



SCHOOL COUNCIL MEETING MINUTES

Tuesday 7th August 2018

Staffroom at 8.00pm

1. Welcome – Attendance

Katrina Benson, Kaye Ellery-Burke, Kath Gilbert, Syd Jackson, Simone Jans, Danielle Lacy, Jocelyn Mackie, Donna Russell, Cathy Waldron, Liselott Webster, Gene Vanderzalm

2. Apologies -

** Has everyone read the agenda?

Please indicate if you believe you have a conflict of interest in regard to any agenda items.

3 Minutes of Previous Meeting

Motion: That the minutes of the previous meeting, as circulated, be accepted.

Moved: Kath Gilbert

Seconded: Simon Jans For: 11 Against: 0 Carried

4. Business Arising

- Master Plan – will happen when architect puts forward plan
- Website issues – a new company will be employed to redo our website
- \$11, 000 was for Chaplain (Term 1 & 2)
- Beleza contract – Business Manager happy that it was a stock standard arrangement so will continue with moving to online ordering
- School logo on letterheads etc being updated as documents are accessed

5. Receive Other Items of General Business (School Operations)

6. Correspondence:

DET

- Apply for approval to use animals for teaching purposes in 2018
- Release of the 2018 Revised Student Resource Package
- Funding available to support health and physical education and sport in schools
- Equipment Boost for Schools funding now available
- Nominate for the VicSRC Student Voice Awards
- Prepare for the 2018 Parent Opinion Survey
- Complete the 2018 Australian Early Development Census

Action

An increase – money given for inclusion of all students and accessibility for students- \$4000 & \$5000

Swimming funding has been lifted to \$90 per child for Year 6 students

As above

Something for the PWO to consider

Due back by August 16th

Donna R completed this the second week back

7. Reports

- Finance – As tabled

Motion: *That School Council move the financial reports as listed below, be endorsed as a true and correct depiction of the Tarwin Valley Primary School finances for the month of June & July 2018.*

June: Payments totalling \$28,356.82 made up of Direct Deposits Payments \$15,611.86 and Local Payroll \$12,744.96 Transfers between High Yield and Official Account totalling \$40,000.00

July: Payments totalling \$14,614.24 made up of Direct Deposits Payments \$11,597.87 and Local Payroll \$3,016.37 Transfers between High Yield and Official Account totalling \$10,000.00

<i>Balance Sheet</i>	<i>Bank Accounts Movement</i>	<i>Bank Reconciliations</i>	<i>Operating Statement Detail</i>
<i>Cash Flow Report</i>	<i>Annual Sub Program Budget</i>	<i>Cash Receipts Report</i>	<i>Cash Payments Report</i>
<i>Cancelled Receipts Report</i>	<i>Cancelled Payments Report</i>	<i>Journal Report</i>	<i>Invoices Awaiting Payment</i>
<i>Family Credit Note Report</i>	<i>Sundry Debtors Credit Note</i>	<i>SRP Management Report indicating a Surplus</i>	

Moved: Liselott Webster Secoded: Jocelyn Mackie
For: 11 Against: 0 Carried: Yes

The following Purchasing Card statements for the month of May/June & June/July 2018 have been tabled.

1. Allyson Opray 2.

Motion: *That School Council move all statements and payments as tabled for the School Purchasing Cards be accepted.*

Moved: Simone Jans Secoded: Donna Russell
For: 11 Against: 0 Carried: yes

8. General Business:

Item:	Discussion /Action - Motion
8.1 Extraordinary Motion – Asset Management Plan	<i>Motion: “That the ‘Asset Management Plan for Phase 1’ extraordinary motion be endorsed with 10 fors from the 10 returns.</i> <i>Moved: Gene Vanderzalm Secoded: Donna Russell</i> <i>For: 11 Against: 0 Carried: Yes</i>
8.2 Policy Updates Financial Management & Control, Investment, Visitors & Volunteers, Working with Children, Child Safety Standards	<i>Motion: “That the listed policies be accepted as tabled with changes noted on the file copies with the exception of Financial Management and Control Policy and the Philosophy Statement which will be revisited after Gene has made further enquiries regarding it”.</i> <i>Moved: Danielle Lacy</i> <i>Secoded: Katrina Benson</i> <i>For: 11 Against: 0 Carried: Yes</i>
8.3 School Council training – Finance	Does anyone else want to attend? Wednesday August 22 nd 7-9pm Kaye Ellery-Burke, Liselott Webster, Katrina Benson, Simone Jans, Kath Gilbert, Donna Russell, Gene Vanderzalm, Allyson Opray, Danielle Lacy – one more person needed
8.4 Emailing of SC paperwork?	Can we email school council documentation– particularly policy documents? Need to make sure email addresses are up to date. Keep to paper format except for Syd Jackson

9. Next Meeting – September 18th

Signed: _____ Danielle Lacy – President

Signed: _____ Gene VanderZalm – Acting Principal