

MINUTES OF MEETING OF NORTHSIDE CHRISTIAN COLLEGE EXECUTIVE COUNCIL HELD AT 31-61 McLEANS ROAD, BUNDOORA ON THURSDAY 13th NOVEMBER, 1986.

No. 15/86

1. PRESENT

Denis V. Smith - Chairman
Keith W. Ingram
Laurie Ellis
Ken Ellery

2. MINUTES OF PREVIOUS MEETING

That the minutes 14/86 be accepted as read.
That the minutes of the special meeting of the College Executive Council held on Wednesday 30th October, 1986 be presented to the next meeting of the College Executive Council.

AGREED

3. BUSINESS ARISING FROM MINUTES

3.1 Cemac - Heaters

The Bursar reported that this item has been rectified.

3.2 Manual Arts Building

The Bursar reported that the items listed in 14/86 3.2 have been purchased.

3.3 Registered Schools Board Inspection

The Principal reported that no further information has been received from the R.S.B..

3.4 Copyright

Request the Library Assistant to attend the next meeting of the College Executive Council to present his report on Copyright.

AGREED

3.5 Extension of Education Provision to years 11 and 12.

Request the Principal to implement minute 14/86 3.6 as soon as possible.

AGREED

2.

3.6 Donvale Christian School

Request the Bursar to contact the Donvale Christian School regarding their enrolment policies for students in years 11 and 12 as related to Chairman's report of families contacting him, suggesting Donvale require students to be enrolled at this point in time.

The Bursar to liase with the Principal on this matter.

AGREED

3.7 Mothers' Club

This matter is still outstanding.

3.8 Department of Education Prior Assurance Scheme for Non -Government Schools.

This matter is proceeding.

3.9 Water Connection to College - Julie Street

This matter is still proceeding.

3.10 Library Layout

Request the Principal to submit the layout for the Library to the Church Administrator.

AGREED

Endorse the Bursars action in calling of quotes for curtains for the Library.

AGREED

3.11 Extension of Temporary Permit for Rooms 5 and 6.

Request the Bursar to continue to implement minute 14/86

3.11 (b)

AGREED

3.12 Budget - Year to Date

The Chairman expressed his appreciation to the Bursar for his presentation of the Budget, and gratitude to the Lord for the provision of the Computers which assist us in this type of projection planning.

AGREED

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3.12 Budget Presentation (Cont'd)

Bursar reported that the income from student fees is in a better position this year than last year.

It was also noted that the Expenditure seems to be on target as well.

Request the Bursar to finalise the document for presentation at the next meeting.

AGREED

3.13 Replacement of Teachers

The Principal be requested to bring his recommendation on teaching staff for 1987 as soon as possible to the College Executive Council.

AGREED

4. GENERAL BUSINESS4.1 Conclusion of School Year - 1986

The Principal reported that we will have fulfilled sufficient teaching days to finish the school year and classes to terminate on the 17th December, 1986.

In the light of this information :-

- (1) The last day of the class year will be 17th December.
- (2) Mothers' Club be invited to host a staff appreciation luncheon on Thursday 18th December, and that a facility for child minding be provided for the mothers involved.
- (3) Request the Principal to implement the following procedures:
 - a) All staff be instructed to complete their records for the year.
 - b) A room inventory be presented to the Bursar.
 - c) A maintenance request be presented to the Bursar.
 - d) List of anticipated requirements not included in the budget for 1987.
- (4) Principal and Bursar be requested to inspect the teachers' facilities prior to their departure for the year.

AGREED

4.2 Christian Community Schools' Summer Conference.

That the budget as presented by the Principal for the C.C.S. Conference for 1987 be received with appreciation.

AGREED

4.

4.2 Summer Conference Cont'd

That a sum of \$3,000.00 be allocated for the C.C.S. Conference.

That the dispersement of this sum be at the discretion of the Principal and the Bursar.

AGREED

Request all staff to attend the C.C.S. Conference in 1987.

AGREED

4.3 Enrolment Policy

- 4.3.1 The Bursar reported that a meeting was held on the 30th October, 1986 regarding enrolment policy. The minutes to be presented to the next meeting of the College Executive Council.

As an outcome of that meeting letters were sent to applicants pending.

Arrangements were made for letters for new applicants as from the 31st October, 1986. The original letters have been filed under "Enrolment Policy" file.

A copy of the letters will be attached to minutes and circulated to all members of the College Executive Council and Church Board.

The policy will be documented and presented to the next meeting of the College Executive Council.

Pastor Ingram reported that he has had a number of interviews under the new system, and that it is proving a positive way for parents to be aware of their responsibilities of Christian Education for their children.

Request a special meeting for enrolment procedure to be co-ordinated by Pastor Keith Ingram.

AGREED

4.3.2 Prospectus

Request the Principal to co-ordinate suggestions for a Prospectus.

AGREED

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5.

.3.3 Fee Structure

Request the Bursar to present a Fee Structure for 1987 within one week.

AGREED.3.4 Video

That we look at the possibility of producing a video on Northside Christian College.

AGREED.4 Annual General Meeting of Northside Christian Centre Inc.

As Northside Christian College is incorporated under the documents of Northside Christian Centre Incorporated the Chairman reported that the Annual General Meeting of Northside Christian Centre Incorporated was held on the 28th October, 1986.

At this meeting the members of Northside Christian Centre Incorporated were informed on the structure of Northside Christian College Council for 1987.

Denis V. Smith	- Chairman
Keith W. Ingram	- Deputy Chairman
Laurie Ellis	- Bursar
Ken Ellery	- Principal
Peter Nelson	- Deputy Principal
Stephen Parker	- Teacher
Jenny Reece	- Parent
Lyn Ellis	- Parent

That this information be received.

AGREED5 Recommendations for College Council Membership

That the Principal's recommendations be received.

AGREED

That the Bursar inform the Chairman of the Church activities of the people recommended.

AGREED

6.

4.6 Business Studies Courses

That the Principal be requested to give consideration to implementing the following subjects -

Business Administration
 Word Processing
 Accounting
 Legal Studies
 Office Transcription
 Bi-Lingual Keyboarding
 Office Automotion
 Oral Business Communication
 Economics
 Shorthand
 Keyboarding
 English and Business English

AGREED

4.7 Interchange of Teachers

Request that the Principal investigates the possibility of interchange with specialist teachers at Donvale, Plenty Valley and Independent Baptist School at South Morang.

AGREED

4.8 Interchange Host Families for Disabled Children

We endorse the Principal's action in advertising this through the College Newsletter.

AGREED

4.9 Policy Documents

Request the Bursar to liase with the Chairman concerning Policy Documents for Northside Christian College.

AGREED

4.10 Correction Day

The Principal's request to have the 28th November, 1986 set aside as a correction day, be approved.

AGREED

4.11 Open Day

Request the Principal to promote a College Open Day for Thursday 4th December, 1986.

AGREED

7.

4.12 Police Appreciation Night

That we endorse the Chairman's promotion of a Police Appreciation Night for Friday 5th December, 1986. Request as many secondary students as possible to assist in the catering of this function.

AGREED

4.13 Deputy Principal

Council express their appreciation to Mr. Nelson who is assisting another Christian Community School in Victoria.

AGREED

4.14 Whittlesea Show - 1986

The Principal reported that a number of students received prizes and commendations for their exhibits at the 1986 Whittlesea Show.

The Principal be requested to express on behalf of the College Executive Council our delight in their achievements.

AGREED

4.15 Staff Training Seminar - 1987.

That Monday 2nd February, and Tuesday 3rd February 1987 be set aside as Staff Training and Planning Seminar for 1987.

AGREED

(Chairman)

(Date)