

## Doreen Primary School Council Minutes

Date:	4 <sup>th</sup> August 2022
Time:	7.30pm – 9.30pm
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, Janette Colistra, Jaclyn De Lange, Chris Susilo
Minute taker:	Rebekah Di Berardino
Apologies:	N/A
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
<b>1. Welcome</b>	<ul style="list-style-type: none"> <li>Present – Glenn Simondson, Ben Miller, Naomi Joiner, Naomi Craig, Rebekah Di Berardino, Jason Dirkx, Simon Roylance, Carly Bloomfield, Louie Djoreseki, Janette Colistra, Chris Susilo, Jaclyn De Lange</li> </ul>	
<b>2. Apologies</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>3. Quorum</b>	<ul style="list-style-type: none"> <li>The chairperson noted that a quorum was present.</li> </ul>	
<b>4. Conflict of interest</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>5. Minutes of the previous meeting</b>	<ul style="list-style-type: none"> <li>Minutes of the meeting held on Thursday 16<sup>th</sup> June 2022 were previously distributed</li> </ul>	<p>Motion:</p> <p>“That the Minutes of the meeting held on 16<sup>th</sup> June 2022 be accepted”.</p> <p>Moved: Naomi Joiner</p> <p>Seconded: Ben Miller</p> <p>Carried</p>
<b>6. Business arising from the minutes</b> <b>6.1</b>	<ul style="list-style-type: none"> <li>Changes to the bottom car park have been completed and are working successfully</li> <li>New Parents Facebook page is up and running, with most of our families moving to the new group</li> <li>New brick wall at the bottom gate is now complete, so works will continue to finish the entrance and also the planned portico shelter will commence shortly</li> </ul>	
<b>6.2</b>	<ul style="list-style-type: none"> <li>Continued discussion regarding After School Care service for families. Simon has been in contact with Hippity Hop Child Care in Yarrambat, who have expressed interest in developing an after school care program for our families. Further investigation would need to occur; Department obligations and requirements, any licensing and accreditation obligations and costing.</li> <li>Who is responsible? Simon Roylance</li> </ul>	<p>Action:</p> <p>Simon to continue communication with Hippity Hop</p>

<p><b>7. Reports</b></p> <p>Principal's report</p>	<ul style="list-style-type: none"> <li>Principal's report is attached to agenda</li> </ul>	<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><b>8. Finance</b></p>	<ul style="list-style-type: none"> <li><u>Cases Balances as at 4<sup>th</sup> August</u> <table border="0" style="margin-left: 20px;"> <tr> <td>High Yield Acc</td> <td style="text-align: right;">\$73,314.27</td> </tr> <tr> <td>Official Acc</td> <td style="text-align: right;">\$ 5,843.25</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>\$78,157.52</b></td> </tr> </table> </li> <li>Cost of Sovereign Hill excursion to be held on 11th November was set at \$40.00 per child. Total cost to school is \$46.00 per child but we will use Life Ed money to supplement as that won't be going ahead this year.</li> <li>The following reports were tabled at the Finance Committee meeting: <ul style="list-style-type: none"> <li>- Balance Sheet</li> <li>- Operating Statement</li> <li>- Cash Receipts</li> <li>- Cash Payments</li> <li>- Cancelled Receipts Report</li> <li>- Cancelled Payments Report</li> <li>- Journal Report</li> <li>- Cash Flow Statement</li> <li>- Bank Account Movement</li> <li>- Annual Sub Program Budget Report</li> <li>- Family Credit Notes Report</li> <li>- Profit and Loss Uniform 2021</li> <li>- Profit and Loss Swimming Feb 2022</li> <li>- Profit and Loss Easter Raffle – Fundraising</li> <li>- Profit and Loss Mother's Day stall – Fundraising</li> <li>- Profit and Loss Bee Incursion May 2022</li> <li>- Profit and Loss Election Day BBQ – Fundraising</li> </ul> </li> </ul>	High Yield Acc	\$73,314.27	Official Acc	\$ 5,843.25		<b>\$78,157.52</b>	<p>Moved: Simon Roylance</p> <p>Seconded: Louie Djoreski</p> <p>Carried</p> <p>Moved: Simon Roylance</p> <p>Seconded: Loui Djorseski</p> <p>Carried</p>
High Yield Acc	\$73,314.27							
Official Acc	\$ 5,843.25							
	<b>\$78,157.52</b>							
<p><b>9. Building and Grounds</b></p>	<ul style="list-style-type: none"> <li>Attached to agenda</li> <li>Still seeking quotes from "Imagination Play" regarding the big slide</li> </ul>	<p>Action:</p> <p>Glenn to continue to follow up. May also source other quotes.</p>						

<b>9.1</b>		
<b>9.2</b>	<ul style="list-style-type: none"> <li>• VSBA are still yet to sign off on the Inclusion Grant</li> </ul>	Action: Glenn to continue to follow up
<b>9.3</b>	<ul style="list-style-type: none"> <li>• Major funding project is progressing and MGS Architects have been chosen</li> </ul>	Action: Glenn to coordinate consultation process between Architects and students, staff and wider community
<b>10. Fundraising</b>		
<b>10.1</b>	<ul style="list-style-type: none"> <li>• Beanies have been a huge success. We are close to selling the first 100 ordered (79 at time of meeting). Another order will be made soon. We are making \$1.50 on each beanie</li> </ul>	Action: Carly to liaise with Lisa in the office to coordinate the next Beanie order
<b>10.2</b>	<ul style="list-style-type: none"> <li>• Father's Day stall to be held at school on Friday 2<sup>nd</sup> Sept. Set up will be on Thurs 1<sup>st</sup> Sept – with sales available for those students who cannot attend the stall on Friday due to Gr 3/4 Hooptime</li> </ul>	Action: Jaclyn to coordinate product orders and coordinate fundraising committee/volunteers to run the stall on Fri 2 <sup>nd</sup> Sept
<b>11. Inward Correspondence</b>		
<b>11.1</b>	<ul style="list-style-type: none"> <li>• School Review report Our results are good, and this is reflected in the report. Council have received a copy of the report, and are asked to offer/thoughts feedback</li> </ul>	Motion: "That the Inwards Correspondence be received and actions endorsed. " Moved: Naomi Joiner Seconded: Jaclyn De Lange Carried
<b>11.2</b>	<ul style="list-style-type: none"> <li>• Bushfire Preparedness Allocation and Plan Funding has been approved. There may be opportunities within the funding to implement extra measures around the school</li> </ul>	Action: Simon to coordinate a "walk around" the school grounds with Glenn, and determine adequate levels of preparedness.
<b>12. General Business</b>		
<b>12.1</b>	<ul style="list-style-type: none"> <li>• New Staff member Teesha Irwin will commence on Monday 8<sup>th</sup> August. Cassandra Smith will finish on Friday 5<sup>th</sup> August – there will be an assembly at 3.10pm with farewell from staff and students and presentation of a gift</li> </ul>	
<b>13. Next Meeting:</b>	<ul style="list-style-type: none"> <li>• Next Council Meeting to be held on Thursday 8<sup>th</sup> September 2022 at 7.30pm</li> </ul>	
<b>14. Closure of meeting</b>	<ul style="list-style-type: none"> <li>• The chairperson declared the meeting closed.</li> </ul>	Time : 9.30pm

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.