

## Meeniy Primary School

### School Council Minutes

---

Date:	Tuesday 11 <sup>th</sup> June 2024
Time:	6.00pm
Venue:	Meeniy Primary School
Chair:	Gene VanderZalm Principal
Attendees:	Peter Harris, Katrina Benson, Jack Piper, Andrew Watt, Jo Gammon, Sheen Linke, Kelly Brooks
Minute taker:	Peter Harris
Apologies:	Kate Thomas, Brad Kijlstra-Shone, Eloise O'Brien
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
<b>1. Welcome</b>	<ul style="list-style-type: none"> <li>The Chair welcomed and introduced all members.</li> </ul>	
<b>2. Apologies</b>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>3. Quorum</b>	<ul style="list-style-type: none"> <li>The chairperson noted that a quorum was present.</li> </ul>	
<b>4. Conflict of interest</b>	<ul style="list-style-type: none"> <li></li> </ul>	Jack – financial report
<b>5. Minutes of the previous meeting</b>	<ul style="list-style-type: none"> <li>Minutes of the meeting held on Tuesday 14th May 2024 were previously distributed. Please sign this document.</li> </ul>	Motion: “That the Minutes of the meeting held on Tuesday 14 <sup>th</sup> May 2024 be accepted”.  Moved: Katrina Seconded: Andrew Carried
<b>6. Business arising from the minutes</b>	<ul style="list-style-type: none"> <li>What action is required</li> <li>Who is responsible</li> </ul>	Action / Motion:  Moved: Seconded: Carried / not carried

<p><b>7. Correspondence Incoming</b></p>	<ul style="list-style-type: none"> <li>a. Rapid antigen tests &amp; PPE</li> <li>b. Maths Assoc Vic – MAV games day</li> <li>c. Illume Learning - Teaching Assistants in Inclusive Schools</li> <li>d. Capital Works Fund</li> </ul>	<p>Motion: “That the Inwards Correspondence be received and actions endorsed. “ Moved: Katrina Seconded: Andrew Carried</p>
<p><b>8. Priority Items</b></p>	<ul style="list-style-type: none"> <li>• Serious Student Incident Flowchart</li> <li>• Insurance VMIA quote</li> <li>• Camp Rumbug</li> </ul>	<p>Motion: “That the School Council Approve the Grade 3/ 4s to attend Camp Rumbug. “ Moved: Kelly Seconded: Jack Carried</p>
<p><b>9. Reports</b></p>	<ul style="list-style-type: none"> <li>• Principal’s Report – Gene VanderZalm</li> <li>• Curriculum Report – Peter Harris</li> </ul>	<p>Motion: “That the report as tabled is accepted and recommendations endorsed”. Moved: Seconded: Carried / not carried</p>
<p><b>10 Finance</b> <b>10.1 Finance Reports</b></p>	<ul style="list-style-type: none"> <li>• <b>As at May 2024.</b> Balance of High Yield Investment Account is <b>\$199,811.66</b> Balance of school Official Account is <b>\$14,962.13</b> Total reconciled bank account balances <b>\$214,773.79</b></li> <li>• <b>As at April 2024</b></li> <li>• The following reports have been attached and tabled at School Council for May 2024: <ul style="list-style-type: none"> <li>A. Bank Account Movements Detailed [GL21152]</li> <li>B. Balance Sheet [GL21161]</li> <li>C. Operating Statement [GL21150]</li> <li>D. SRP Budget Management Report</li> <li>E. Purchasing Card Statements</li> <li>F. Budget adjustment recommendations</li> </ul> </li> </ul>	<p>Motion: “That the reports as tabled are accepted and recommendations endorsed by School Council. Moved: Kelly Seconded: Jo Carried</p>
<p><b>10.2</b> <b>Finance sub - committee</b>  If a school has a Finance</p>	<ul style="list-style-type: none"> <li>• Finance subcommittee minutes report attached to school council agenda from Tuesday 7<sup>th</sup> May 2024 meeting.</li> <li>• The following reports were tabled at the Finance Committee meeting for February 2024: <ul style="list-style-type: none"> <li>A. Balance Sheet [GL21161]</li> <li>B. Operating Statement [GL21150]</li> <li>C. Cash Receipts [GL21002]</li> </ul> </li> </ul>	<p><b>Motion from the finance subcommittee:</b> “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: Kelly</p>

subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.

- 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

Seconded: Jo

Carried

**Recommendation from Finance subcommittee:**

- *MAY: That School Council move \$37,044.47 payments be endorsed made up of Direct Deposits Payments of \$33,066.79 and Local Payroll of \$3,977.68. That transfers of \$27,000.00 from High Yield Account to Official Account be ratified and all presented reports accepted as a true and correct depiction of the Meeniyon Primary School finances for the month of March 2024. Cash balance includes \$9,738.38 being held for Corner Inlet Sports Cluster.*

Moved: Kelly

Seconded: Brad

Carried

- Finance committee recommends that the following adjustments be made to the cash budget:
- 6001 Building services & utilities, 86302 telephone, Increase budget from \$1680 to \$2700
- 6001 Building services & utilities, 86401 furniture & fittings, Create a budget \$100
- 4922 Initial student supplies, 86104 curric consumables, Budget \$6,200, Actual \$7,171.83
- 4923 initial classroom supplies, 86101 non curric consumables, Budget \$2,000, Actual \$0
- 5201 student welfare, 86930 light refreshments new budget line, Add in 86930 light refreshments \$200
- 5230 Mental health fund, 86104 curriculum consumables, Add in

		<p>86104 curriculum consumables \$3,100</p> <ul style="list-style-type: none"> <li>6201 Maintenance &amp; Minor Works, 86504 grounds works, \$95,691 move \$53,000 to 6602 school funded capital building works</li> <li>6502 grounds, 86505 ground works, Budget is \$4625 however expenditure already \$9499.57</li> <li>7001 Administration, 80080 superannuation, Increase 80080 from \$265 to \$1000</li> <li>7001 Administration, 86407 plant &amp; equipment, Add new budget line \$4500</li> </ul> <p>Moved: Brad Seconded: Kelly Carried</p>
<b>p11. Policies</b>	<ul style="list-style-type: none"> <li>Child Safety Code of Conduct</li> <li>3Rs Rights, Responsibilities &amp; Relationships</li> </ul>	<p>Motion: "That the policies as tabled are accepted and recommendations endorsed".</p> <p>Moved: Jo Seconded: Kelly Carried</p>
<b>13. Child Safe</b>	<ul style="list-style-type: none"> <li>Standing items</li> </ul>	discussed
<b>14. OHS</b>	<ul style="list-style-type: none"> <li>Matters arising -nil</li> </ul>	<p>Motion: Moved: Seconded: Carried / not carried</p>
<b>15. Parent Connect Group</b>	<ul style="list-style-type: none"> <li>Report – Andrew Watt</li> </ul>	<p>Motion: Moved: Seconded: Carried / not carried</p>
<b>16. General Business</b>	<ul style="list-style-type: none"> <li>Volunteer to write SC report for newsletter.</li> </ul>	<p>Motion: Moved: Seconded: Carried / not carried</p>

<b>17. Next Meeting:</b>	Next Council Meeting to be held on 30 <sup>th</sup> July 2024	
<b>18. Closure of meeting</b>	<ul style="list-style-type: none"> <li>The chairperson declared the meeting closed.</li> </ul>	Time : 7.50pm

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.