

SCHOOL COUNCIL AGENDA

Date: Monday 19 February 2024
Time: 6.07pm
Venue: 56 Brunswick Road, Brunswick East VIC 3057

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.

Time Extension:

School council meetings should require no longer than 2.5 hours, regardless of the setting. If business has not been concluded by the scheduled closing time for the meeting, the chair should ask councilors whether they wish to defer the rest of the business until the next meeting or to extend the meeting by a specified period of time (for example, 15 minutes). A motion is necessary if council wants to extend the meeting.

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

MEETING OF SCHOOL COUNCIL

Item	Details	Actions/ Recommendations
1. Welcome Chaired by: Madeleine 6.07pm	<ul style="list-style-type: none"> • Meeting commenced: • The Chair welcomes and introduces all members and acknowledges the Traditional Owners of the Land. Present: <ul style="list-style-type: none"> • DET: Toby, Marg, Mary • NON DET: Madeliene, Roberta, Oliver, Renae, Dan, James • Minutes: 	
2. Apologies	<ul style="list-style-type: none"> • Kylie 	
3. Quorum	<ul style="list-style-type: none"> • The chairperson noted that a quorum was present. 	
4. Conflict of interest	<ul style="list-style-type: none"> • Nil 	
5. Minutes of the previous meeting	Motion: That the Minutes of the meeting held on 27 November 2023 be accepted.	Moved: Madeleine, James Seconded: Carried / not carried
6. Priority Items		Moved: Seconded



7. Business arising from the minutes	WHAT ACTION IS REQUIRED	WHO IS RESPONSIBLE	PROGRESS	
8. General business – call for items to add to general business	<ul style="list-style-type: none"> • Music, IMT roles • Update Principal Position 			
9. Correspondence	<ul style="list-style-type: none"> • In: • Out: 			
10. Reports	<i>Preferably in writing and sent with the agenda.</i>			
10.1 Principal's report	<ul style="list-style-type: none"> • Report Tabled • Recommendation: 			Moved: Seconded: Carried / not carried
10.2 Finance sub - committee If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement. For further information see: School financial guidelines	<ul style="list-style-type: none"> • The following reports were tabled by the Finance Sub Committee meeting: <ul style="list-style-type: none"> - Balance Sheet December 2023 & January 2024 - Operating Statement December 2023 & January 2024 - Sub Program Budget Report December 2023 & January 2024 • Motion: That School Council endorse the reports tabled by Finance Committee <p style="text-align: center;">Recommendation from Finance sub-committee</p> <ol style="list-style-type: none"> 1. Recommendation: That School Council Endorse payments of \$134,303.61 in December 2022, \$8,130 in January 2023 2. Recommendation: That School Council approve transfer of \$30,000 effective 22 December 2023 from the High Yield Account to the Official Account. 			Moved:Dan Seconded: Madeleine Carried Moved:Dan Seconded: Madeleine Carried Moved:Dan Seconded: Madeleine Carried Moved:Dan Seconded: Madeleine Carried

	<p>3. Recommendation: That School Council approve the writing off outstanding charges. excursion, Essential Ed fees, camps</p> <p>4. Recommendation: That School Council accept and endorse the indicative cash budget amendments for Brunswick South Primary School for 2024.</p> <p>5. Recommendation: That School Council approve and endorse the parent payment policy.</p> <p>6. Recommendation: That School Council approve Financial Commitment Summary, Balance Sheet and Operating Statement for the previous year as presented.</p> <p>7. Recommendation: That School Council accept the Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure.”</p> <p>8. Recommendation: That School Council approve and endorse the following signatories for the listed bank accounts:</p> <p style="padding-left: 40px;">Cheque Signatories: Trevor Strolla & Marg Weymouth CBA Digital Signatories Trevor Strolla & Marg Weymouth (to be updated after new Principal is appointed 26 February)</p> <p>9. Recommendation: That School Council approve and endorse the following staff to sign and authorize purchasing of goods and services</p> <p style="padding-left: 40px;">Trevor Strolla, Marg Weymouth & Mary Glendza (to be updated after new Principal is appointed 26 February)</p> <p>10. Recommendation: That School Council approve GST treatment for fundraising event for the 2024 School year as:</p> <ul style="list-style-type: none"> ● GST treatment NPSE/NS6 – no GST applicable to revenue or expenditure.” <p>11. Recommendation: That School Council approve and endorse the following policy/policies:</p> <ul style="list-style-type: none"> ● Cash handling Policy ● School Electronic Funds Management Policy ● School Purchasing Card Policy ● Refunds Policy <p>12. Recommendation: That School Council approve the hiring of BSPS (facility) at a rate of \$30 per hour plus GST and \$3.00 per hour plus GST for all music teacher. Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file.”</p> <p>13. Recommendation That the School Council approve and endorse the School Purchasing Card Register</p>	<p>Moved:Dan Seconded: Madeleine Carried</p>
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	<p>14. Recommendation That the School Council approve and endorse subsidised funding of camps, excursions, camps and activities</p> <p>15. Recommendation: That School Council approve the following fundraising events for 2024:</p> <ul style="list-style-type: none"> • Welcome Picnic 14 March 3.30-6pm • Mother's Day 10 May • Father's Day 30 August • Trivia Night April • Spring Festa • Evening on the Green 8 or 15 November • <p>EVENTS ENGAGEMENT & FUNDRAISING:</p> <p>All events will need approval by School Council as required.</p> <p>For further finance information see:</p> <p>http://www.education.vic.gov.au/school/teachers/management/finance/pages/guidelines.aspx</p>	
10.3 Building and Grounds sub-committee	<ul style="list-style-type: none"> • Recommendation: 	Moved: Seconded: Carried / not carried
10.4 Community and Fundraising Sub-committee	<ul style="list-style-type: none"> • Recommendation: <p>Action: Renae to look into Babies club on a Friday</p>	Moved: Seconded: Carried / not carried
10.5 Bilingual Sub-committee	<ul style="list-style-type: none"> • Recommendation: <p>Action: Roberta to draft email regarding sub committees and Mary to put out on Compass</p> <p>Action: Roberta to speak at assembly regarding sub committees</p> <p>Action: Roberta to speak to Brunswick Secondary regarding Bilingual program.</p>	Moved: Seconded: Carried / not carried
10.5 Policy Sub-committee	<ul style="list-style-type: none"> • Recommendation: 	Moved: Seconded: Carried / not carried
10.6 OSHC Sub-committee	<ul style="list-style-type: none"> • Recommendation: 	
11. Camps/Excursions	<ul style="list-style-type: none"> • Recommendation: 	Moved: Seconded: Carried / not carried
12. General business	<ul style="list-style-type: none"> • IMT – • Recommendation: Oliver to be reinstated as coordinator and his hire fees to be waived. • Action: Madeleine to write a policy regarding IMT's 	Moved:Dan Seconded:Madeleine Carried / not carried
13. Next Meeting:	<p>Meeting Dates for 2024 are as follows.</p> <ul style="list-style-type: none"> • 18 March • 29 April • 3 June • 29 July • 2 September • 28 October 	

	<ul style="list-style-type: none"> • 2 December Meeting to commence at 6.00pm 	
14. Closure of meeting	<ul style="list-style-type: none"> • The chairperson declared the meeting closed. 	Time:

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.