



SCHOOL COUNCIL MEETING MINUTES

Tuesday March 21st, 2023

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, Peter Harris, Brad Kijlstra-Shone, Jack Piper, Tamara Symington, Kate Thomas, Andrew Watt, Gene VanderZalm

2. Apologies – Katrina Markley, Sarah Mitchem

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: Kate Thomas Seconded: Brad Kijlstra-Shone

4. Business Arising

- Survey went out for the colour run in regard to going with the same company or using a different portal. Survey results were 20/20 to use a different company.
- Bairnsdale Engineering were contacted about the court roof but do not do work in schools. Wagga Engineering was their referral and suggested quotes over \$300,000 were reasonable. In terms of DET, they suggest we are best to go for the grants as the VSBA will take over the project over. Because we have fundraised already, we are more likely to get a grant to do it.

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

6. Correspondence:

DET:

- Performance and development process in 2023

Action

These are following the previous 2 years where teachers state our statements of excellence. Gene and Pete are having meetings throughout the year with teachers to help with their growth on top of this.

- Safe Tree program

Grants

- Australian Cricket infrastructure Fund 2023

Looking at getting the cricket pitch replaced.

OTHER

- Meeniyah progress Association Inc

They will write a letter of support but will keep us in mind for future funding.

7. Reports

- Principal:

- Our Patch withdrew. They can withdraw due to lack of attendance. We still have the funding money however, and despite not being able to find another provider we can use the money to provide a bus to

get kids to and from another school's Before and After School Care. Fish Creek would be Gene's recommendation. Gene is having a meeting with parents after school tomorrow about it.

- School review process is over. Report will come by the end of March with the Strategic Plan and the goals for the next 4 years.
- Meeniyen Community Meeting: Great ideas but too focused on individual organisations.
- Toilets: We could have toilets removed and another block brought in as we have a high boy ratio to the amount of seats we currently have. More information needed here.

- Curriculum- Pete Harris
- Finance – As tabled
- **Motion:** That School Council move \$66,382.21 payments be endorsed made up of Direct Deposits Payments of \$59,872.18 and Local Payroll Payments of \$6,510.03. That \$60,000.00 transfers between High Yield and Official Account be ratified and all presented reports (listed below) accepted as a true and correct depiction of the Meeniyen Primary School finances for the month of February 2023. Cash balance includes \$0.00 being held for MARC Cluster and \$6,338.14 being held for Corner Inlet Sports Cluster.
Moved: Brad Kijlstra-Shone Seconded: Katrina Benson For:9 Against: 0 Carried Yes

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|----------------------------------|-----------------------------------|---------------------------------------------------|-----------------------------------|
| <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 Dec/Jan 2023 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 Seconded: Kate Thomas For: 9 Against: 0 Carried Y

Curriculum Levy contributions are currently sitting at 46.8% of families paid (2022 – 63%)

8. General Business:

- Item: Discussion /Action - Motion
- 8.1 Election of Office Bearers **President:** Kate Thomas
Nominated by Brad Kijlstra-Shone Accepted: Kate Thomas Y Seconded by Katrina Benson
Notation: "that due to there being no other nominations for President, Kate Thomas will continue as SC President for 23/24"
Vice President: Katrina Benson
Nominated by Tamara Symington Accepted: Katrina Benson Y Seconded by Andrew Watt
Treasurer: Brad Kijlstra-Shone
Nominated by Kate Thomas Accepted: Brad Kijlstra-Shone Y Seconded by Katrina Benson
Minute secretary: Rebecca Browne
Nominated by Tamara Symington Accepted Rebecca Browne Y Seconded by Katrina Benson
For 9 Against 0 All nominations duly elected.
- 8.2 Sub Committees **Finance:** Principal, President, Business Manager & Treasurer
Connect Group: Tamara Symington, Rebecca Browne, Andrew Watt, Jack Piper
- 8.3 School Council Endorsements *Motion: "That School Council approve and endorse the following signatories for the listed bank accounts.*
- Signatories Authority *Official Account – 10002 (CBA) Account 1007 1649 - Gene VanderZalm, Rebecca Browne, Peter Harris & Allyson Opray (read only access).*
Access to CommBiz – Gene VanderZalm, Allyson Opray, Peter Harris
High Yield – 10001 (Westpac) Account 10-7368 - Gene VanderZalm, Allyson Opray & Janelle Smedley.
Moved: Tamara Symington Seconded: Katrina Benson For: 9 Against 0 Carried: Yes

That the School Council President – Kate Thomas is endorsed as an authoriser on the Principal’s Purchasing Card

Moved: Tamara Symington Seconded: Andrew Watt 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, Claire Guy, Peter Harris, Donna Russell, Molly Patten
Moved Katrina Benson Seconded: Andrew Watt For: 9 Against: 0 Carried: Yes

- Approve proposed Fundraising
*Motion: “That School Council approve the following **fundraising events** for the 2023 School Year. **Including but not limited to the following:***
** Market stalls, Raffles, Social Events, Colour Splatacular – 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: Tamara Symington Seconded: Andrew Watt For: 9 Against:0 Carried: Yes
(Note: Trading Operations not applicable)

- Finance Policies: Cash Handling Policy, Electronic Funds Management Policy and Purchasing Card Policy AND Student Wellbeing & Engagement Policy
Motion: “That the Cash Handling Policy, Electronic Funds Management Policy and Purchasing Card Policy together with the Student Wellbeing & Engagement Policy be accepted as tabled”
Moved: Katrina Benson Seconded: Tamara Symington 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 2024
Cardholder 3: Gene VanderZalm Limit \$5000 Expiry November 2024
Moved: Katrina Benson Seconded: Andrew Watt For: 9 Against: 0 Carried Yes

- BPay
Motion: “That School Council endorse the use of BPAY (motion as per the Cash Handling Policy)
Moved: Kate Thomas Seconded: Katrina Benson For:9 Against:0 Carried: Yes

- 8.4 Program coordinator School approval
Motion: That Meeniyana Primary School continues to be a Program Coordinator School for the Corner Inlet Sports District
Moved: Katrina Benson Seconded: Kate Thomas For:9 Against: 0 Carried: Yes

- 8.5 School Council Meeting Schedule
See below schedule to be confirmed including earlier start time for meetings in 2023 of 6pm.

- 8.6 Child Safe Standards obligations for School Council
This was sent out a few weeks ago. No extra obligation as per any other parent. Katrina Benson asked how visible is the child safety police and what is the process if someone sees something they are unsure of? This is something to be actioned to make it more visible.

- 8.7 2023 Cash Budget
Motion: “That SC approve the 2023 cash budget as presented”.
Moved: Brad Kijlstra-Shone Seconded: Kate Thomas
For: 9 Against: 0 Carried: Y

- 8.8 Approval for Camps
 - Year 3 & 4 Prom
Motion: “That SC approve the Year 3 & 4, 3 day Prom Camp. The following staff will be in attendance: Eloise O’Brien and Jade Sanders, Peter Harris, Gene VanderZalm ”
 - Year 5 & 6 Melbourne
“That SC approve the Year 5 & 6, 3 day Melbourne Camp. The following staff will be in attendance: Molly Patten & Eliza Dickie, Peter Harris, Gene VanderZalm.
Moved: Kate Thomas Seconded: Katrina Benson For: 9 Against: 0 Carried: Y

SCHOOL COUNCIL MEETING SCHEDULE 2023

| Finance Reports | Finance Sub Committee | School Council Agendas | School Council | Sub Committee | Sub Committee |
|--------------------------------|------------------------------|-------------------------------|-----------------------------|----------------------|----------------------|
| Thursday 9 th Feb | Tue 14 th Feb | Thurs 16 th Feb | Tues 21 st Feb | | |
| Thursday 9 th March | Tue 14 th March | Thurs 16 th March | Tues 21 st March | | |
| Thursday 11 th May | Tue 16 th May | Thurs 18 th May | Tues 23 rd May | | |
| Thursday 8 th June | Tue 13 th June | Thurs 15 th June | Tues 20 th June | | |
| Thursday 13 th July | Tue 18 th July | Thurs 20 th July | Tues 25 th July | | |
| Thursday 10 th Aug | Tue 15 th August | Thurs 17 th Aug | Tues 22 nd Aug | | |
| Thursday 5 th Oct | Tue 10 th Oct | Thurs 12 th Oct | Tues 17 th Oct | | |
| Thursday 2 nd Nov | Tue 7 th Nov | Thurs 9 th Nov | Tues 14 th Nov | | |
| TBC ^^ | Fri 2 nd Dec | | Tues 5 th Dec** | | |

6. **Connect Group Report** – Easter fundraisers are out and no other fundraisers are scheduled until Term 3
7. **Volunteer to write SC report for newsletter** – Brad
8. **Signing of Documents**
9. **Next Meeting** – Tuesday May 23rd @ 6pm

Signed: _____ Kate Thomas, President

Signed: _____ Gene VanderZalm