

Meeniy Primary School School Council Minutes

Date:	19 th November 2024
Time:	6.00pm
Venue:	Meeniy Primary School
Chair:	Gene VanderZalm Principal
Attendees:	Katrina Benson, Gene Vanderzalm, Eloise O'Brien, Peter Harris, Brad Kijlstra-Shone, Jack Piper, Andrew Watt, Jo Gammon, Sheena Linke
Minute taker:	Eloise O'Brien
Apologies:	Kate Thomas, Kelly Brooks,
Visitor:	Names
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
1. Welcome	<ul style="list-style-type: none">The Chair welcomed and introduced all members.	
2. Apologies	<ul style="list-style-type: none">Kate Thomas, Kelly Brookes	
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">No	
5. Minutes of the previous meeting	<ul style="list-style-type: none">Minutes of the meeting held on Tuesday 22nd October 2024 were previously distributed.	Motion: "That the Minutes of the meeting held on Tuesday 22 nd October 2024 be accepted". Moved: Katrina Benson Seconded: Jack Piper Carried / not carried
6. Business arising from the minutes	<ul style="list-style-type: none">What action is required3 quotes coming in for basketball court resurfacing, new playground equipment and internal painting.<ul style="list-style-type: none">-Jack visited a Dromana school with the desired surface, very impressive. Jack can provide photos.- Kate visited a Warrnambool school with the same surface, very impressive. Kate has video of kids playing there.Who is responsibleGene & Kylie	Action / Motion: Moved: Seconded: Carried / not carried
7. Correspondence Incoming	<ul style="list-style-type: none">School Saving Bonus<ul style="list-style-type: none">-\$400 school saving bonus via email in coming weeks. Codes being issued per child.Hand rails to ramps<ul style="list-style-type: none">-installed between 6th- 13th December.Student absences	Motion: "That the Inwards Correspondence be received and actions endorsed. " Moved: Katrina Benson Seconded: Jo Gammon

	<ul style="list-style-type: none"> -30% of students miss significant parts of school. -start informing parents of the data for their child and what it means for their schooling. -80% is not good data for attendance. -visual summary for parents presenting the data for a day missed per week, fortnight, year... - legitimate sickness versus social and leisure reasons. • Food Fight – Food Bank, similar to Splatacular event. Fully funded but parent connect fundraise to raise funds for Food Bank. • Early Learning & Child Care Centre <ul style="list-style-type: none"> -proposed in 2027. Announced 29th October. -0-5 yo Childcare, 3-4 yo Kinder. 57 places. -operated by Early Learning Victoria, Vic Dept Ed. -Brad has heard that it is all still up in the air from the South Gippsland Shire. -still open to consultation -Courtney at the Kinder in town has not received any correspondence regarding a potential new kinder. 	Carried / not carried
<p>8. Reports</p>	<ul style="list-style-type: none"> • Principal's Report – Gene VanderZalm <ul style="list-style-type: none"> - Highlighting – small changes to staffing - Great turn out for open classrooms - Some new goals for the admin team to streamline communications. - 2024 School Performance Report: Result of HIGH in Learning, Well Being and overall related to 50 like schools around the state. 1 of 9 in the state that achieved HIGH rating. • Curriculum Report, will be a video presentation– Peter Harris <ul style="list-style-type: none"> - Maths focus. Prep – extending kids, ½ money, ¾ measurement during hands on learning opportunities. 5/6 converting using metric units. 	<p>Motion:</p> <p>“That the report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Andrew Watt</p> <p>Seconded: Sheena Linke</p> <p>Carried / not carried</p>
<p>9. Priority Items</p>	<ul style="list-style-type: none"> • New playground equipment 	
<p>10 Finance</p> <p>10.1 Finance subcommittee</p> <p>If a school has a Finance subcommittee, the school council need only receive the</p>	<ul style="list-style-type: none"> • Finance subcommittee minutes report attached to school council agenda from Tuesday 12th November 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] 	<p>Recommendation from Finance subcommittee:</p> <p>October: That school council move those payments of \$31,653.24 being \$9,041.97 local payroll and \$22,611.27 in creditor payments be endorsed, \$10,000 transfers be ratified and all presented reports accepted as a true and correct depiction of the Meeniyan Primary School finances for the month of October 2024.</p>

Balance Sheet and the Operating Statement.	<ol style="list-style-type: none"> 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>Bank account balance high yield \$230,184.53 and Official account \$8,395.36. Total \$238,579.89</p> <p>School council motion: “School Council endorse the recommendation from the finance committee and that these reports were tabled at the finance committee meeting.”</p> <p>Moved: Brad Kijlstra-Shone</p> <p>Seconded: Katrina Benson</p> <p>Carried / not carried</p>
10.2 Finance Reports	<p>As of October 2024</p> <ul style="list-style-type: none"> • The following reports have been attached and tabled at School Council for October 2024: <ol style="list-style-type: none"> 1. Bank Account Movements Detailed [GL21152] 2. Operating Statement [GL21150] 3. Balance Sheet [GL21161] 4. SRP Budget Management Report 	<p>Motion:</p> <p>“That the reports as tabled are accepted and recommendations endorsed by the School Council.</p> <p>Moved: Brad Kijlstra-Shone</p> <p>Seconded: Andrew Watt</p> <p>Carried / not carried</p>
10.3 Purchasing Card statement	<p>The following Purchasing Card statements for the month of October 2025 have been tabled:</p> <p>List cardholders:</p> <ol style="list-style-type: none"> 1. Gene Vander Zalm 2. Kylie Mitchell 	<p>Recommendation:</p> <p><i>“That School Council move all statements and payments as tabled for the School Purchase Cards be accepted”</i></p> <p>Moved: Brad Kijlstra-Shone</p> <p>Seconded: Katrina Benson</p> <p>Accepted</p>
10.4 Indicative Cash Budget	<ul style="list-style-type: none"> • The 2025 Indicative Cash Budget presented <ul style="list-style-type: none"> - Each area budget has been slashed to make up for the historical surplus no longer. - Looking to develop climbing opportunities for all ages, need to investigate updating playground equipment from Grounds Budget. \$16,000 plus some excavations/landscaping and soft fall material. - To vote to endorse the annual budget as per the Finance Committee’s overseeing of the budget measures. Expenditure versus Budget. 	<p>Recommendation:</p> <p>“That School Council accept and endorse the indicative cash budget for Meeniyah Primary School for 2025.</p> <p>Moved: Brad Kijlstra-Shone</p> <p>Seconded: Jack Piper</p> <p>Accepted: all in favour.</p>
11. Policies	<ul style="list-style-type: none"> • Home Learning Question about communications, answered satisfied. • Incident Notification Procedure 	<p>Motion:</p> <p>“That the policies as tabled are accepted and recommendations endorsed”.</p>

	<p>Question about a delegate, answer satisfied.</p> <ul style="list-style-type: none"> Personal Portable Electronic Devices (PPED) Question about 'staff' sections. NOT APPROVED 	<p>Moved: Brad Kijlstra-Shone</p> <p>Seconded: Jack Piper</p> <p>Carried / not carried</p>
12. Child Safe	<ul style="list-style-type: none"> Standing items 	No
13. OHS	<ul style="list-style-type: none"> Matters arising 	<p>Motion:</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
14. Parent Connect Group	<ul style="list-style-type: none"> Report – Sheena Linke & Andrew Watt -new parents joining with great ideas, more volunteers. Graduation – Grade 5 parents to be approached for catering and decorating the space. 	
15. General Business	<ul style="list-style-type: none"> Volunteer to write SC report for newsletter. Brad Kijlstra-Shone 	
16. Next Meeting:	<p>Next Council Meeting dinner 10th December at the pub at 6.00 PM (final meeting for the year) to be confirmed – Katrina to make the Booking – please let her know about partners joining.</p>	
17. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed. 	Time: 7.32PM

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.

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