



## School Infrastructure Sub-Committee - Meeting MINUTES

<b>Date:</b> Thursday 11 <sup>th</sup> June 2026	<b>Time:</b> 9.30 am	<b>Location:</b> Conference room
<b>Convener:</b> Mary Boutros		<b>Minutes:</b> Daniel Moloney

Attendees	Daniel Moloney (DM), Stephanie Torchia (ST), Mary Boutros (MB), Jacob McKercher (JMK), KK Wong (KW), Michelle McMaster (MM)
Apologies	
Minutes only	Fiona Micelotta (FM)

Agenda	Time	Item detail/Discussion/Update	Decision/Action	Person Responsible / When
<b>1. Welcome</b>	1 min	<b>Acknowledgement of Country</b> I'd like to begin by acknowledging the Traditional Custodians of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging.		<b>Jacob</b>
<b>2. Celebrations &amp; Tasks completed</b>	3 mins	<ul style="list-style-type: none"> <li>Maintenance Log- closed <b>150 jobs</b> to date during April-June. Jacob and Mary have been having weekly Toolbox meetings every week.</li> <li>Thank you to KK, Loc and Jacob for working through our Asset Audit.</li> </ul>		<b>Mary</b>

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<b>3. Improvement Project/s</b>	<b>15 mins</b>	<ul style="list-style-type: none"> <li>• Installation of Salto Lock for double doors near primary staff toilets has been successful. Would our next priority be the admin doors? Request for quote approval.</li>   <li>• Requesting the committee to consider upgrading staffroom doors. Issues due to heaviness and slamming. Request for quote approval.</li>   <li>• Request for Disability Toilet in Middle classroom /Sensory Room- Upgrade tap and plumbing infrastructure- Modification of existing plumbing to provide access to lukewarm water.</li>   <li>• Any updates regarding cleaning allocation of \$8000? Can we use it to floor polish floor in primary corridor, roof and gutter cleaning and upgrade pressure washing equipment or pressure washing footpaths ie front of the school footpaths.</li> </ul> <p>Reference:  <a href="https://www2.education.vic.gov.au/pal/student-resource-package-srp-school-infrastructure/guidance/quality-improvement-reference-160">https://www2.education.vic.gov.au/pal/student-resource-package-srp-school-infrastructure/guidance/quality-improvement-reference-160</a></p>	<ul style="list-style-type: none"> <li>• Salto Lock software has now been installed (11/6) for these double doors. Committee members feel that the internal admin doors have reached the end of their expected service life and therefore seeks a quote for an upgrade.</li>   <li>• The plumber will be contacted to determine whether this work can be completed during the school holiday period.</li>   <li>• This cleaning expenditure will be allocated to preparations for the upcoming Playground Opening Event. Cleaning works will focus on the front of the school, including repainting the frontage signage wall and obtaining a quote for pressure-washing services. See reference link.</li> </ul>	<b>Mary/Dan</b>

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		<ul style="list-style-type: none"> <li>• LS has asked for their PVC piping works proposal to be on hold for the moment. LS would rather address the missing swing in Playground 1 and requests to amend the decking in order to accommodate extra swing. Request for quote approval.</li>   <li>• PE Teacher request for roller door in Yaluk to have the current lock replaced with a more suitable lock. Request for quote approval.</li>   <li>• Playground Project Opening Ceremony now planned for Term 4.</li> </ul> <p><b><u>FYI</u></b></p> <ul style="list-style-type: none"> <li>• Request Sound proofing for Secondary Classroom is in progress and have been consulting with Visionchart in Campbellfield, VIC who have a unique product for walls that is not felt or cork, who uses a product from Autex Acoustics.</li>   <li>• <b><u>Previous Yaluk Capital works – In progress</u></b> Defects Liability Period works continue in consultation with VSBA. Defect items currently being followed up include:</li> </ul>	<ul style="list-style-type: none"> <li>• The learning specialist request to modify the decking to accommodate a fourth swing has been approved, with works anticipated to be completed during the school holidays. In addition, the Head of Learning and students will be working on improvements to the PVC piping and planter boxes in Playground 1.</li>   <li>• New keys will be provided to relevant staff to facilitate the secure and efficient locking of the roller door.</li>   <li>• Confirmation of date is TBC.</li> </ul>	



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		<p><b><u>FYI</u></b></p> <p><b><u>Doors and/or Gates</u></b></p> <ul style="list-style-type: none"> <li>• Custom Climbing Gym door is still in progress-needs painting.</li> <li>• Playground 5 chain hazard on gates identified has been altered</li> </ul> <p><b><u>Water Filter Dispenser</u></b></p> <ul style="list-style-type: none"> <li>• Hot water Zip tap installation has now been recrified and Jacob will continue to monitor this as shown by plumber.</li> </ul> <p><b><u>Playground Signage</u></b></p> <ul style="list-style-type: none"> <li>• Meeting with Signpac Site Visit - Free Quote Sarah Hardman on Tuesday 23<sup>rd</sup> June.</li> </ul> <p><b><u>Safety Cones</u></b></p> <ul style="list-style-type: none"> <li>• New safety cones to be purchased</li> </ul> <p><b><u>Carpet</u></b></p> <ul style="list-style-type: none"> <li>• Jacob to see if he can fix the carpet near doorway of primary classroom - tripping hazard</li> </ul>	<p>Available funds have been reviewed, and Furlong is a preferred Department of Education provider. KK to confirm.</p> <ul style="list-style-type: none"> <li>• HOL Leader and students will paint the Gym door in Term 3.</li> <li>• Jacob has completed training with the plumber on the maintenance of the Zip hot water system. Replacement bottles will be ordered through Reece as required, with installation to be carried out by Jacob.</li> <li>• Approved x 6 cones</li> <li>• Jacob has adjusted the raised section of carpet near the doorway and smoothed the affected area along the wall.</li> </ul>	

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		<p><b>Sensors</b></p> <ul style="list-style-type: none"> <li>Middle Classroom sensor in break room not working-needs to be fixed</li> </ul> <p><b>Plumbing</b></p> <ul style="list-style-type: none"> <li>(see invoice) Plumbing maintenance works undertaken included sewer drain jet cleaning and CCTV inspection, replacement of the Zip water filter, installation of a lockable sewer pit cover, repairs to the boys' toilet facilities, and completion of the annual backflow prevention test. The total cost of the works was \$3,601.40 (including GST).</li> </ul>	<p>While not a permanent repair, this has reduced the associated tripping hazard.</p>	
<p><b>5. School Maintenance Plan (SMP)</b></p>	<p>10 mins</p>	<ul style="list-style-type: none"> <li>Rolling Facilities Evaluation (RFE) Condition Assessment Reports have been received. *See folder</li> <li>Condition Assessment Report has now been Accepted.</li> <li><b>Next steps:</b> School Maintenance Plan (SMP) pre-workshop information - Jacana School for Autism on 16/06/2026 at 1:00pm, which will be held via Webex. The facilitator for your SMP workshop will be Claudia Perri. I will need to email them all attendees.</li> <li><b>SAM PLAN will need to be updated and sent through.*</b></li> </ul>		<p><b>Dan/Mary</b></p>
<p><b>6. Finance Meeting</b></p>		<ul style="list-style-type: none"> <li>Asset Stocktake- See Spreadsheet- Unknown items are yet to be identified</li> </ul>	<ul style="list-style-type: none"> <li>KK to update spreadsheet and remaining unknown items to be removed.</li> </ul>	<p><b>Jacob</b></p>
<p><b>7. Annual Audit Contracts</b></p>	<p><b>FYI</b></p>	<p>Reports for these audits have not been received yet. Curriculum Day (29th May 2026) as per OHS Activities Calendar</p> <ul style="list-style-type: none"> <li>Shade sail structural audit</li> <li>Playground audit</li> <li>Update Asbestos Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>Note: Arborist will provide report upon payment.</li> </ul>	<p><b>Jacob</b></p>



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		<p><b><u>Furniture Requests</u></b></p> <ul style="list-style-type: none"> <li>• Can we please meet and to finalise what furniture is still required for Therapy, Offices etc.</li> </ul> <p><b><u>Water Fountain for Yaluk</u></b></p> <ul style="list-style-type: none"> <li>• Big Wet Natural Spring Water Pty Ltd will provide package for 12 months for only \$69 for 4 water bottles – normally \$132. The it is \$15 a bottle. Request for approval.</li> </ul> <p><b><u>Student Memorial</u></b></p> <ul style="list-style-type: none"> <li>• Staff have asked for relocation of a more appropriate area.</li> </ul>	<p>developing a planned annual or biannual maintenance schedule for inclusion in the routine maintenance program.</p> <ul style="list-style-type: none"> <li>• An order will be placed once we have confirmation of what is required.</li> <li>• Overall costing of the whole year needs to be planned for extra bottles.</li> <li>• Committee have considered of a more appropriate location for the student memorial. The committee discussed the possibility of relocating the memorial to the side of the school near the large tree adjacent to the rotunda. The committee noted that the current location may be confronting for some visitors and community members due to its prominence.</li> </ul>	

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9. Capital Works	2 mins	<u>VSBA Capital Works Grant to upgrade our toilet, changing, and personal care facilities to be submitted this week.</u>		Mary
<b>FYI</b>				
10. Additional Business	FYI	<ul style="list-style-type: none"> <li>• Next Holiday cleaning schedule and priorities to be confirmed with Menzies in person for Monday 15<sup>th</sup> June.</li> <li>• New Pad and Tampon dispenser has now been completed– Ref: 344921 for Living Skills Area</li> <li>• VSBA Project Delivery Site Visit is on Tuesday 24<sup>th</sup> March 2026 was cancelled and has yet to be re-scheduled.</li> <li>• VSBA Defect Liability Period for Drainage works with Savina Chen has been finalised.</li> <li>• Crewther Plumbing insurance certificates received.</li> <li>• Key Security- See Bulletin- Staff have been advised not to leave keys in car due to theft and identifying lanyard for school</li> <li>• 2026 Victorian Junior Landcare and Biodiversity Grant Application will know by 30th June</li> <li>• Signarama Signs in abeyance since November 2025- requiring pick up-</li> </ul>		
11. Security	FYI	<ul style="list-style-type: none"> <li>• <b>Double Doors-</b> new Salto lock- in progress to be programmed for after hours security measures</li> </ul>		
12. AIMS Orders	5 mins	<ul style="list-style-type: none"> <li>• <b>AIMS WORKS ORDERERS-</b> see list</li> <li>• <b>Organise a plan for the next few weeks and school holidays - (see list)</b></li> </ul>		Mary and Jacob
13. AIMS Routine Maintenance	3 mins	<p><b>Yarra Valley Water- Test backflow</b></p> <ul style="list-style-type: none"> <li>• Test report – missing third report has now been rectified and contravene no longer in place.</li> <li>• The following Routine Maintenance items have been completed:</li> </ul>		Jacob and Mary

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		RM015 landscaping RM009 taps pipes RM005 lighting RM011 floors RM013 ( storm water) one is blocked near the staff car park entry gate- Jacob to unblock.		
<b>14. DE MakeSafe Reports and updates</b>	<b>FYI</b>	<ul style="list-style-type: none"> <li>• MafeSafe- Assessment and Meeting Room 2- Middles Staffroom – roof leak has been addressed and completed.</li> </ul>		
<b>15. Matters in Abeyance</b>	<b>FYI</b>	<ul style="list-style-type: none"> <li>• Signarama corflute signage-respectful relationships and locked gate signs to be picked up</li> <li>• In abeyance -Our HLK Officer, has submitted an infrastructure request to replace the current carpeted flooring in the HLK area.</li> <li>• Air Conditioning- Daikin have identified that there are issues with Yaluk classroom systems. This report has been referred to VSBA as a defect.</li> <li>• Trampoline: Vuly will send a quote for parts. Still in progress.</li> </ul>		<b>Mary</b>
<b>16. Cleaning</b>	<b>FYI</b>	<ul style="list-style-type: none"> <li>• Our new Contract Manager is N.E will be visiting our school next week.</li> <li>• Please continue to use the communication book for any messages from classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Dan to follow up on the Department's cleaning audit. The original audit date clashed with the AEU strike, with a rescheduled date to be confirmed.</li> </ul>	<b>Dan/Mary</b>
<b>17. Approved Projects waiting or in progress</b>	<b>FYI</b>	<ul style="list-style-type: none"> <li>• Proposed date for official opening of playgrounds: TBC in term 4.</li> </ul>		<b>Jacob</b>

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<b>18. School Holidays Works</b>		School holidays <ul style="list-style-type: none"> <li>• Hygiene Refresh- upgrade the remaining air filters in toilets</li> <li>• Carpet near woollies to be removed and replaced with anti-slip strips.</li> <li>• Replacement Safety Tiles for concrete pathways will need to be installed</li> <li>• Jacob to get list of items that need addressing from Fiona M once Workplace Inspections have been collated.</li> </ul>		
<b>Meeting concluded: 10:30am</b>				
<b>Next meeting: Term 3- Thursday 30<sup>th</sup> July 2026</b>				