



SCHOOL COUNCIL MEETING

Minutes

Wednesday 7th February 2018

Attendance: Trudie Esler, Jodie Mattingley, Michelle Henson, Sarah Moore, Jess Dart, Veronika Afanasyeva, Hayley Stapley, Kirrilee Cruse, Brenton Adams, Robyn Masters, Nikita Pratt, Dave Glover, Cara Massa, Keryn Eades, Trish Lammens, Ivy Tucker

Apologies: Kathryn Cleary

Chair of Meeting: Cara Massa (President)

Minute Taker: Michelle Henson

Meeting opened: 6:36pm

Conflict of Interest: None noted

Minutes of Previous Meeting:

Minutes of the previous meeting held on 14th December 2017 have been previously distributed.

Motion that the minutes of the meeting held on 14th December 2017 be accepted.

Moved – Jodie Mattingley

Seconded – Sarah Moore
carried

Business Arising from Minutes:

None

Correspondence:

As provided previously, and tabled as required.

Move that the correspondence be received as accurate, and all actions endorsed.

Moved – Keryn Eades

Seconded – Trish Lammens
carried

Principal's Report:

Dates to Remember

- Went through list of events that are taking place around the school this term.

Curriculum

- Jess Dart will be our Leading Literacy Teacher for this year. We are currently taking baby steps towards how we will make this happen.
- We have someone from the Department coming out on Friday to discuss staffing with us, and how we can achieve the required time for Jess to commence the Literacy Leadership, as well as other staffing and HR issues.
- Brenton and Lucie have been accepted into the Middle Leaders Program and we wish them well. The program will be named the Allan Armstrong Middle Leaders Program.

Staff

- At this stage Trudie will be the Acting Principal for Term 1. They will roll over her position while the Principal position is advertised later in the year.
- Veronika has been a great asset and is setting into the school well.

Buildings and Grounds

- The Armstrongs have donated a tree in memory of Allan. We will work with the family to plant this, and design an area in memory of him.
- Working Bee was well attended, and we are extremely grateful for all the support.
- Looking at updating the Animal Farm and perhaps making the undercover area a more sensory area where students can still enjoy the 'open air' but free from birds.
- The chickens are returning shortly.
- John Denholm has indicated that he will continue as our handyman. Chris Armstrong has indicated he will continue to mow and whipper snip for us.
- Ga-ga pit – we will need to look at a different surface for this. Discussion about drainage, artificial turf, rubber used on outdoor courts. Ivy suggested Bunnings as they have something that you can add water to. Grounds committee to look into this further

Follow up action required:

Grounds Committee – Investigate options for the resurfacing and drainage of the Ga-ga pit.

Move that the Principal's report be received as accurate, and all actions endorsed.

Moved – Trudie Esler

Seconded – Sarah Moore

carried

Finance Reports:

The following reports were tabled: 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.

School Council approve Financial Reconciliation Report for the Month of January 2018.

Moved – Nikita Pratt

Seconded – Jess Dart

carried

School Council approve Financial Commitment Summary (summary and worksheet), Balance Sheet and Operating Statement for 2017 as presented.

Moved – Trish Lammens

Seconded – Cara Massa

Carried

School Council accept and endorse the draft cash budget for Cardinia Primary School 2018.

Moved – Ivy Tucker

Seconded – Jodie Mattingley

Carried

School Council accept the presented Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure.

Moved – Jess Dart

Seconded – Kerryn Eades

Carried

2017 Profit and Loss statements for Trading Operations

*School Council approve the **Second Hand School Uniform Trading Operations**. School Council accept and endorse the Profit and Loss for the Second Hand School Uniform Trading Operations for the Year ending 2017. As noted there was a profit of \$188. Profit will be spend on lino for Junior Learning Centre.*

Moved – Jodie Mattingley
Seconded – Trish Lammens
Carried

*School Council approve the **Animal Feed Trading Operations**. School Council accept and endorse the Profit and Loss for the **Animal Feed Trading Operations** for the Year ending 2017. As noted there was a loss of \$386.82. School Council is accepting and supporting the loss.*

Moved – Sarah Moore
Seconded – Ivy Tucker
Carried

*School Council approve the **Mothers Day/ Fathers Day stall Trading Operations**. School Council accept and endorse the Profit and Loss for the **Mothers Day/ Fathers Day stall Trading Operations** for the Year ending 2017. As noted there was a loss of \$954.96. School Council is accepting and supporting the loss.*

Moved – Jess Dart
Seconded – Michelle Henson
Carried

*School Council approve the **Meal Deals Fundraising Profit and Loss** . School Council accept and endorse the Profit and Loss for the **Meal Deals Fundraising** for the Year ending 2017. As noted there was a profit of \$9,753.23. Profit will be spend on upgrading the kitchen in the Technology Room.*

Moved – Keryn Eades
Seconded – Cara Massa
Carried

Unrecoverable Charges

School council approve the writing off of the old unrecoverable charges for the periods 2012 – 2015

Moved – Trish Lammens
Seconded – Sarah Moore
carried

Signatories

School Council approve and endorse the following signatories for listed bank accounts:

- a) High Yield – 10001 (Westpac) Trudie Esler, Veronika Afanasyeva and Cara Massa (any two to sign)*
- b) Official Account 10002 (Bedigo Bank) Trudie Esler, Veronika Afanasyeva and Cara Massa (any two to sign)*

Moved – Jodie Mattingley
Seconded - Keryn Eades
Carried

Authority to purchase goods and services

School Council approve and endorse the following staff to sign and authorise purchasing of goods and services: Trudie Esler and Veronika Afanasyeva

Moved – Nikita Pratt

Seconded – Cara Massa

Carried

Bulk Payments

School Council approve access for Veronika Afanasyeva for Bulk Payments and payments via BPay Service in Bendigo Bank.

Moved – Ivy Tucker

Seconded – Jodie Mattingley

Carried

Parents Club Report:

- Meal Deal – at last meeting we discussed having Meal Deal only twice a term. Since advertising in the newsletter no Meal Deal until further notice, we have had quite a few people approach us with offers to help. Problem seems to be they're not available when we need them. At this stage we will have 2 'largish' Meal Deals during each term, and will supplement this with Zooper Doopers, Milo Days, Soup Days etc.
 - Meal Deals will increase to \$5 for the main Meal Deals twice a term.
 - Clyde Primary School have someone come in and do their Meal Deals. Perhaps look at this as an option?
- Fundraising options have been looked at. Move to General Business for discussion.
- Picnic catering is in hand. Thank you to Raelene Stokkel for the purchase of corn. Thank you to Wendy and Danielle who have volunteered to purchase the sausages – need to speak with both, and see if one is able to donate bread instead?

Follow up action required:

Items needed for picnic and those responsible for collecting/bringing:

- Esky – Nikita, Sarah, Dave, Trish, Hayley
- Trestle Tables – Nikita
- BBQ trailer – Trudie to transport down
- Checking of BBQ trailer and filling gas bottles – Dave
- Tubs with utensils, cups etc – Kerryn and Cara
- Thank you certificates – Paula and Michelle to print, Cara and Kerryn to let them know names

Move that the Parents Club report be received as accurate, and all actions endorsed.

Moved – Keryn Eades

Seconded – Sarah Moore

carried

Committee Reports:

Special Events – none at this point

General Business –

Flooring

The carpet in the Junior Learning Centre needs replacing. We would like to get 3 quotes to purchase lino, and proceed with the most cost effective.

The flooring in the boys toilet needs to be replaced to help eradicate the smell.

Bunnings

They have offered us \$500 to upgrade the Animal Farm area – discussion about making the covered area into a sensory all weather area.

They have also offered us 2 BBQ's for the year as fundraisers. Hayley to liaise with them re dates.

School Picnic

- Food/catering as discussed in Parents Club report.
- Risk Management was presented to School Council. Discussed the new procedure of marking roll at the start and end of the day.

Fundraising

The following ideas were discussed: Hot Cross Buns, Mangos, Tea Towels, Possibly a whole school disco at Pakenham Hall/Outlook Hall, Trivia Night (Ivy to check this out), Sausage Sizzles (as above)

Looking at making a Fundraising sub-committee this year.

Air conditioning

As per the last meeting, we are purchasing 4 air conditioners for the BER building. Have asked the installer to also quote for a replacement unit for the staff room as previously it has been checked and deemed non-fixable.

New Members

Michelle explained the nomination, and election process that will take place from 21st February.

Discussion about how to get new members on School Council. Idea to put a School Council update in each Newsletter.

School mobile Phones

The previous school mobile phone was also used as a personal phone by Allan Armstrong. We would like to purchase 2 mobile phones; one specifically for the Principal to use, and the other for staff to take on excursions.

Follow up action required:

- Hayley to email Bunnings with dates for August and October.
- Ivy to investigate Trivia Night
- School Council update to be put in each newsletter by Michelle/Trudie

School Council approves the Acting Principal to determine the most effective quote and proceed with the purchase of lino for the Junior Learning Centre and Boys Toilets.

Moved – Sarah Moore

Seconded – Nikita Pratt

School Council endorse the change to the originally approved quote to include the additional purchase and installation of a unit for the Staff Room.

Moved – Sarah Moore

Seconded – Nikita Pratt

School Council endorses the purchase of 2 mobile phones for use by the Principal and staff at the Principal's discretion.

Moved – Trish Lammens

Seconded – Jodie Mattingley

Next Meeting – 21st March 2018 following the Annual Meeting

Meeting Closed – 7:34pm

President (or person who presided at the meeting) signature: _____