



SCHOOL COUNCIL MEETING MINUTES

Tuesday August 23rd, 2022

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

Rebecca Browne, Jo Healy, Melissa Horkings, Kate Thomas, Rhys Livingstone, Tamara Symington, Gene VanderZalm, Brad Kijlstra-Shone, Katrina Markley, Sarah Mitchem, Katrina Benson

2. Apologies – Nil

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: Jo Healy

4. Business Arising

We have declined to work the BBQ due to logistics and timing.

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

6. Correspondence:

DET:

- Professional learning for school leaders

Action

Will look at opportunities next year when we have less unpredictable illness in the school.

- Child Safe Standards assessment

We will be reviewed next year, and this will commence in Term 4. School council will be involved in this.

- Teacher and Principal notebook program update

Part of new agreement. Education Support Staff will have the opportunity to have a laptop.

- 2022 Attitudes to School Survey – Finalised reports now available

We will wait for official results to go through them in detail. We do have a summary now that tells a little especially breaking down discrepancies between year levels and gender. Gene has discussed the data with these students briefly.

7. Reports

- Finance – As tabled

***Motion:** That School Council move \$39,465.99 payments be endorsed made up of Direct Deposit Payments of \$35,745.32 and Local Payroll Payments of \$3,720.67. That transfers of \$40,000.00 from High Yield Account to Official Account be ratified and all presented reports accepted as a true and correct depiction of the Meeniy Primary School finances for the month of July 2022. Cash balance includes \$58,239.27 being held for MARC Cluster and \$8,679.34 being held for Corner Inlet Sports Cluster.*

Moved: Brad Kijlstra-Shone Seconded: Sarah Mitchem For: 11 Against: 0 Carried Yes

<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>	

The following Purchasing Card statements for the month of **May/June 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: Kate Thomas Seconded: Sarah Mitchem For: 11 Against: 0 Carried Y

8. General Business:

- Item: Discussion /Action - Motion
- 8.1 Consent for Year 5 & 6 Camp
Motion: "That the Year 5 & 6 2022 Camp to Ballarat/Sovereign Hill October 3rd to 5th be endorsed as tabled with the required School Council documentation"
Moved: Katrina Benson Seconded: Rhys Livingstone
For: 11 Against: 0 Carried:
- 8.2 School EFTPOS Machine
 Allyson has made enquiries regarding which portable machines are approved by DET for use in schools. Zeller is approved, which is portable and can be purchased from Officeworks at a cost of \$299 + \$39 for the charging dock. Service charge is 1.4% on all tap/swipe transactions & 1.7% for manual entry transactions. A SIM is required where no Wifi is available at a cost of \$15 per month.
Motion: That School Council purchase a Zeller EFPTOS Machine and charging dock, only if this machine is approved by Department of Education's Finance Unit. Updates to MPS Financial Management and Control Policy will be required to include EFTPOS guidelines, including the names of staff members who are authorized to use the machine.
Moved: Tamara Symington Seconded: Katrina Benson For: 11 Against: 0 Carried:
- 8.3 GST treatment of Fundraising Activities.
 School Council motion required to endorse the GST treatment of our upcoming Fundraising Activities. This effectively means we don't 'lose' 10% of our fundraising dollars.
Motion "That School Council endorse that the Community Ball and the Colour Splatacular Run4Fun be ran as Non-Profit Sub Entities for GST purposes."
Moved: Katrina Benson Seconded: Melissa Horkings For: 11 Against: 0 Carried:
- 8.4 Try Booking
 Discussion regarding the setting up of a Try Booking account that we can use for the selling of tickets for the ball and other fundraising events in the future.

9. Volunteer to write SC report for newsletter – Rhys Livingstone

10. Signing of Documents

11. Next Meeting – Tuesday 18th October, 2022

Signed: _____ Kate Thomas, President

Signed: _____ Gene VanderZalm, Principal