

SCHOOL COUNCIL Agenda - November 2019

ATTENDANCE:

☐ Jim Wilson ☒ Matt Gallagher ☒ Kristy Miller ☒ Paul Schaus
☒ Josh Dowling ☒ Lisa Meddings ☐ Wayne Sinclair ☐ Sheree Maguire
☐ Glenda Stewart ☒ Simon Maddock ☒ Will Sederiino ☒ Daniel Boyle

MEETING OPENED:

WELCOME from CHAIR: Lisa Meddings – President

APOLOGIES: J Wilson (on leave) S Maguire, G Stewart, W Sinclair, M Amery

MINUTE TAKER: S Droscher

Attendees

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.

MINUTES FROM PREVIOUS MEETING:

Motion: “That the minutes of School Council meeting held on the **23rd October, 2019** are a true and accurate record.”

Action: “That School Council ratifies the minutes of the School Council meeting held on the **23rd October 2019** are true and accurate”

Moved: L Meddings

Seconded: P Schaus

BUSINESS ARISING FROM PREVIOUS MEETING:

CORRESPONDENCE IN: VMIA Insurance updated assessment of cover - Refer Finance minutes emailed to all members. **Approx cost for 2020 - \$ 3,500.00 inc of approx. \$1,500.**

CORRESPONDENCE OUT:

PRINCIPAL REPORT: Presented by Acting Principal - Matt Gallagher.

AIP signed off by SEIL Stan Szuty. Reflection on an extremely positive year that “smashed” all targets influencing 4-5 areas outstanding, and identified targets for 2020.

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- Matt reported on absence data – it is worse this year mostly due to family holidays and a few chronic students. Protocols to be developed to follow up absences with families and promote the importance of good attendance throughout the school community.
- 2020 proposed Naplan targets – push from region to maintain the excellent Y3 results equal to top select entry schools of excellence. A more explicit and systematic approach to teaching in upper school blending with enquiry to support students going into secondary school when data traditionally drops.

Motion: “That the Principal report dated **November** 2019, as tabled, be ratified including the AIP tabled.”

Action: “That School Council ratified the Principal report and AIP dated **November 20th 2019.**”

Moved: W Sederino

Seconded: D Boyle

FINANCIAL REPORT:

- The following reports were tabled at the Finance Committee meeting 18th November 2019:

- Balance Sheet
- Operating Statement
- Cash Receipts
- Cash Payments
- Cancelled Receipts Report
- Cancelled Payments Report
- Journal Report
- Cash Flow Statement
- Bank Account Movement
- Annual Sub Program Budget Report
- Invoices Awaiting Payment
- Family Credit Notes Report
- Sundry Debtors Credit Notes Report
- Bank Reconciliations for all bank accounts
- SRP Budget Management Report 1st Page

Motion 1: “That School Council ratifies the financial reports for the months of **October 2019**, as tabled at finance meeting **18th October 2019**, are true and correct.”

Moved: M Gallagher

Seconded: J Dowling

Motion 2: “That School Council approves the payments of **\$117,498.55 October 2019** as per the Finance Meeting recommendation and ratifies all presented finance reports are a true and correct depiction of the Woodlands Primary School finances for the months of **October 2019**

Action: “That School Council endorses the payments for **October 2019**

Moved: M Gallagher

Seconded: L Meddings

Motion 3: “That School Council approves and endorses the charges on the School Purchasing Card for **October 2019**, as statements tabled at Finance Meeting.

Moved: M Gallagher

Seconded: K Miller

Motion 4: “That School Council approves the payment of invoices awaiting payment as tabled.”

Action: “That School Council approved the payment of invoices awaiting payment.”

Moved: N/a

Seconded: N/a

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Motion 5: "That school Council approves the Indicative 2020 Program Budget as tabled at Finance and emailed to all members"

Moved: M Gallagher

Seconded: D Boyle

ANNUAL REQUIREMENTS:

Woodlands Primary School AIP – Tabled and emailed to all members. See Principals report.

FACILITIES REPORT: Presented by Matt Gallagher

Last of Bushfire preparation done photos presented. Ramp for wheelchair access to portable classrooms being built by R Brnjac.

Motion: "That the Facilities report dated **November 2019**, as tabled, be ratified."

Action: "That School Council ratified the Facilities report dated **20th November 2019.**"

Moved: M Gallagher

Seconded: S Maddock

CURRICULUM REPORT: Presented by Kristy Miller

Reports will be available to parents Friday 13th after 3.30pm.

Motion: "That the Curriculum report dated **November 2019**, as tabled, be ratified"

Action: "That School Council ratified the Curriculum report dated **November 2019.**"

Moved: K Miller

Seconded: M Gallagher

P&F 2018 COMMITTEE REPORT: Presented verbally by Simon Maddock

No official report - Xmas raffle last community fundraiser and student disco with gold coin donation. P&F to fund the Y6 graduation BBQ.

Motion: "That the P&F as presented verbally for **November 2019**, as presented, be ratified.

Action: "That School Council ratified the P&F for **November 2019.**"

Moved: M Gallagher

Seconded: J Dowling

GENERAL BUSINESS:

- K Miller presented a request from the SRC to have a fundraiser for Koala's and animal's affected by the bushfires.
- I can Challenge has approx. 50 students training the hope is that all can walk 20k's as this is half the required distance. At this point students that cannot make the 20k's will not be able to continue to participate. All the \$'s raised will go to the RCH

OTHER BUSINESS:

Moved:

Seconded:

MEETING CLOSED 8.10 pm

NEXT MEETING December 11th 2019

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.