



SCHOOL COUNCIL MEETING MINUTES

Tuesday 23rd October 2018

Staffroom at 7.00pm

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? None

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: Katrina Benson Seconded: Donna Russell

4. Business Arising

Congratulations to Gene, Thanks for the school production – it was a great success.

Sound System – Portable sound system that can be easily moved

School Council Report – School Newsletter and a parent rep to do the writing of dot points. Also perhaps in February include who is on School Council into the Meeniyen Community Newsletter.

Set Goals for School Council for example a School Improvement Goal or Communicating to the school community what we do this will be, another goal could be to create the master plan and a grants committee, outdoor stage.

\$383 raised from the raffle at the concert for the new PA sound system

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

Additional Item

8.3 Bank Signatories. Updates are now needed due to the appointment of Gene as Principal.

8.4 School Council Dinner

8.5 Corium for School Council in February

6. Correspondence:

DET

Complete your school's 2019 Annual Implementation Plan

- School Performance Report now available

- What to do if offered or providing a gift, benefit or hospitality at work

- Changes to school emergency management plan online tool

- ODA and the proposed – 'Open Eyes' program

- Grants in Action

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Action

SPOT Program, our AIP will continue into 2019 as our review is in Term 1.

Looked at in detail

Be aware of the implications

SPOT and to be completed

2 teachers coming to our school

FRRR – philanthropic group 'Back to School' Program to help buy school uniforms

7. Reports

- Finance – As tabled

Motion: That School Council move \$25,160.79 payments be endorsed made up of Direct Deposits Payments of \$20,107.91 and Local Payroll \$5,052.88. That \$20,000.00 transfers between High Yield and Official Account be ratified and all presented reports (listed below) accepted as a true and correct depiction of the Tarwin Valley Primary School finances for the month of September 2018.

Balance Sheet

Bank Accounts

Bank Reconciliations

Operating Statement

Movement

Detail

Cash Flow Report

Annual Sub Program

Cash Receipts Report

Cash Payments Report

Budget

Cancelled Receipts

Cancelled Payments

Journal Report

Invoices Awaiting

Report

Report

Payment

Family Credit Note Sundry Debtors Credit SRP Management Report indicating a Surplus Report
Moved: Liselott Webster Seconded: Jocelyn Mackie
For: 11 Against: 0 Carried: Yes

The following Purchasing Card statements for the month of August/Sept 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: Liselott Webster Seconded: Danielle Lacy

For: 11 Against: 0 Carried: Yes

8. General Business:

- Item: Discussion /Action - Motion
- 8.1 Policy Updates *Motion: "That School Council approve and endorse the following policy/policies with changes noted on the file copies".*
Camps
Equal Opportunity *Moved: Katrina Benson Seconded: Gene VanderZalm*
Incident Notification *For: Against: 0 Carried: Yes*
Parent Payment Policy
- 8.2 Data Review Discussion
- 8.3 Bank Signatories & Purchasing Card *Motion: "That School Council approve and endorse the following signatories for the listed bank accounts"*
High Yield – 10001 (Westpac)
(i) Gene VanderZalm (ii) Allyson Opray
Update of all bank accounts required to reflect the appointment of Gene VanderZalm as Tarwin Valley PS Principal effective Term 4, 2018 *Official Account – 10002 (Commonwealth Bank)*
(i) Gene VanderZalm (ii) Donna Russell (iii) Kath Gilbert
(iv) Allyson Opray with authority to make enquiries only
Term Deposit Account – 10010 (Bendigo Bank)
(i) Gene VanderZalm (ii) Donna Russell (iii) Kath Gilbert
Moved: Jocelyn Mackie
Seconded: Kaye Ellery-Burke
For: 11 Against: 0 Carried: Yes
- Purchasing Card (Westpac)*
Motion: "That School Council approve and endorse the cancellation of Brett Smith's purchasing card and approve the application of a new purchasing card for Gene VanderZalm with a \$5000 limit".
Moved: Jocelyn Mackie
Seconded: Kaye Ellery-Burke
For: 11 Against: 0 Carried: Yes
- Authorised Signatories & Verifying Officers for School Purchasing Cards:
- (i) Gene VanderZalm (Principal) Authorised Signatory
(ii) Danielle Lacy (SC President) Verifying Officer
(iii) Allyson Opray (Business Manager) Admin Officer
- 8.4 School Council Dinner Proposed Date – Tuesday 11th December at Meeniyan Hotel 7.00pm
Invitations to be sent to past & present School Councillors who are finishing their final year at TVPS. **Happy with that date**

9. Next Meeting – Tuesday 20th November

Signed: _____ Danielle Lacy – President

Signed: _____ Gene VanderZalm – Principal