimming carnival. They all tried their hardest and by the end of the day they reached 5<sup>th</sup> in B Division. An overall congrats to them.
  • The school had a fancy footwear day on the 14<sup>th</sup> March to raise money for Relay for Life with students decorating their shoes with pom poms, streamers and different coloured shoelaces.
  • Tomorrow there is another assembly, giving students a chance to show what they have worked on in class.
  • The 25<sup>th</sup> March is the date for our first social, with the theme for early childhood being bright colours while the primary and secondary will have fluoro for their theme.

  **Early Childhood**

  • Grade 1 Allen have continued their weekly visits to the community garden. They have been busy planting, mulching and watering. They have made moth deterrents that they will put in place on their next visit. They have also prepared and planted out two garden beds with bulbs in our school garden area.
  • Our students participated in a Fancy Foot Day to raise money for Relay for Life.
  • A number of teachers have participated in professional learning. Susie Hinrichsen attended a Mathematics leadership seminar.
  Sharon Allen attended a ‘Learning Design’ session (the first of a four day course)
  • Scholastic Book Club is a success again this year with all ECE classes participating.
  • Preparations are underway for our K-6 Fair on the afternoon of the 10<sup>th</sup> April.
  • Preliminary Progress reports have been completed and will go home tomorrow.
Primary

- Claire Kent has joined us in the primary corridor, sharing the 3/4 class with Melina Mainwaring until the end of term 1.
- We now have access to Mathematics and Reading Eggs and staff training for this will be happening early next term.
- The primary fair has been moved from term four to the end of term one. On the 10th April.
- Students represented us wonderfully at the Inter-Primary Athletics Carnival.
- Our first social is next Wednesday.
- Progress reports go home tomorrow.
- Our first Prep to 6 assembly will be next Friday.
- Tour de Cure is visiting on the 4th April and the SRC will be running a casual clothes day on Wednesday 2nd April to raise money for the cause.
- Quicksmart has started.
- The students in grade 3 and 4 have started their scripture program.

Railton

- Kathy Turnbull reported that everything is going well at the Railton Campus. They are going through a transition stage with the focus being to prevent any anxiety with this change. We are being very proactive to assure parents of the advantages of being one school. Team building and interaction is important.
- Uniform is consistent across both campuses.
- An additional section will be included in the Newsletter for a Railton report. Familiarising with new routines takes time, e.g. socials, carnivals, etc. but this is working out very well.
- A public meeting was held in Railton recently. Parents were very happy with the way things are going, however there were two members of the community who strongly voiced their disapproval.
- The two main items on the agenda were the school swimming pool and the oval. These issues will be addressed through a consultative process further down the track.

Secondary

- Mr Barber is on long service leave with Mr Tammens taking his classes.
- Don College students came to speak to the grade 10 students on their journey this year as they settle into college life. They highlighted some of the concerns they had and how well prepared they were for this change.
- Grade 9 Ag students went to the Piranha cattle sale.
- LAC students attended the Inter-Primary Athletic carnival as officials on the day. Our students always get glowing reports on the way they handle themselves and the students with whom they are doing the activities.
- The grade 7 students will be venturing up Mount Roland on Monday.
- Relay for Life is on this weekend.
- Tablets have been issued to grade 9 and 10 students. It is hoped grade 8 students will receive their tablets mid term 2
As Ron is going on long service leave on the 31\textsuperscript{st} March as is Anna Maddick, there will be some staff changes to accommodate their absence. Carmen Pearce will be acting Principal, Catrina Davies will be acting Assistant Principal and Debbie May will increase her load to full time. Kate Haberle will cover the teaching load during this time. Kate will also be working .3 for the rest of the year on grade 9 History. This has come about to ease the pressure off Ron and Jamie for administration purposes. Tom Fabian will cover grade 9 Science and Jamie will go onto four periods a week on grade 8 Maths.

Donna Cross will be the guest speaker at a forum on bullying, aggression and cyber bullying on 22\textsuperscript{nd} May in Burnie. 7 parent/community members have been invited free of charge for this seminar. Seven names were given to Ron tonight.

6. Sub-committee Reports

6.1 Chaplaincy –

- Scripture Union has replied to our letter notifying them of our intention to change provider. Ruth Pinkerton was supportive of our decision and has invited us back to SU if we choose to do so in the future.

6.2 Show Committee – No meeting

6.3 Farm Committee –

- A meeting will be held next Tuesday so a report will be available at the next meeting.

6.4 Junior Cattle Handlers Committee – No report

6.5 Memorandum of Understanding Committee

- This committee has been established to formalise the combining of the Sheffield and Railton schools. Tim and Ron attend these meetings. A comprehensive list needs to be addressed and at this stage there are only a couple of boxes to be ticked off.
- The identity of the school is high on the agenda. This includes the name for the school, the logo, motto and signage. There must be cohesion around the public identity so a consultative process must take place. The buildings at the school are also on the agenda as one of the buildings is to be demolished.
- When all the boxes are completed, the Memorandum of Understanding can be signed off and we will assume full responsibility for the two campuses. Newton Maddick, Kathy Turnbull, Sharon Allen, Alison Hicks, Debbie May, Tim Dyer, Ron Daly and one parent from the Railton campus will form a committee to look at the school identity.

7. General Business

7.1 Annual General Meeting

- This will be held on the 16\textsuperscript{th} April. The changes to the constitution will be on the agenda.
These include: Not less than 14 and not more than 24 with the principal as well. Not less than 5 with a maximum of 8 staff including one from Railton. Not less than 5 and not more than 8 parents with one from Railton campus. Not more than 3 community members, Not less than 2 and not more than 4 students. Staff and students begin their term at the beginning of the year. Parents and Community members begin at the AGM and finish at the AGM. These changes will be tabled at the AGM and if approved will be sent to the Minister for Education. A quorum for a meeting is only dependent on the number of parent/community members at the meeting.

7.2 Election

Kate reported on the number of vacancies and dates for the election. Allison, Kelli and Cindy have one more year. Amanda, Jacqui and Chris will need to nominate for a position for 2 years. Kate and Elaine will need to nominate for a position as a community member. Tim will remain as chairperson as approved by the minister until the memorandum of understanding is signed.

7.3 School Charter

This is the most important document in the life of the school. It includes the context of the school, School Values, School Mission, School Vision and School Priorities. Tim has reviewed all sections of the charter and discussed them on the interactive whiteboard. Members were given the opportunity to think about the charter in preparation for writing a new charter ready for next year.

As we look at the charter we need to look at ensuring the Railton community is reflected in the charter. There are two main areas which are important for young people in their transition into adolescence – focus on one field of excellence and doing it well. The other area is that all young people need a healthy relationship with another adult who is not the parent. This is an intentional part of our school philosophy.

The charter needs updating. A working group will be set up after the next meeting. The charter is on the website for members to read and think about. We will look to approve this in October.

7.4 Budget

The budget is not available at this stage.

Tim wished Ron all the best as he takes leave in April. He and his family will be visiting Tracee Bullman and her family in Hong Kong. Tracee was a teacher here at Sheffield.

Next meeting will be held on WEDNESDAY, 16th APRIL 2014 at the conclusion of the Annual General Meeting which will begin at 7.00pm.