

Meeniy Primary School School Council *MINUTES*

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| Date: | Tuesday 14 th May 2024 |
| Time: | 6.00pm |
| Venue: | Meeniy Primary School |
| Chair: | Gene VanderZalm Principal |
| Attendees: | Gene VanderZalm, Eloise O'Brien, Pete Harris, Andrew Watt, Kate Thomas, Brad Kilstra-Shone, Katrina Benson, Jo Gammon. |
| Minute taker: | Name |
| Apologies: | Sheena Linke, Kelly Brooks. |
| Visitor: | Name/s |
| Conflict of Interest: | Name/s |

Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

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.

Business carried forward:

MINUTES

| Item | Details | Actions/ Recommendations |
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| 1. Welcome | <ul style="list-style-type: none"> The Chair welcomed and introduced all members. Acknowledgement of Country | |
| 2. Apologies | <ul style="list-style-type: none"> Sheena Linke, Kelly Brooks. | |
| 3. Quorum | <ul style="list-style-type: none"> The chairperson noted that a quorum was present. | |
| 4. Conflict of interest | <ul style="list-style-type: none"> NIL | |
| 5. Minutes of the previous meeting | <ul style="list-style-type: none"> Minutes of the meeting held on Tuesday 19th March 2024 were previously distributed. Please sign this document. | <p>Motion: Jack</p> <p>“That the Minutes of the meeting held on Tuesday 19th March 2024 be accepted”.</p> <p>Moved: Brad</p> <p>Seconded: Katrina</p> <p>Carried / not carried</p> |
| 6. Business arising from the minutes | <ul style="list-style-type: none"> AIP was emailed through after last meeting -all received as per request, on file. Agenda item for next School Council Meeting members discussion – Kate as representative school council, already endorsed but needs longer discussion. Request that AIP be distributed earlier in the year for perusal of all as early as possible. | <p>Action / Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> |

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| | <ul style="list-style-type: none"> Governance Discussion: Question raised: Will School Council Quorum endorse, approve or move the AIP and Strategic Plan. BK-S |
| <p>7. Correspondence</p> <p>Incoming</p> | <ul style="list-style-type: none"> a. School saving bonus – government announcement for students enrolled in 2025, like a credit with the school similar to CSEF. Uniforms, Camps, Sporting Events. Motion: Brad “That the Inwards Correspondence be received and actions endorsed. “ b. School Upgrade fund grant application outcome- unsuccessful, 2nd time we have been knocked back. Moved: Kate c. Australian Early Development Census 2024 (preps) Carried / not carried d. Change of photographer company request MSP linked with Compass, more user friendly online. \$2-\$5 more per pack. e. Roof replacement works – Rooms 2&3, RE: mold smell and roof leaks. Repair works start in a few weeks. \$97,000 approved funds from department. f. Gardener resignation – 31 March due to heavy workload. 1 volunteer came forward but heavy load so continuing call out. 2 volunteers came forward for library – laminating and cataloguing. |
| <p>8. Priority Items</p> <p>8.1 Strategic Plan</p> <p>8.2 Annual Implementation Plan</p> | <ul style="list-style-type: none"> Australia Day Discussion. As per SPIKE training Donna, Gene and Dale (FCPS) attended for 3 days. Historically MPS is involved in Australia Day community event. The date is hugely problematic for our indigenous community, we have indigenous students who may be invited to present at the community event. All invited to contribute their viewpoint roundtable. Motion: “That the reports tabled are accepted and recommendations endorsed by School Council.” Abstain from event but needs to be apolitical. Moved: Paper Copies of AIP – oversight, missed prior to the meeting. Seconded: Governance Discussion: Will School Council Quorum endorse, approve or move the AIP and Strategic Plan. BK-S Carried / not carried |
| <p>9. Reports</p> | <ul style="list-style-type: none"> Principal’s Report – Gene VanderZalm Curriculum Report – Peter Harris <p>Motion: “That the report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Seconded: Carried / not carried</p> |

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| <p>10 Finance</p> <p>10.1 Finance Reports</p> | <ul style="list-style-type: none"> • As at March 2024. Balance of High Yield Investment Account is \$167,809.31 Balance of school Official Account is \$17,720.95 Total reconciled bank account balances \$185,530.26 • As at April 2024 Balance of High Yield Investment Account is \$222,422.11 Balance of school Official Account is \$7,131.02 Total reconciled bank account balances \$229,553.13 • The following reports have been attached and tabled at School Council for March & April 2024: <ul style="list-style-type: none"> A. Bank Account Movements Detailed [GL21152] B. Balance Sheet [GL21161] C. Operating Statement [GL21150] D. SRP Budget Management Report E. Purchasing Card Statements | <p>Motion:</p> <p>“That the reports as tabled are accepted and recommendations endorsed by School Council.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> |
| <p>10.2</p> <p>Finance sub - committee</p> <p>If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.</p> | <ul style="list-style-type: none"> • Finance subcommittee minutes report attached to school council agenda from Tuesday 7th May 2024 meeting. • The following reports were tabled at the Finance Committee meeting for February 2024: <ul style="list-style-type: none"> A. Balance Sheet [GL21161] B. Operating Statement [GL21150] C. Cash Receipts [GL21002] D. Cash Payments [GL21003] E. Cancelled Receipts Report [GL21004] F. Cancelled Payments Report [GL21005] G. Journal Report [GL21006] H. Cash Flow Statement [GL21151] I. Bank Account Movements Detail [GL21152] J. Annual Sub Program Budget Report [GL21157] K. Invoices Awaiting Payment [CR21118] L. Family Credit Notes Report [DF21309] M. Sundry Debtors Credit Notes Report [DR21309] N. Bank Reconciliations for all bank accounts (copies) Explain the difference if there is one O. SRP Budget Management Report – first page only reporting surplus/deficit (or similar information) P. Purchasing card statement | <p>Motion from the finance subcommittee:</p> <p>“That the reports as tabled are accepted and recommendations endorsed as a true and correct depiction of the school’s finances by School Council”.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> <p>Recommendation from Finance sub-committee:</p> <ul style="list-style-type: none"> • MARCH That School Council move \$84,830.97 payments be endorsed made up of Direct Deposits Payments of \$70,510.85 and Local Payroll of \$14,320.12. That transfers of \$65,000.00 from High Yield Account to Official Account be ratified and all presented reports accepted as a true and correct depiction of the Meeniyah Primary School finances for the month of March 2024. Cash balance includes |

\$5,763 .00 being held for Corner Inlet Sports Cluster.

Moved: Brad

Seconded: Andrew

Carried / not carried

- **APRIL:** *That School Council move \$22,159.34 payments be endorsed made up of Direct Deposits Payments of \$19,420.57 and Local Payroll of \$2,738.77. That transfers of \$15,000.00 from High Yield Account to Official Account be ratified and all presented reports accepted as a true and correct depiction of the Meeniyah Primary School finances for the month of April 2024. Cash balance includes \$5,763 .00 being held for Corner Inlet Sports Cluster.*

Moved: Brad

Seconded: Katrina

Carried / not carried

- Finance committee recommends that \$10,000 be moved from Buildings budget to Grounds budget
- \$1,500 to be moved from Professional Development to First Aid budget for SC approval

Moved: Katrina

Seconded: Andrew

Carried / not carried

11. Policies

- Visitors Policy
 - Question raised: Does the government still take responsibility for the COVID policy. JP

Motion:

"That the policies as tabled are accepted and recommendations endorsed".

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| | <ul style="list-style-type: none"> Volunteers Policy Yard Duty Policy <ul style="list-style-type: none"> Question Raised JP: "Near Miss" – need more clarity around what constitutes a log able incident. Gene will clarify with Janelle. Supervision Policy | <p>Moved: Jack</p> <p>Seconded: Katrina</p> <p>Carried / not carried</p> |
| 12. Cleaning Contract | <ul style="list-style-type: none"> Integrated FM Group have been contracted for the school cleaning commencing on 2nd April 2024. Please sign attached Procurement Evaluation Report page 6 "endorsed by school council." Good communications, prompt, do a great job so far. | <p>Recommendation:</p> <p><i>"That School Council approve and endorse that procurement was completed and that Integrated FM Group are the approved cleaning contractors."</i></p> <p>Moved: Gene</p> <p>Seconded: Brad</p> <p>Accepted: Yes</p> |
| 13. Child Safe | <ul style="list-style-type: none"> Presentation All participated in discussion and how it applies to School Council and their role. | |
| 14. OHS | <ul style="list-style-type: none"> Matters arising | <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> |
| 15. Parent Connect Group | <ul style="list-style-type: none"> Report – Andrew Watt Trivia event coming up. Looking to sell 10 tables. Week before holidays, 2 weeks after long weekend. Small community event in term 3. Possible connection to billie carts from Garlic Festival. | <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> |
| 16. General Business | <ul style="list-style-type: none"> Volunteer to write SC report for newsletter. Thank you Brad! (Jan 26 conversation excluded.) Kate will do the following. | <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> |
| 17. Next Meeting: | Next Council Meeting to be held on 11 th June 2024. | |

18. Closure of meeting

- The chairperson declared the meeting closed.

Time : 7.53pm

Signed by the School Council President: _____

Signed by the Principal: _____

Date: _____

Note: records and information management

School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.