

## Meeniy Primary School

### School Council Meeting Minutes

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Date:	Tuesday 30 <sup>th</sup> July 2024
Time:	6.00pm
Venue:	Meeniy Primary School
Chair:	Gene VanderZalm Principal
Attendees:	Katrina Benson, Kate Thomas, Pete Harris, Jo Gammon, Sheena Linke, Andrew, Brad Kilstra-Shone,
Minute taker:	Eloise O'Brien
Apologies:	Jack Piper
Visitor:	Nil
Conflict of Interest:	Nil

#### 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
1. Welcome	<ul style="list-style-type: none"> <li>The Chair welcomed and introduced all members.</li> </ul>	
2. Apologies	<ul style="list-style-type: none"> <li>Jack Piper</li> </ul>	
3. Quorum	<ul style="list-style-type: none"> <li>The chairperson noted that a quorum was present.</li> </ul>	
4. Conflict of interest	<ul style="list-style-type: none"> <li>N</li> </ul>	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> <li>Minutes of the meeting held on Tuesday 11th June 2024 were previously distributed.</li> </ul>	<p>Motion:</p> <p>“That the Minutes of the meeting held on Tuesday 11<sup>th</sup> June 2024 be accepted”.</p> <p>Moved: Katrina Benson</p> <p>Seconded: Kate Thomas</p> <p>Carried / not carried</p>
6. Business arising from the minutes	<ul style="list-style-type: none"> <li>What action is required</li> <li>Summarised: <ul style="list-style-type: none"> <li>➤ Annual Master Plan (generated 5+ years ago) - Flow Chart to be added.</li> <li>➤ MPS Meeting Norms emailed through today to all councilors. Documents to be tabled each year and to be signed next SC meeting after careful consideration.</li> </ul> </li> </ul>	<p>Action / Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>

<p><b>7. Correspondence</b> <b>Incoming</b></p>	<ul style="list-style-type: none"> <li>a. School's cleaning contract variation</li> <li>b. 2024 LSC Year 7 NAPLAN Data</li> <li>c. Mental Health in Primary Schools initiative</li> <li>d. Leongatha RSL- \$700 funding</li> <li>e. Australia Day Celebrations Meeniyan Progress Association</li> <li>f. MACS AGM invitation</li> <li>g. Press Release – Govt initiative to develop an ELC on previous uniting church grounds.</li> </ul>	<p>Motion: "That the Inwards Correspondence be received, and actions endorsed. "  Moved: Andrew Watt  Seconded: Sheena Linke  Carried / not carried</p>
<p><b>8. Reports</b></p>	<ul style="list-style-type: none"> <li>• Principal's Report – Gene VanderZalm</li> <li>• NB. gumtree removal due to ongoing safety hazard. SPIKKE – culturally safe schools: 10 year plan.</li> <li>• Make Safe plan – leakages still not rectified.</li> <li>• Curriculum Report – Peter Harris <ul style="list-style-type: none"> <li>➢ Camp Rumbug a highlight</li> </ul> </li> </ul>	<p>Motion: "That the reports (Principal's Report &amp; Learning Specialist Report) as tabled is accepted and recommendations endorsed".  Moved: Katrina Benson  Seconded: Kate Thomas  Carried / not carried</p>
<p><b>9. Priority Items</b></p>	<ul style="list-style-type: none"> <li>• Early Learning Centre</li> <li>• State govt acquiring land to operate ELC <ul style="list-style-type: none"> <li>➢ Concerns that it could operate in competition with the current Meeniyan Kinder.</li> <li>➢ Waiting for the state government to visit the area before taking any action to contest.</li> <li>➢ As a community, what do we want from the proposal before discounting the proposition.</li> </ul> </li> <li>• NAPLAN: <ul style="list-style-type: none"> <li>➢ Gr 3: Very good data for reading and numeracy, on par for writing, below for grammar, punctuation and spelling.</li> <li>➢ Gr 5: exceptional data for reading and numeracy, very good for writing, fair for spelling, punctuation and grammar.</li> </ul> </li> <li>• ATSS <ul style="list-style-type: none"> <li>➢ Overwhelmingly positive feedback to school life.</li> <li>➢ Feedback from Grade 5 girls want more challenge in the classroom.</li> <li>➢ Data speaks to the culture among the students and staff.</li> </ul> </li> </ul>	
<p><b>10 Finance</b></p>	<ul style="list-style-type: none"> <li>• <b><u>As at June 2024</u></b></li> <li>•</li> </ul>	<p>Motion:</p>

### 10.1 Finance Reports

Balance of High Yield Investment Account is **\$170,183.79**  
 Balance of school Official Account is **\$3,980.04**  
 Total reconciled bank account balances **\$174,163.83**  
**As at June 2024**

- The following reports have been attached and tabled at School Council for May 2024:
  - A. Bank Account Movements Detailed [GL21152]
  - B. Balance Sheet [GL21161]
  - C. Operating Statement [GL21150]
  - D. SRP Budget Management Report
  - E. Purchasing Card Statements

“That the reports as tabled are accepted and recommendations endorsed by School Council.

Moved: Brad Kilstra Shone

Seconded: Katrina Benson

Carried / not carried

- **Kylie** to attend as visitor to brief councilors on **finance matters** re: reading / glancing over documents presented and what items could or should be flagged.

### 11.2

#### Finance sub-committee

If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.

- Finance subcommittee minutes report attached to school council agenda from Tuesday 23<sup>rd</sup> July 2024 meeting.
- The following reports were tabled at the Finance Committee meeting for February 2024:
  - 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

> Please bring questions regarding finance to be addressed by Kylie.

#### Motion from the finance subcommittee:

“That the reports as tabled are accepted and recommendations endorsed as a true and correct depiction of the school’s finances by School Council”.

Moved: Brad Kilstra-Shone

Seconded: Katrina Benson

Carried / not carried

#### Recommendation from Finance sub-committee:

- *JUNE: That School Council move **\$44,340.36** payments be endorsed made up of Direct Deposits Payments of **\$40,087.26** and Local Payroll of **\$4,253.10**. That transfers of **\$32,000** 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 June 2024.*

Moved: Katrina Benson

Seconded: Kate Thomas

Carried / not carried

<b>12. Policies</b>	<ul style="list-style-type: none"> <li>• Student Dress &amp; Appearance               <ul style="list-style-type: none"> <li>➢ Floating ideas for of packages 2<sup>nd</sup> hand uniforms for vulnerable families.</li> </ul> </li> <li>• Epilepsy Policy (re: 2025 enrolment)</li> </ul>	Motion: “That the policies as tabled are accepted and recommendations endorsed”.  Moved: Kate Thomas  Seconded: Brad Kilstra-Shone  Carried / not carried
<b>13. Child Safe</b>	<ul style="list-style-type: none"> <li>• Standing items</li> <li>• none</li> </ul>	
<b>14. OHS</b>	<ul style="list-style-type: none"> <li>• Matters arising</li> <li>• none</li> </ul>	Motion:  Moved:  Seconded:  Carried / not carried
<b>15. Parent Connect Group</b>	<ul style="list-style-type: none"> <li>• Report – Andrew Watt               <ul style="list-style-type: none"> <li>➢ Car boot sale upcoming – 3/8/24.</li> </ul> </li> </ul>	Motion:  Moved:  Seconded:  Carried / not carried
<b>16. General Business</b>	<ul style="list-style-type: none"> <li>• Volunteer to write SC report for newsletter               <ul style="list-style-type: none"> <li>➢ Jo Gammon – thank you</li> </ul> </li> </ul>	Motion:  Moved:  Seconded:  Carried / not carried
<b>17. Next Meeting:</b>	Next Council Meeting to be held on 3 <sup>rd</sup> September, 2024 @ 6PM.	
<b>18. Closure of meeting</b>	<ul style="list-style-type: none"> <li>• The chairperson declared the meeting closed.</li> </ul>	Time: 7.37PM

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.