

Doreen Primary School Council Minutes

Date:	16 June 2022
Time:	7.30pm – 10.30pm
Venue:	75 Doctors Gully Rd, Doreen 3754
Chair:	Naomi Joiner – President
Attendees:	Glenn Simondson, Leonie Craig, Jason Dirx, Simon Roylance, Carly Bloomfield, Ben Miller Louie Djorseski, Rebekah Di Berardino
Minute taker:	Rebekah Di Berardino
Apologies:	Janette Colistra, Jaclyn De Lange, Chris Susilo
Visitor:	N/A
Conflict of Interest:	N/A

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:
 - 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.



MINUTES

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> Present – Glenn Simondson, Ben Miller, Naomi Joiner, Naomi Craig, Rebekah Di Berardino, Jason Dirkx, Simon Roylance, Carly Bloomfield, Louie Djoreseki 	
2. Apologies	<ul style="list-style-type: none"> Jaclyn De Lange, Chris Susilo, Janette Colistra 	
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"> Not applicable 	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on Thursday 19th May 2022 were previously distributed. 	<p>Motion:</p> <p>“That the Minutes of the meeting held on 19th May 2022 be accepted”.</p> <p>Moved: Naomi Joiner</p> <p>Seconded: Leonie Craig</p> <p>Carried</p>
6. Business arising from the minutes 6.1	<ul style="list-style-type: none"> Further follow up regarding slide quote Who is responsible? Glenn Simondson 	<p>Action:</p> <p>Glenn is to continuing sourcing quotes for the purchase and installation of a new slide for the playground.</p> <p>Moved: Carly Bloomfield</p> <p>Seconded: Naomi Joiner</p> <p>Carried</p>
6.2	<ul style="list-style-type: none"> Continued discussion regarding After School Care service for families. Community has been surveyed with responses varied regarding need. Further consultation with local service providers needed to ascertain ability to support families without the school needing to coordinate the service. Who is responsible? Simon Roylance 	<p>Action:</p> <p>Simon to speak with local child care provider, to determine suitability and availability for an After School Care option for families.</p> <p>Moved: Naomi Joiner</p> <p>Seconded: Jason Dirkx</p> <p>Carried</p>

<p>8. Reports</p> <p>Principal's report</p>	<ul style="list-style-type: none"> Principal's report is attached to agenda 	<p>Motion:</p> <p>"That the report as tabled is accepted and recommendations endorsed".</p> <p>Moved: Rebekah Di Berardino</p> <p>Seconded: Ben Miller</p> <p>Carried</p>
<p>8.2</p> <p>Finance sub - committee</p> <p>If a school doesn't have a Finance sub-committee all reports must be tabled at school council.</p> <p>If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.</p>	<ul style="list-style-type: none"> Finance sub-committee minutes attached to school council agenda The following reports were tabled at the Finance Committee meeting: <ul style="list-style-type: none"> 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 Family Credit Notes Report Bank Reconciliations for all bank accounts (copies) Explain the difference if there is one 	<p>Moved: Naomi Joiner</p> <p>Seconded: Ben Miller</p> <p>Carried</p>
<p>Budget Changes</p>	<p>Adjustment to the CRT budget</p>	<p>Moved: Louie Djorseski</p> <p>Seconded: Simon Roylance</p> <p>Carried</p>
<p>8.3</p> <p>Building and Grounds</p>	<ul style="list-style-type: none"> Attached to agenda New brick wall to be installed at the back gate entrance to the school grounds. Once completed, a new shelter to be constructed. The direction of the car park entrance and exit to change over the school holidays. 	<p>Action:</p> <p>Glenn to coordinate bricklayers for the completion of the brick wall at back gate entrance. Glenn to coordinate with relevant trades to change direction of car park entry and exit.</p>

		Moved: Naomi Joiner Seconded: Ben Miller Carried
9. General business		
9.1	<p>Building Projects</p> <ul style="list-style-type: none"> Inclusion grant Building upgrade 	<p>Action:</p> <p>Glenn to meet with shortlisted Architects. Feedback and decisions to be communicated to School Council when appropriate.</p>
9.2	<ul style="list-style-type: none"> School Concert Some issues with previous venue – our \$1100 deposit is non-refundable. Council must decide whether to lose the deposit or use the venue. 	<p>Action:</p> <p>Council agreed to proceed with School Concert at school. Office staff to investigate a possible refund through Consumer Affairs.</p> <p>Moved: Naomi Joiner Seconded: Ben Miller Carried</p>
9.3	<p>New School Facebook page</p> <p>Administrators of the new page are to be a combination of staff and School Council members. This administration responsibility can then be passed on to future School Council representatives.</p>	<p>Action:</p> <p>Council agreed to have 2 School Council members as Administrators on the new Parents Facebook page, along with 2 staff members</p> <p>Moved: Naomi Joiner Seconded: Glenn Simondson Carried</p>
9.4	<p>Use of Fundraising funds</p> <p>A percentage of fundraising money will go towards costs associated with new back gate wall construction</p>	<p>Moved: Leonie Craig Seconded: Ben Miller Carried</p>
	Gazebo Purchase	

<p>9.5</p>	<p>Council to decide if we use Fundraising money to purchase a new School Gazebo. This could be used at sporting events and other school-related events.</p>	<p>Action: Further investigation required into OH&S requirements for Gazebo use at public events. New regulations require particular measures for securing gazebos in place. Moved: Simon Roylance Seconded: Glenn Simondson Carried</p>
<p>10. Correspondence 10.1 Incoming</p>	<ul style="list-style-type: none"> AMP Process for new building Part 1 is now completed 	<p>Motion: "That the Inwards Correspondence be received and actions endorsed. " Moved: Rebekah Di Berardino Seconded: Louie Djorseski Carried</p>
<p>10.1a</p>	<ul style="list-style-type: none"> Audit of our accounts and School Council Processes To be scheduled for later this year 	
<p>11. Next Meeting:</p>	<ul style="list-style-type: none"> Next Council Meeting to be held on Thursday 4th August 2022 	
<p>12. Closure of meeting</p>	<ul style="list-style-type: none"> The chairperson declared the meeting closed. 	<p>Time : 9.30pm</p>

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.

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