Present: Darren, Steve, Palma, Stuart, Kursten, Terry, Michael, Gary, Liz, Jess, April, Ash, Sarah, Jodi, Phil, John D.

Apologies:

Previous Minutes:

Reports:

SAKG

*Garden*
Raspberries and strawberries, donated by Trevor Mitchell, have been planted in the new orchard outside the music room. Colour has been added to the garden to make it look more aesthetically pleasing for the fete. Seeds have been purchased for the summer crop and the greenhouse is stocked full of germinating seed and potted cuttings for the fete. Plenty of harvest for the kitchen lately that is seasonal (leafy greens) eg, lettuce, spinach, celery, herbs, rocket, some peas, radish, etc. broccoli and cauliflower are just upon harvest now. Huge thank you to the art teacher Kirsten who has donated her time and materials to create the scarecrow and signs.

*Kitchen*

**Stephanie Alexander Kitchen Garden Program**

**Governance Report 20/08/2014**

- Gregg is arranging current copy of quote for under bench dishwasher for kitchen as previous quote has expired due to not being approved for installation.
- Maintenance jobs for kitchen are being recorded in maintenance log in the office and Wayne is working through these jobs.
- Cupboard doors have been repaired in kitchen from water damage – water running off benches during use of sink. Metal capping has been installed on top of cupboard doors to stop water causing wood to swell.
• Fete Preparation is almost complete from kitchen perspective
• Gregg has organized a new volunteer for kitchen and garden sessions. Jessica Ridgwell is a student at Deakin University studying food science and majoring in dietetics, etc.
• Catering equipment hire has been booked for the fete for faster and smoother service of food items
• Oven/stove in end workstation (playground end of kitchen) has damaged timer mechanism from students tampering with it. This is preventing oven from being operational. It has been looked at by Gasgroup service technicians but no repair has been completed at this point.
• Terry Bebe has advised that he can install switch in power box in kitchen which will operate ovens on a timer which will bypass problems with ovens switching off resulting from damaged timer mechanism
• Gregg has revised prices for food items to be sold during the fete to better cover food and equipment costs and to improve fundraising results. If food hasn't sold nearer end of fete, prices will be reduced to reduce food quantities unsold.
• Students in kitchen classes regularly reminded of safety rules and respect for kitchen equipment, eg, being careful to not damage kitchen appliances, utensils, etc.
The English committee have been using our time to work on the English review.

The parent and teacher survey analysis has been completed.

We have analysed student data over a period of six months looking for any trends in reading. We have also used some of the NAPLAN data to look for any trends in writing.

From this assessment data and parent and teacher surveys we have begun making a list of recommendations for the areas of reading, writing and speaking and listening.

Next meeting we will be reviewing the current English policy to check that is in line with AusVELS.

The Dorset Reading Challenge began on the 18\textsuperscript{th} August and is running until the 12\textsuperscript{th} of September. The students will be getting individual and grade certificates. Students have received a reading log that allows them to record their reading over the course of the challenge. Students in Prep- Grade 2 will receive a certificate everytime they read 10 books. Grade 3-6 students will receive a certificate for every 200 pages they read.

Students have been completing narrative writing in their classrooms for the first part of this term and published pieces have been displayed around the school. The focus for the rest of the term is script writing.
Maths

- The maths Red Folders have been updated with assessments, assessment schedule and some other information and distributed to teachers.

- The Automatic Response tests have been updated for teachers to use the new version. Copies of these have been stored on our system.

- Sharyn Livy, Maths Association of Victoria Maths Consultant will be working in grades over the next few months to model some good hands-on maths lessons in each level for Pd for teachers.

- The Maths Footy Challenge has been opened up for any grade who would like to participate.

- We are looking at adding some maths curriculum information to our school website.

Wellbeing Committee Report

The Wellbeing committee has been working on three key focuses. Firstly, a parent survey, provided by the Kids Matter Program, was sent home to ask parents about how well the school addresses student wellbeing. Questions asked included how the school allows parents to be actively engaged in their learning and that children participate in activities that promote positive relationships with other children. The survey results were very positive. The questions that stood out were parents seeking further information regarding mental health difficulties.

The second focus has been on recognizing what nationalities are present in our school community and how we can make them feel more included in our school community. Staff are currently looking into what languages/cultures are present in their students’ homes by using circle time. Initiatives could include using different music for the bell and assembly items.

The third has been looking at the Claire’s (Chaplin) role. This has included reminding staff to discuss with management first about referring a student to see Claire. Claire has made a great start at Dorset and has developed a good rapport with children she has begun working with. An outline of her role and responsibilities include offering support or information with regard to critical situations, grief, family breakdown and be available to provide ongoing support to individuals and/or families.
**Integrated Committee Report**

The committee has created an ‘Integrated Studies’ policy for Dorset Primary School. This has been approved by Palma and sent on to Cynthia to be published into correct policy format. The committee has also begun conducting the review. So far, parent and staff surveys have been created and distributed to all classroom teachers. Teachers are responsible for surveying two parents from their class, and completing the teacher survey themselves. The committee is hoping to gain important information from both these sources as to how parents and teachers are currently feeling about the Integrated Studies Program at Dorset, and more importantly how we can improve it.

The committee has also started reviewing the Scope and Sequence to ensure each year level is in line with AusVELS in terms of Humanities, and also the different Sciences. This revised Scope & Sequence of the Integrated Studies Program will be effective from Term 1, 2015.
ICT Curriculum Committee
Report for Governance

August 2014

1. Scope and Sequence
A draft scope and sequence of ICT skills over a year has been created by the ICT committee. The document relates the skills to AUSVELS standards and gives classroom examples of how the skills can be integrated into the curriculum. A formal assessment schedule is to follow once the scope and sequenced is finalised.

2. Professional Development
The ICT committee has planned some professional development to further improve teacher knowledge of ICT. This includes cybersafety and eSmart, Kidspiration (a recently purchased program that allows children visualise their thinking) and Accelerus (our new reporting tool).

3. 1:1 Program 2015
The ICT committee has begun preparations for next year’s laptop program. There will be a parent information session early term 4 once the model and costing is finalised. We have had to change model from previous two years (cost is too high). However, machine is very similar anyway. We are looking at $615 per machine + $20 case and free imaging. Slightly less than previous years.

4. Digital Portfolios
Students (grades 3 to 6) have started their digital portfolios using OneNote. Digital portfolio items will be planned for by teachers so as not to add extra work for teachers. Scanners have been purchased (1 for 3/4 and 1 for 5/6) so students can scan, themselves, non-digital work to include in their digital portfolios.

5. Website
The ICT committee has decided to continue with the Sponsor Ed website. We have had some positive feedback about the site.
**Policies**
ESL
Carpark
Parent Voluntary Payments
Camp
Visitor and Volunteer

**Buildings and Grounds Update**
We will be having a Working Bee on Sunday 31\textsuperscript{st} August 10am – 2pm. Please encourage everyone to come along!

**Canteen Profit and Loss Statement**
Robyn will be trialing jacket potatoes in cardboard boxes next term. Toppings will be a little extra eg salsa, sour cream etc...
Soups have been selling well.
Robyn is looking into purchasing an industrial dim sim steamer.
Fruit salad will be back next term.
Robyn continues to try to think up some more menu items for variety.
Robyn would like another ‘snack stand’ if anyone knows where to get one.

**Other Business**

- Grade 2 Sleepover date – Friday 7\textsuperscript{th} November to Sat. 8\textsuperscript{th} November.

- School Magazine to be full colour this year. Due in by end of term. Aim to be ready mid Term 4.

Meeting Closed – 7.20pm