

Meeniy Primary School School Council Agenda

Date:	Tuesday 3 rd September 2024
Time:	6.00pm
Venue:	Meeniy Primary School
Chair:	Gene VanderZalm Principal
Attendees:	Eloise O'Brien, Katrina Benson, Brad Kijlstra-Shone, Jack Piper, Andrew Watt, Jo Gammon, Kelly Brooks
Minute taker:	Eloise O'Brien
Apologies:	Kate Thomas, Pete Harris, Sheena Linke, Jo Gammon, Andrew Watt,
Visitor:	Kylie Mitchell
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:

AGENDA

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. 	
2. Apologies	<ul style="list-style-type: none"> Sheena Linke, Kate Thomas, Pete Harris 	
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. Present: Eloise O'Brien, Katrina Benson, Brad Kijlstra-Shone, Jack Piper, Andrew Watt, Jo Gammon, Kelly Brooks. 	
4. Conflict of interest	None Known or Declared.	
4.1 Council Report Volunteer	Andrew to write report for this evening's meeting.	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on Tuesday 30th July 2024 were previously distributed. 	Motion: "That the Minutes of the meeting held on Tuesday 30 th July 2024 be accepted". Moved: Gene V Seconded: Katrina Benson Carried / not carried
6. Business arising from the minutes	<ul style="list-style-type: none"> What action is required Non erequired Who is responsible NA 	Action / Motion: Moved: Seconded: Carried / not carried
7. Correspondence Incoming	<ol style="list-style-type: none"> Ramp upgrade timeline Solar Panel reinstatement works Right to disconnect School Saving Bonus 	<ol style="list-style-type: none"> Ramps heritage building pending Solar panels to be reinstated over sept. school holidays How it applies to teachers – by negotiation between employer and employee

	<p>d. 2025: \$400 once off for families per child, banked with the school but travels with the school. School activities, school uniforms, textbooks (not book packs) or a mixture. Not means tested. Can't be used for school fees.</p> <p>Motion: "That the Inwards Correspondence be received, and actions endorsed. "</p> <p>Moved: NA Seconded: NA Carried / not carried</p>
<p>8. Reports</p> <ul style="list-style-type: none"> Principal's Report – Gene VanderZalm @ 2 school reviews, 3 days each. Hazelwood North, Fish Creek Victorian Principals' Association Conference – Nathan Wallace, spoke about the stages of development of the brain. Curriculum Report, will be a video presentation– Peter Harris EDmonstrationa nd explanation of Daily Review 	<p>Motion: "That the report as tabled is accepted and recommendations endorsed".</p> <p>Moved: Seconded: Carried / not carried</p>
<p>9. Priority Items</p> <ul style="list-style-type: none"> Finance Reports – Kylie Uniforms for vulnerable families Grade 3/4 camp Woorabinda 2025 & Rumbug 2026 	<ul style="list-style-type: none"> Finance-Discussion of Budget SRP, Operating, and balance sheet. Budget, revenue, expenditure, high yield vs official account. <ul style="list-style-type: none"> Uniform Packages via Parent Connect, Uniform Drive? ¾ Camp, Woorabinda, The Prom, Rumbug, Waratah Beach Camp, Creating and consolidating relationships between kids and kids with staff.
<p>10 Finance</p> <p>10.1 Finance Reports</p> <ul style="list-style-type: none"> As at July 2024. Balance of High Yield Investment Account is \$261,836.88 Balance of school Official Account is \$1,826.35 Total reconciled bank account balances \$263,663.23 As at July 2024 The following reports have been attached and tabled at School Council for July 2024: <ol style="list-style-type: none"> Bank Account Movements Detailed [GL21152] Purchasing Card Statements Operating Statement [GL21150] Balance Sheet [GL21161] 	<p>Motion: "That the reports as tabled are accepted and recommendations endorsed by School Council.</p> <p>Moved: Katrina Seconded: Jo Carried</p>

	5. SRP Budget Management Report
<p>11.2</p> <p>Finance subcommittee</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 27th August 2024 meeting. • The following reports were tabled at the Finance Committee meeting for February 2024: <ol style="list-style-type: none"> 1. Bank Account Movements (GL21152) 2. Bank account reconciliation 3. Bank account statements 4. Purchasing Card Statements 5. Operating Statement [GL21150] 6. Cash Receipts [GL21002] 7. Cash Payments [GL21003] 8. Balance Sheet [GL21161] 9. Cancelled Payments Report [GL21005] 10. Cancelled Receipts Report [GL21004] 11. Journal Report [GL21006] 12. Cash Flow Statement [GL21151] 13. Annual Sub Program Budget Report [GL21157] 14. Invoices Awaiting Payment [CR21118] 15. Family Credit Notes Report [DF21309] 16. Sundry Debtors Credit Notes Report [DR21309] 17. New or modified bank account details (CR21905) 18. SRP Budget Management Report – first page only reporting surplus/deficit (or similar information) <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: Katrina Benson</p> <p>Seconded: Kelly Brooks</p> <p>Carried / not carried</p> <p>Recommendation from Finance subcommittee:</p> <p>July: That school council move that payments of \$30,270.34 being \$2,549.88 local payroll and \$27,720.46 in creditor payments be endorsed, \$20,000 transfers be ratified and all presented reports accepted as a true and correct depiction of the Meeniy Primary School finances for the month of July 2024.</p> <p>Moved: Brad Kilstra-Shone</p> <p>Seconded: Katrina Benson</p> <p>Carried / not carried</p>
<p>12. Policies</p>	<ul style="list-style-type: none"> • Photographing, filming & recording students • Student wellbeing & engagement • Professional Practice Days • Administration of Medication <p>Motion:</p> <p>“That the policies as tabled are accepted and recommendations endorsed”.</p> <p>Moved: YES</p> <p>Seconded: Katrina Benson</p> <p>Carried / not carried</p>
<p>13. Child Safe</p>	<ul style="list-style-type: none"> • Standing items <p>NA</p>
<p>14. OHS</p>	<ul style="list-style-type: none"> • Matters arising <p>NA</p> <p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
<p>15. Parent Connect Group</p>	<ul style="list-style-type: none"> • Report – Andrew Watt <p>Car Boot Sale</p> <p>\$351-ish proceeds.</p> <p>15 stalls, BBQ made most of the cash</p> <p>Give notice to school community from early in the year.</p>

16. General Business	<ul style="list-style-type: none"> • Volunteer to write SC report for newsletter. • Extreme Weather Events – Buses travelling in a storm • Gene to attend briefing tomorrow regarding how to handle events going forward. • Communications for families without internet, phones, power. • Generator? Satellite phone? 	Motion: Moved: Seconded: Carried / not carried
17. Next Meeting:	Next Council Meeting to be held on 22 nd October 2024	
18. Closure of meeting	<ul style="list-style-type: none"> • The chairperson declared the meeting closed. 	Time : 7.57PM

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.