

## School Council Agenda

Date:	Tuesday 29th October 2024
Time:	6:30pm
Venue:	OPS - Staffroom
Chair:	Vice President
Attendees:	Aaron Jones, Jacqui Warfe, Diana Bosanac, Effie Liarakos, Alex Feigin, Julian Ayres, Vee Tan, Renee Morphett, Michelle Gilmore (Secretary), Nerida Crake, Josh Woollan, Helen Taylor
Minute taker:	Secretary
Apologies:	
Visitor:	
Conflict of Interest:	

### 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:
  - o during the discussion unless invited to do so by the person presiding at the meeting
  - o 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

Item	Details	Actions/ Recommendations
<b>1. Acknowledgement of Country</b> 6:30pm	Jacqui Warfe 6.30pm	
<b>2. Simon Hamilton Closed Session</b> 6:35pm	Nerida to welcome Simon. Future focus discussion Q&A	
<b>3. Minutes of the previous meeting</b> 8:00pm	President/Secretary  Minutes of the meeting held on 4th September were previously distributed.	Motion: "That the Minutes of the meeting held on 04/09/2024 be accepted".  Moved: Alex Feigin Seconded: Jacqui Warfe Carried
<b>4. Correspondence in/out</b> 8:05pm	Inwards - TheirCare Inwards - TK Tuckshop Outwards	Motion: "That the Inwards/Outwards Correspondence be received and actions endorsed. "  Moved: Diana Bosanac Seconded: Patrick Halpin Carried / not carried
<b>5. Principal's Report</b> 8:10pm	Principal <ul style="list-style-type: none"><li>- Asthma Policy</li><li>- Anaphylaxis Policy</li><li>- Newsletter Processes and Protocols</li><li>- External Allied Health Professionals Expectations and Agreements</li></ul>	Motion: "That the report as tabled is accepted and recommendations endorsed".  Moved: Vee Ann Tan Seconded: Jacqui Warfe Carried

<p><b>6. * Child Safety Update</b></p> <p>8:20pm</p>	<p>No updates tabled</p>
<p><b>7. Community Engagement Sub-Committee</b></p> <p>8:25pm</p> <p>CE Convenor</p>	<p>Minutes as tabled</p> <p><b>Motion 1:</b> No motions</p> <p>Moved:</p> <p>Seconded:</p>
<p><b>8. Buildings and Grounds</b></p> <p>Convenor: Julian Ayers</p>	

**9. Finance and Trading  
Sub Committee**

Treasurer

8:35pm

- The following reports were tabled at the Finance Committee meeting:
  - 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 (copies) Explain the difference if there is one
  - SRP Budget Management Report – first page only reporting surplus/deficit (or similar information)

Recommendation from Finance sub-committee:

Motion: The financial statements for September as presented are accepted and payments as listed are approved.

Moved: Jacqui Warfe

Seconded: Aaron Jones

Carried

Motion: The Purchasing Card Policy is approved.

Moved: Nerida Crake

Seconded: Alex Feigin

Carried

Motion: School Council approves Aaron Jones (Assistant Principal) as a purchasing card holder on behalf of Ormond Primary School Council.

Moved: Diana Bosanac

Seconded: Effie Liarakos

Carried

Motion: School Council approves a limit of \$2,000 per transaction and a total monthly limit of \$10,000 on the purchasing card held by Aaron Jones (Assistant Principal) on behalf of School Council.

Moved: Jacqui Warfe

Seconded: Nerida Crake

Carried

**10. Education and  
Policy Sub Committee**

8:45pm

Effie

- Camps and Excursions Policy
- Year 3 big day out is scheduled.  
Costings TBC
- 

Motion: That the payments associated with the Year 6 Kayaking are approved.

Moved: Nerida Crake

Seconded: Aaron Jones

Carried

Motion: That the payments associated with the Year 6 Interschool Sports are approved. Year 6 Summer Sport Inter-School Competition Cost \$115.00 per student

Moved: Patrick Halpin

Seconded: Michelle Gilmore

Carried

Motion: That the payments associated with the Year 6 Braeside Ride are approved. Year 6 Braeside Park Ride Cost \$30.00 per student

Moved: Helen Taylor

Seconded: Julian Ayers

Carried

Motion: That the payments associated with the Year 5 Camp 2 nights Anglesea Camp Wilkin December 2nd-4th \$420.00 are approved.

Moved: Jacqui Warfe

Seconded: Diana Bosanac

Carried

<b>11. Parents and friends Sub Committee</b>	P & F Convener 8.40pm	Report as tabled Motion: no motions Moved: Seconded:
<b>12. General business</b>	<b>8:50pm</b>	Motion 1: no motions Moved: Seconded:
<b>13. Meeting Close</b>	President	8:50 pm
<b>14. Next Meeting:</b>	Next Council Meeting to be held on	Wednesday 11th December

Signed by the Chairperson: \_\_\_\_\_

President or person who presided at the previous meeting to sign once minutes have been approved by school council

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.

\*There are now 11 Child Safe Standards which commenced on 1 July 2022 (replacing the Child Safe Standards that were established in 2016). The four below are under the responsibility of the School Council.

- Child Safe Standard 2 – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.
- Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

### Council & Sub-committee members:

**President:** Nerida Crane

**Vice President:** Jacqui Warfe

**Secretary:** Michelle Gilmore

**Community Engagement:** Diana Bosanac (convenor), Patrick Halpin, Aaron Jones, Jacqui Warfe, Nerida Crake

**Facilities & Grounds:** Julian Ayers (convenor) & Renee Morphett, Patrick Halpin

**Finance:** Alex Feign, Vee Tan (convenor), Patrick Halpin, Aaron Jones, Nerida Crake(TBC)

**Education:** Effie Liriakos (convenor), Michelle Gilmore, Josh Woollan