



SCHOOL COUNCIL MEETING MINUTES

Tuesday 23rd March 2021

Staffroom at 7.00pm

CHILDSAFE STATEMENT OF COMMITMENT:

Meeniy 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

Katrina Benson, Claire Guy, Jo Healy, Simone Jans, Danielle Lacy, Sarah Mitchem, Gene Vanderzalm

2. Apologies - Brad Kijlstra-Shone, Kate Thomas,

**** Has everyone read the agenda? Y**

Please indicate if you believe you have a conflict of interest in regard to any agenda items. NONE

3. Minutes of Previous Meeting

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

Moved: Katrina Benson Sec: Sarah Mitchem

For: 8 Against: 0 Carried Y

4. Business Arising

School Uniforms: Members agree that we should buy the remaining Tarwin Valley PS uniforms from Beleza and on-sell from school so that they can start production of Meeniy PS uniforms.

Moved Gene VanderZalm, Sec. Claire Guy that Meeniy PS purchase all remaining Tarwin Valley PS uniforms from Beleza. For: 8 Against: 0 Carried Y

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

6. Correspondence:

Action

DET

- School Compliance with Commonwealth Government Foreign Relations Act
- Third-party technologies and compliance with DET policies
- Guidance for school events including open days and evening events
- School cleaning arrangements

7. Reports

- Finance – As tabled

***Motion:** That School Council move that the presented financial reports for the month of February be accepted as a true and correct depiction of the Meeniy Primary School finances.*

The February payments totaling \$37,854.37 made up of Direct Deposits Payments of \$34,829.65 and Local Payroll Payments of \$3,024.72 and \$20,000 transfers between High Yield and Official account.

Cash balance includes \$47,290.95 being held for MARC Cluster and \$2,896.52 being held for Corner Inlet Sports Cluster.

<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: Sarah Mitchem Seconded: Katrina Benson
For: 9 Against: 0 Carried Y

The following Purchasing Card statements for the month of January/February 2021 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 Sec: Sarah Mitchem
For: 9 Against: 0 Carried Y

- Principal's Report
- Building & Ground Report
- Curriculum Report

8. General Business:

Item: Discussion /Action - Motion

8.1 Election of Office *President: Nomination Danielle Lacy*

Bearers *Nominated by Sarah Mitchem Accepted: Y Seconded by Katrina Benson*

Vice President: Nomination Simone Jans

Nominated by Danielle Lacy Accepted: Y Seconded by Sarah Mitchem

Treasurer: Nomination Brad Kijlstra-Shone (previously agreed to accept)

Nominated by Katrina Benson Accepted Y Seconded by Melissa Horkings

Minute secretary: Claire Guy

Nominated by Sarah Mitchem Accepted Y Seconded by Jo Healy

For 9 Against 0, all nominations duly elected.

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

Decision made to not elect sub-committees at the moment, look at re-instating in 2022

8.3 School Council
Endorsements

- Signatories Authority *Motion: "That School Council approve and endorse the following signatories for the listed bank accounts: Gene VanderZalm, Claire Guy & Joanna Healy.*

High Yield – 10001 (Westpac) Account 10-7368

Official Account – 10002 (CBA) Account 1007 1649

That the School Council President –Danielle Lacy is endorsed as an authoriser on the Principal's Purchasing Card

Moved: Melissa Horkings Seconded: Simone Jans For: 9 Against 0 Carried: Yes

- School Official order forms – authorised persons *Motion: "That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services: Gene VanderZalm, Allyson Opray, Janelle Smedley, Kath Gilbert, Sophie Callcott, Peter Harris, Joanna Healy.*

Moved: Katrina Benson Seconded: Simone Jans For: 9 Against: 0 Carried: Yes

- Approve proposed fundraising *Motion: "That School Council approve the following fundraising event for the 2021 School year.*

** Uniforms *All Junior Action Team fundraising*

** All SC fundraising – including but not limited to MACS volunteering, raffles, social events - as a Non Profit Sub Entity (NPSE) operation.*

Moved: Danielle Lacy Seconded: Jo Healy For: 9 Against: 0 Carried: Yes

- GST treatment for Trading Operations

Motion: “That Meeniy Primary School Council approve the following trading operation within the school to operate as a Non Profit Sub Entity (NPSE) operation.

** Uniforms *All JAT fundraising * All SC fundraising – including but not limited to MACS volunteering, raffles, social events.*

Moved: Katrina Benson Seconded: Rhys Livingstone For: 9 Against: 0 Carried: Yes

- Finance Policies: Financial Management & Control Policy

Motion: “That the Financial Management & Control Policy with changes as noted, be accepted as tabled”

Moved: Rhys Livingstone Seconded: Melissa Horkings

For: 9 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 2021

Cardholder 3: Gene VanderZalm Limit \$5000 Expiry November 2021

Moved: Simone Jans Seconded: Katrina Benson For: 9 Against: 0 Carried Yes

- 8.4 Program coordinator School approval

Motion: That Meeniy Primary School continues to be a Program Coordinator School for the Tarwin Valley MARC Scheme and the Corner Inlet Sports District

Moved: Simone Jans Seconded: Jo Healy For: 9 Against: 0 k Carried: Yes

- 8.5 School Council Meeting Schedule

See below schedule to be confirmed.

Finance Reports	Finance Sub Committee	School Council Agendas	School Council	Sub Committee	Sub Committee
Friday 5 th Feb	Wed 10 th Feb	Thurs 11 th Feb	Tues 16 th Feb		
Friday 12 th March	Wed 17 th March	Thurs 18 th March	Tues 23 rd March		
Friday 7 th May	Wed 12 th May	Thurs 13 st May	Tues 18 th May		
Friday 4 th June	Wed 9 th June	Thurs 10 th June	Tues 15 th June		
Friday 16 th July	Wed 21 st July	Thurs 22 nd July	Tues 27 th July		
Friday 13 th Aug	Wed 18 th Aug	Thurs 19 th Aug	Tues 24 th Aug		
Friday 8 th Oct	Wed 13 th Oct	Thurs 14 th Oct	Tues 19 th Oct		
Friday 5 th Nov	Wed 10 th Nov	Thurs 11 th Nov	Tues 16 th Nov		
TBC ^^	TBC	Friday 4 th Dec	Tues 7 th Dec**		

9. Volunteer to write SC report for newsletter – Katrina Benson

10. Signing of Documents

11. Next Meeting – Tuesday 18th May, 2021

Signed: _____ President

Signed: _____ Gene VanderZalm – Principal