



SCHOOL COUNCIL MEETING MINUTES

Tuesday 10th March 2020

Staffroom at 7.00pm

CHILDSAFE STATEMENT OF COMMITMENT:

Tarwin Valley Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Our school is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse (verbal, physical or sexual), and all allegations and safety concerns will be treated seriously and consistently with our robust policies and procedures.

MANDATORY REPORTING

If, in the course of practising your profession or carrying your duties, you form reasonable belief that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child from that abuse you must be reported immediately to the Principal, or in his/her absence, the Officer in Charge.

1. Welcome – Attendance

Claire Guy, Simone Jans, Syd Jackson, Brad Kijlstra-Shone, Danielle Lacy, Emma Lester, Sarah Mitchem, Gene Vanderzalm

2. Apologies - Katrina Benson, Kaye Ellery-Burke

****** 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: Gene VanderZalm Secoded: Brad Kijlstra-Shone

4. Business Arising

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

- Performance Summary
- Car Park Update
- Covid-19

6. Correspondence:

DET

- School Council Self-Assessment Tool
- Transforming the First Years of the Teaching Career
- Performance and Development planning – 2020 cycle commences

Action

Council completed together during meeting

Students will get more planning time and mentoring. New induction program.

P & D cycle begins in the next week.

Teachers will submit plans by April 30th 2020

OTHER

- Bunurong Land Council Aboriginal Corporation
- Beanie order

Council have approved the name change to Meeniyah PS. The 30 day objection period now begins.

School will be receiving 100 new uniform beanies. Available for purchase Term 2.

7. Reports

- Finance – As tabled

Motion: That School Council move \$38,416.32 payments be endorsed made up of Direct Deposits Payments of \$38,416.32 and Local Payroll \$4,877.28. 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 February 2020. Cash balance includes \$34,707.83 being held for MARC Cluster and \$1,173.41 being held for Corner Inlet Sports Cluster.

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

Moved: Danielle Lacy Seconded: Sarah Mitchem For: 8 Against:0 Carried Yes

The following Purchasing Card statements for the month of January/February 2020 have been tabled.

1. Allyson Opray
2. Gene VanderZalm

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

Moved: Simone Jans Seconded: Brad Kijlstra-Shone For: 8 Against:0 Carried Yes

Subcommittees

2 subcommittees moving forward – Building and Grounds & Grants and Funding

These two groups need to work together more closely this year to ensure that information is available to Grants team as and when needed eg. Amphitheatre project will need many budgets and drawings ready to go.

Building and Grounds members: Emma Lester, Sarah Mitchem, Syd Jackson

Grants and Funding: Claire Guy, Simone Jans, Brad Kijlstra-Shone, Katrina Benson

8. General Business:

Item: Discussion /Action - Motion

8.1 Election of Office *President: Nominations: Danielle Lacy*

Bearers *Nominated by Emma Lester Accepted Seconded by Simone Jans*

Vice President: Nominations: Simone Jans

Nominated by Sarah Mitchem Accepted Seconded by Brad Kijlstra-Shone

Treasurer: Nominations: Kaye Ellery-Burke

Nominated by Danielle Lacy Accepted Seconded by Brad Kijlstra-Shone

Minute secretary: Emma Lester

Nominated by Simone Jans Accepted Seconded by Brad Kijlstra-Shone

For 8 Against 0, all nominations duly elected.

8.2 Sub Committees Finance: Principal, President, Business Manager & Treasurer

Curriculum report convenor:

TVPS Connect report convenor:

Buildings and Grounds:

Community Group:

Grants: In conjunction with Grant Only Group (GOG): Brad Kijlstra-Shone, Katrina Benson

8.3 School Council
Endorsements

- Finance Policies: *Motion: "That the Financial Management & Control Policy with changes as noted, be accepted as tabled"*

Financial Management & *Moved: Gene VanderZalm Seconded: Simone Jans*

Control Policy *For: 8 Against: 0 Carried: Yes*

- School Official School order forms – authorised persons

Motion: “That the following people are approved to authorise official school order forms: Gene VanderZalm, Allyson Opray, Janelle Smedley, Kath Gilbert, Emma Lester, Sophie Callcott.
Moved: Syd Jackson Seconded: Brad Kijlstra-Shone
For: 8 Against: 0 Carried: Yes
- School Purchasing Card

*Motion: “That School Council endorse the following school purchasing card register:
Cardholder 1: Allyson Opray Limit \$5000 Expiry November 2020
Cardholder 3: Gene VanderZalm Limit \$5000 Expiry November 2020
Moved: Sarah Mitchem Seconded: Simone Jans For:8 Against: Carried Yes*
- Endorse proposed GST treatment of fundraising events

*Motion: “A motion is hereby placed before Tarwin Valley Primary School council that the following fundraising activities listed below be nominated as Non Profit Sub Entity (NPSE) for GST purposes and all relevant transactions will be accordingly recorded in the school accounting and taxation records as ‘Out of Scope’ for BAS reporting purposes:
* Uniforms *All JAT fundraising * All SC fundraising – including but not limited to MACS volunteering, raffles, social events.
Moved: Gene VanderZalm Seconded: Simone Jans For: 8 Against: Carried: Yes*
- Bank signatories

*Motion: “That the following people be endorsed as signatories for all school bank accounts and CommBiz –Principal Gene VanderZalm, Claire Guy and Emma Lester. That the School Council President – Danielle Lacy is endorsed as an authoriser on the Principal’s Purchasing Card
Moved: Brad Kijlstra-Shone Seconded: Simone Jans For: 8 Against Carried: Yes*
- 8.4 Program coordinator School approval

*Motion: That TVPS continues to be a Program Coordinator School for the Tarwin Valley MARC Scheme and the Corner Inlet Sports District
Moved: Simone Jans Seconded: Sarah Mitchem For: 8 Against: Carried: Yes*
- 8.5 School Council meeting schedule

See attached schedule to be confirmed. Confirmed.
- 8.6 Performance Summary

An accountability document that Principal’s share school data. We are close to state average or above in most areas.
- 8.7 Car Park Update

Land is owned by State CFA. State CFA happy to work with communities and could potentially lease or give a licence to community. School Councillors (Brad, Simone, Sarah) will be following up after discussing with community further. Potentially gravel but costings, etc will need to be looked into.
- 8.8 Covid-19

Is there a recommendation for students to mitigate risk? Gene will advise via newsletter, etc in regard to any updates or Departmental policies as they arise.

9. Next Meeting – Tuesday 28th April 2020

Signed: _____ Danielle Lacy – President

Signed: _____ Gene VanderZalm – Principal