

ELTHAM PRIMARY SCHOOL
SCHOOL COUNCIL MEETING MINUTES



Monday 23rd February 2015 7:30pm

Time: Meeting commenced at 7:40pm in Staff Lounge

Present: Lyn Truran, Lachlan MacBean, Rebekah Burrell, Shirlene Ismail, Simon Keane, Natalie Lysenko, Andrea Alexander, Andrea Lynch, Brett Andrews
Apologies: Sophia Mallios

1. Welcome

Acceptance of Agenda –President

Motion: *“That School Council accepts the agenda”*

Moved: Rebekah Burrell **Seconded:** Simon Keane **Approved**

2. Accept Minutes from previous meeting

Motion: *“That the minutes from the 10th November meeting be accepted”*

Moved: Lachlan MacBean **Seconded:** Rebekah Burrell **Approved**

3. Business arising from the previous minutes.

n/a

Inward Correspondence –

-Parent Email - OHSC Payment by ezidebit

Agreement has been reached with parent to pay cash or cheque.

-Parent Email - Volunteer Policy/School Uniform

Parent concern feeling there was unfair wording in Volunteer Policy where working parents are not considered. Lyn will run some chat sessions to accommodate parents who both are available during the day and who work.

Parent was also concerned that the uniform policy was not being followed throughout the school.

Natalie suggested mannequins in the foyer area to encourage parents to follow uniform requirements. There are plans to have PSW onsite at Parent Info evenings to assist parents.

Other possible sites for uniform information: website, photos in office.

-Parent email -Kyle Claringbold – Spending of PFA funds recommendations – to be discussed in General Business

-Eltham Football Club- Hiring of Facilities request

Lyn has agreed as long as no footy boots are used on the synthetic turf. The club has previously used the school oval for training at this time of the year.

-Jam Hot/phone – Hiring facilities

Company has been informed that a contract is to be signed and then can go ahead.

-Language Classes- Hiring facilities to go ahead for 2015.

g) Outward correspondence

-Condolence letter- Thankyou letter to school community which was also tabled at the network Principal’s meeting this week.

-Updated Emergency Plan to all Hirers/contractors as tabled

Motion for SC to accept inward and outward correspondence

Moved: Simon Keane

Seconded: Natalie Lysenko

Approved

4.Principal's Report – as tabled

Sophia to be added to outgoing list SC members list.

Continuing members – Lachlan, Simon (serves the term of the person he took over from to end of 2015),

Andrea A and Rebekah – Brett is a co-opted member

Lyn to inform school community of School Council vacancies for 2015

Motion: “*School Council accepts the Principal's report*”

Moved: Andrea Alexander

Seconded: Andrea Lynch **Approved**

6. SUBCOMMITTEE REPORTS:

Finance - Lachlan reported that the school has surplus from 2014.

Budget is being prepared for approval for 2015

Tony Hilton DET employee with vast experience of working with school budgets will be working with the school as a technical mentor to help with understanding budgets and future planning. He will attend future SC meeting.

See also School Council tasks document tabled.

Motion to accept the 2015 Draft Budget

Moved: Lachlan MacBean Seconded: Andrea Lynch Approved

Motion to accept the Internet Banking Policy

Moved: Andrea Lynch Seconded: Natalie Lysenko Approved

Motion to accept Investment Policy

Moved: Andrea Lynch Seconded: Simon Keane Approved

Move to accept that Fundraising to be non-profit sub entities

Moved: Brett Andrews Seconded:Andrea Alexander Approved

Motion to accept Finance Reports

Moved: Brett Andrews Seconded: Rebekah Burrell Approved

Facilities and Environment

Brett has installed a new sound system in the hall. A huge thank you to Brett for his work from SC. Great feedback of the quality of sound now benefiting students in the hall.

OSHC

Linda Reid employed as a DET employee for a 3 year contract. Selection process finalised end of 2014. Now on central payroll and not paid by SC.

Compliance check has occurred and OSHC staff will be guided through the Accreditation Process which is to happen May this year. Name of person for management and control is in the process of being changed.

Motion for SC to accept verbal report

Moved: Rebekah Burrell **Seconded:** Simon Keane **Approved**

Education

As per Principal's report.

Parent's Club – letter as tabled –recommendations from Kyle Claringbold to be discussed in General Business. Lyn to co-ordinate a thank you for the efforts of all involved with fundraising over the past year, and particularly those leaving the role after several years of volunteering.

Fundraising to have clear set objectives with input from variety of sources. Local store BBQs are very successful with little outlay – very beneficial for the school. A suggestion to look into the possibility of the Safeway bbq on Sat mornings and the possibility of a whole school fundraiser such as Chocolate Drive to be discussed at future SC meetings.

GENERAL BUSINESS

See School Council Tasks

As tabled

School Council to accept endorsement for list of officers to sign official order forms

-Principal Class

-Budget Leaders

Moved: Andrea Lynch Seconded: Brett Andrews Approved.

Motion for SC to approve funds to be set aside for 2015 Grs 4,5 and 6 camp, excursions and 2016 windcheaters as tabled

Moved: Rebekah Burrell Seconded: Natalie Lysenko Approved.

Profit and loss statement for OSHC and PFA fundraising for 2014 as tabled

Moved: Brett Andrews Seconded: Rebekah Burrell Approved

Motion for SC to endorse the financial delegation authority within the school as per

-Business Manager

-Principal Class

-Teacher Representatives on School Council

Moved: Andrea Lynch Seconded: Rebekah Burrell Approved

- Use of Facilities
- Building Project
Proposal – Bifold (operable walls) doors to be built in the Prep building. Cost of approx \$60 000 to build with a 10%contingency for DET recommended architects and builders. SC agree that this is a great idea for the school and benefits the students to optimise learning spaces. SC viewed the classroom areas for the proposed project.
Motion for approval for Lyn to proceed to Stage 2 (obtain quotes and plans).
Moved:Rebekah Burrell Seconded: Andrea Alexander Approved
- School Council vacancies and possible election.
Andrea Lynch, Sally Mc Innes, Natalie Lysenko and Shirlene outgoing members. School ones will be decided by staff.
Natalie will consider whether she would like to continue but would like to remain involved with the Facilities committee. Sally to decide. Andrea would like to renominate.
- PFA Funds – discussion to be deferred to next SC meeting.
- Memorial for Mark- SC will work over the longer term, on an appropriate and fitting memoriam in his honour.

Approval for SC to extend meeting by 10 minutes.

Moved: Shirlene Seconded: Rebekah Approved

Roles and Responsibilities of SC members. Training and inductions offered by DET. Lyn will pass on this info to SC members.

Sally McInnes thanked all School Council members for their work during the year.

Meeting closed at 9.50pm

Action	Who	Comment	Status
Parent Club thank you for fete	Lyn		
Building plans and quotes –stage 2	Lyn		
SC training options – Induction after March meeting Induction for Financial Committee also	Lyn		
Inform school community of SC vacancies	Lyn		

Next Meeting @ March 16th 7.30 pm (with AGM at 7:00pm)

Meeting Closed @ 9:20pm