



Brunswick South
PRIMARY SCHOOL
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SCHOOL COUNCIL MEETING MINUTES 21 MARCH 2017

SPECIAL MEETING OF 2017 COUNCIL 21 MARCH 2017

1. PRESENT:

DET: Trevor , Marg

Non DET : Deanna, Sara, Monique, Sarah, Colin

Apologies: Geoff

Minutes: Mary

Chaired by Trevor Strolla as Acting Executive Officer

Meeting commenced: 7.09pm

2. Welcome New Members

3. CO-OPT NEW MEMBER

Motion: That School Council Co-Opt Gabrielle Marchetti as Community Member

Moved: Trevor **Seconded:** Deanna

Meeting declared open and all Office Bearer positions are vacant

Meeting Closed: 7.11pm



SCHOOL COUNCIL MEETING MINUTES 21 MARCH 2017

1. PRESENT

DET: Marg, Trevor

Non DET: Deanna, Gabrielle, Monique, Sarah, Sara, Colin, Jeremy

Apologies: Geoff

Minutes: Mary

Chaired by: Trevor

Meeting commenced: 7.13pm

2. ELECTION OF OFFICE BEARERS AND APPOINTMENT OF SUB-COMMITTEE CONVENYORS

Nomination for School Council President: Gabrielle Marchetti

Moved: Sarah **Seconded:** Marg

Nomination for School Council Vice President: Monique Dawson

Moved: Trevor **Seconded:** Gabrielle

Nomination for School Council Treasurer: Jeremy

Moved: Trevor **Seconded:** Sarah

Appointment of Sub-Committee Convenors

Community Partnerships: Monique Dawson

Buildings and Grounds: Geoff Cope

OSHC: Pending

Policy: Marg

Moved: Trevor **Seconded:** Sarah

*Monica offered to take on the role of OSHC convenor if the position is not filled.

3. Welcome President, Chair handed over to new President

4. MINUTES OF PREVIOUS MEETING

Motion: That the previous Minutes of Meeting 21 February 2017 be accepted

Moved: Gabrielle

Seconded: Sarah

5. BUSINESS ARISING FROM PREVIOUS MEETING

Letter to Architect	Geoff	completed
Policy Sub Committee to investigate Policy around advertising	Marg	Policy in draft form at the moment.
Marg to check leave policy for OSHC Staff	Marg	Requires further investigation
Research possible video for OHS volunteer induction	Colin	completed

6. General Business- Call for items to add to general business

7. CORRESPONDENCE

In:

Out:

8. GENERAL BUSINESS ARISING FROM CORRESPONDENCE

Action:

9. REPORTS

9.1 Principal's Report: Verbal Report Given

9.1.1 Recommendation

1.

Moved:

Seconded:

Action: provide School Council with a staff workforce plan

9.2 Finance Sub-Committee Report:

9.2.1 Motion That School Council endorse Cash Receipts February 2017

High Yield	\$ 328.03
Official.....	\$ 41,574.94
Building Fund	\$ 0.00
Library Fund.....	\$0.00
Term Deposit	\$ 0.00
TOTAL.....	\$41,902.97

Moved: Jeremy

Seconded: Gabrielle

9.2.2 Motion: That School Council ratify Cash Payments February 2017

Official \$ 55,504.81

Moved: Jeremy

Seconded: Gabrielle

9.2.3 Motion: That School Council endorse bank account transfers \$30,000 on 08/02/2017 and \$30,000 on 24/02/2017 from High Yield Account to the Official Account.

Moved: Jeremy

Seconded: Gabrielle

9.2.4 Motion: That School Council ratify Family Credit Notes February 2017 \$ 880.00

Moved: Jeremy

Seconded: Gabrielle

9.2.5

Endorse the school cash handling policy.	Policies reviewed being forwarded to School Council	Deferred to next meeting
Endorse the school parent payment policy.	Policies reviewed being forwarded to School Council	Deferred to next meeting
Endorse the school investment policy.	Policies reviewed being forwarded to School Council	Deferred to next meeting
Endorse the school electronic funds management policy.	Policies reviewed being forwarded to School Council	Deferred to next meeting
Endorse the school purchasing card policy.	Policies reviewed being forwarded to School Council	Deferred to next meeting
Endorse the school purchasing card register (of card holders and limits).	Policies reviewed being forwarded to School Council	Deferred to next meeting

Moved:

Seconded:

Action: Forward copy of 2017 Budget Spreadsheet to School Council

9.3 Buildings and Grounds Sub-Committee:

9.3.1 Recommendation

1. BSPC develops an indigenous planting and sustainability policy to establish an ongoing position within and immediately surrounding the school grounds, to ensure we replace trees and habitat in the event that we are removing any trees and habitat.

Moved:

Seconded:

Action : Deferred to next meeting

9.4 OSHC Sub-Committee:

9.4.1 Recommendation

Action: Jeremy to assist OSHC with 2017 program planning budget

9.5 Community Partnerships Sub-Committee:

9.5.1 Recommendation

1.

Moved:

Seconded:

9.6 Policy Sub-Committee Report:

9.6.1 Recommendation

1.

10. GENERAL BUSINESS

Recommendation

1. School Policy on Petty Cash.

Response; The School does not use Petty Cash.

Meeting closed: 8.09pm

Next Meeting: May 2nd

Actions:

Policy Sub Committee to investigate Policy around advertising	Marg
Marg to check leave policy for OSHC Staff	Marg
Forward copy of 2017 Budget Spreadsheet to School Council	Mary
Jeremy to assist OSHC with 2017 program planning budget	Jeremy