

School Council Agenda

Date: 4th September 2024

Time: 6:30pm

Venue: OPS - Staffroom

Chair:

Attendees: Aaron Jones, Jacqui Warfe, Effie Liarakos, Alex Feigin, Julian Ayres, Vee Tan, Renee Morphet, Nerida Crane, Josh Woollan, Patrick Halpin, Michelle Gilmore

Minute taker: Secretary

Apologies: Julian Ayres

Visitor:

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:
 - 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
1. Acknowledgement of Country	Nerida Crake 6.30pm	
2. Minutes of the previous meeting	President/Secretary 6.35pm Minutes of the meeting held on 7th August, 2024 were previously distributed.	Motion: "That the Minutes of the meeting held on 7th August, 2024 be accepted". Moved: Nerida Crake Seconded: Jacqui Warfe
4. Correspondence in/out	Inwards: none Outwards: Inquiry sent to ICAS	Motion: Moved: Seconded: Carried / not carried
5. Principal's Report	Principal 6.45pm	Motion: "That the report as tabled is accepted and endorsed". Moved: Vee Ann Tan Seconded: Deana Bosanac Carried
6. * Child Safety Update	7.00pm	No updates tabled
7. Community Engagement Subcommittee	CE Convenor 7.10pm Action: Patrick to confirm endorsement of RAP.	Minutes as tabled Motion 1: none Moved: Seconded:

8. Buildings and
Grounds
Subcommittee

B&G Convenor 7:20pm

Minutes as tabled

Motion 1: none

Moved:

Seconded:

THE
EDUCATION
STATE

8. Finance and Trading Subcommittee

Treasurer 7.30pm

Finance Matter module documentation distributed and responsibilities discussed.

- 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)

The school council has noted the credit card is currently in the name of Jan Cassidy. This card will be cancelled by the end of Term 3 and new cards requested.

Recommendation from Finance sub-committee:

Motion: The financial statements for July 2024 as presented are accepted and payments as listed are approved.

Moved: Nerida Crake

Seconded: Aaron Jones

Carried

Motion: The financial statements for August 2024 as presented are accepted and payments as listed are approved.

Moved: Jacqui Warfe

Seconded: Renee Morphet

Carried

Motion: School Council accepts receipts for the period July and August 2024 as shown in the Bank Account Movement reports.

Moved: Effie Liarakos

Seconded: Josh Woollan

Carried

Motion: School Council approves the payment of all invoices awaiting payment.

Moved: Michelle Gilmore

Seconded: Deana Bosanac

Carried

Motion: School Council ratifies all journals for the months of August 2024.

		<p>Moved: Jacqui Warfe Seconded: Renee Morphet Carried</p> <p>Motion: Tabling of Purchasing card for the month of August 2024 Moved: Josh Woollan Seconded: Nerida Crane Carried</p> <p>Motion: The financial statements for August 2024, as presented, are accepted and payments listed approved. Moved: Diana Bosanac Seconded: Alex Feigin Carried</p> <p>Motion: School Council ratifies the Advertising Policy as presented. Moved: Renee Morphet Seconded: Effie Liarakos Carried</p>
9. Education and Policy Sub Committee	7:40pm	<p>Motion: School Council endorses the parent payment request for the Year 3 Excursion Moved: Jacqui Warfe Seconded: Michelle Gilmore</p> <p>Motion: School Council endorses the parent payment request for the Year 2 Incursion Moved: Jacqui Warfe Seconded: Michelle Gilmore</p>

10. Parents and Friends Sub Committee	P & F Convener 7.50pm	Report as tabled Motion: Moved: Seconded:
11. General business	8pm	
	<ol style="list-style-type: none"> 1. Culture 2. Change of date for next meeting? - approved for November 6th 	
12. Meeting Close	President	Time: 8:29
13. Next Meeting:	Next Council Meeting to be held on	October 29th

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), Joshua Woollen, Jacqui Warfe, Nerida Crane

Facilities & Grounds: Julian Ayers (convenor) & Renee Morphett, Cheryle Osborne

Finance: Alex Feign, Vee Tan (convenor), Patrick Halpin, Aaron Jones, Nerida Crane

Education: Effie Liriakos (convenor), Michelle Gilmore, Josh Woollen