



SCHOOL COUNCIL MEETING MINUTES

Tuesday March 22nd 2022

Staffroom at 7.00pm

CHILDSAFE STATEMENT OF COMMITMENT:

Meeniyah 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, Rebecca Browne, Jo Healy, Melissa Horkings, Tamara Symington, Brad Kijlstra-Shone, Rhys Livingstone, Sarah Mitchem, Kate Thomas (via Zoom for until Finance-dropped out), Gene Vanderzalm, Katrina Markley

Guest: Danielle Lacy

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: Melissa Horkings Seconded: Sarah Mitchem

4. Business Arising

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

6. Correspondence:

Action

DET

- Advice for schools being used as polling places for the 2022 federal election
- Education State Principals’ Conference 2022
- Share your experience with the School Breakfast Clubs Program
- Positive Start in 2022 Initiative – your school is eligible for free school camps
- Continuation of rapid antigen testing program

7. Reports

- Finance – As tabled

- **Motion:** *That School Council move \$63,239.95 payments be endorsed made up of Direct Deposits Payments of \$57,643.61 and Local Payroll Payments of \$5,596.34. That \$50,000.00 transfers between High Yield and Official Account be ratified and all presented reports (listed below) accepted as a true and correct depiction of the Meeniyah Primary School finances for the month of February 2022. Cash balance includes \$56,870.32 being held for MARC Cluster and \$3,985.04 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: Jo Healy Seconded: Katrina Benson For: 10 Against: 0 Carried Yes

The following Purchasing Card statements for the month of *Jan/Feb 2022* 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: Brad Kijlstra-Shone Secoded: Melissa Horkings For: 10 Against: 0 Carried Y

8. General Business:

- Item: Discussion /Action - Motion
- 8.1 Election of Office Bearers
President: *Nomination Kate Thomas
Nominated by Gene Vanderzalm Accepted: Y Secoded by Brad Kijlstra-Shone*
Vice President: *Nomination Katrina Benson
Nominated by Tamara Symington Accepted: Y Secoded by Melissa Horkings*
Treasurer: *Nomination Brad Kijlstra-Shone
Nominated by Rebecca Browne Accepted Y Secoded by Katrina Benson*
Minute secretary: *Rebecca Browne
Nominated by Jo Healy Accepted Y Secoded by Katrina Markley
For 10 Against 0 All nominations duly elected.*
- 8.2 Sub Committees
Finance: *Principal, President, Business Manager & Treasurer*
Connect Group:
Tamara Symington, Rhys Livingstone, Sarah Mitchem, Rebecca Browne
- 8.3 School Council Endorsements
- Signatories Authority
*Motion: "That School Council approve and endorse the following signatories for the listed bank accounts.
Official Account – 10002 (CBA) Account 1007 1649 - Gene VanderZalm, Rebecca Browne, Joanna Healy & Allyson Opray (read only access).
High Yield – 10001 (Westpac) Account 10-7368 - Gene VanderZalm, Allyson Opray & Janelle Smedley.
Moved: Katrina Benson Secoded: Sarah Mitchem For: 10 Against 0 Carried: Yes*

*That the School Council President – Kate Thomas is endorsed as an authoriser on the Principal's Purchasing Card
Moved: Katrina Benson Secoded: Brad Kijlstra-Shone For: 10 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, Claire Guy, Sophie Callcott, Peter Harris, Joanna Healy.
Moved Tamara Symington Secoded: Brad Kijlstra-Shone For:10 Against: 0 Car'd: Yes*
 - Approve proposed Fundraising
*Motion: "That School Council approve the following **fundraising events** for the 2022 School Year. **Including but not limited to the following**
* Market stalls, Raffles, Social Events – GST treatment Input Tax
* Donation, MACS volunteering, Icy Pole sales, JAT fundraising, Charity fundraising – GST treatment Non Profit Sub Entity NPSE – no GST
* Sale of beanies, school bags, commission (photos, Bakers Delight etc) – Subject to GST
Moved: Sarah Mitchem Secoded: Rhys Livingstone For: 10 Against:0 Carried: Yes
(Note: Trading Operations not applicable)*
 - Finance Policies: Financial Management & Control Policy Camps, Sports & Excursions Policy
*Motion: "That the Financial Management & Control Policy, together with the Camps, Sports & Excursions Policy be accepted as tabled"
Moved:Katrina Benson Secoded:Rebecca Browne For: 10 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 2024
 Cardholder 3: Gene VanderZalm Limit \$5000 Expiry November 2024
 Moved: Melissa Horkings Seconded: Brad Kijlstra-Shone For: 10 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: Katrina Benson Seconded: Rebecca Browne For: 10 Against: 0 Carried: Yes*

- 8.5 School Council Meeting Schedule
 See below schedule to be confirmed.

Finance Reports Distributed	Finance Sub Committee Meeting	School Council Agendas Distributed	School Council Meeting	Sub Committee	Sub Committee
Friday 11 th Feb	Tue 15 th Feb	Thurs 17 th Feb	Tues 22 nd Feb		
Friday 11 th March	Wed 16 th March	Thurs 17 th March	Tues 22 nd March		
Friday 6 th May	TBC	Thurs 12 st May	Tues 17 th May		
Friday 3 rd June	TBC	Thurs 9 th June	Tues 14 th June		
Friday 15 th July	TBC	Thurs 21 st July	Tues 28 th July		
Friday 12 th Aug	TBC	Thurs 18 th Aug	Tues 23 rd Aug		
Friday 7 th Oct	TBC	Thurs 13 th Oct	Tues 18 th Oct		
Thursday 3 rd Nov	TBC	Thurs 10 th Nov	Tues 15 th Nov		
TBC ^^	TBC	Friday 2 nd Dec	Tues 6 th Dec**		

9. Volunteer to write SC report for newsletter – Brad Kijlstra-Shone

10. Signing of Documents

11. Next Meeting – Tuesday May 17th, 2022

Signed: _____ Katrina Benson, Vice President

Signed: _____ Gene VanderZalm – Principal