

Doreen Primary School Council Meeting
Tuesday 28th February, 2023

Present: Glenn Simondson, Lisa Welch, Ben Miller, Jaclyn Delange, Anthony Martelli, Gabrielle Gray, Naomi Joiner, Leonie Craig, Carlie Bloomfield.

Apologies: Jason Dirkx, Simon Roylance

Minutes of the Previous Meeting

Approved : Glenn Simondson **Seconded:** Naomi Joiner

Business Arising:

Trevor Lambert's plaque to be completed by end of term.

Correspondence:

Approval of building design - Emailed to all members and approved.
Approval of OH&S- Glenn Simondson and Naomi Joiner have signed.
Auditors Initial report tabled -See Finance Notes for Summary.

Principal's Report:

Enrolments

Enrolments are at 162 and we look like being at a level where we will run at a small loss staffing wise, but it is at a level that is easily managed. 162 students this year will mean a Shortfall \$30k.

PE Teacher

We lost our Phys. Ed. Teacher (and 2 enrolments) over the break, and with enrolments at levels where they were, Glenn will be taking Phys. Ed. this year to help with budgets.

Working Bee

The Working Bee was well attended, and much was achieved. Many "starts" for small projects were begun - a rock wall, holes for the movement of the shelter.

Grade 5/6 Swimming

Grade 5&6 swimming has begun and has received rave reviews. Activities include Canoeing, snorkelling and general swimming safety.

Project Rokit

Project Rokit, our lead into Cyber safety took place but wasn't what we would have liked it to be as it only had one module on Cyber Safety. We are now looking into a program that has been found which is for the whole school and in the same format as The Resilience Project. Cost - \$5.00 per head.

The Resilience Project

The Resilience Project has begun and is being run by our 3 Wellbeing Staff. It involves classes watching Videos by a specialised presenter, then children and teachers doing follow up activities. A short synopsis of the program would be that children look at Gratitude, Empathy, Mindfulness and Emotional Literacy as a means to develop Mental Wellness and particularly Resilience. Feedback has been good from staff, and as activities start, we will ask students what they think. We have 3 years of funding.

Wellbeing Staff

Well Being Staff are also running sessions with grades to determine what sort of need there is for small group counselling across the school. There is a need and students have been identified. Areas and students in need will then be involved in regular counselling sessions.

D&I Funding

D&I future funding to change format. Any students listed with receiving extra help in some way will be taken into consideration when funding is calculated.

Visit by Politicians & Assistant Regional Director-

We had visits from Lauren Kathage - State Member for Yan Yean. Rob Mitchell MP - Federal Member for McEwan, and Stacey Gabrielle - Assistant Regional Director. Stacey Gabrielle offered to come and speak at our Principal network meetings.

Leadership Day

Our first Grade 6 Leadership Day is being run this Thursday at Panton Hill. 152 students from the NESST schools will be attending and participating in leadership activities. The guest speaker will be Kate Ceberano.

Curriculum Day Friday 10th March

Teachers and ESO's will be meeting at Uni Hill. The topics of the day will be Maths and Smiling Minds. Business Managers to go to one of the network schools.

Parent Information Night

Our Parent Information Night was run on Monday 27th February. Great feedback was received.

Grade 3-6 Camp

Grade 3-6 Camp - Time in Lieu, arrangements - Staff will only apply for TIL if sleeping over.
8 CRTs will be needed when TIL given for camp.

Grandparents Day

Grandparents' day At this stage to be held on 5th April and to be finalised with staff at next staff meeting. It will not be as extensive as in the past. Activities will run till 11.00 and then we will put on morning tea. Expected to finish around 11.30.

Junior School Council Report

Hi my name is Tanish and I am the term one JSC President.
The members of the JSC are also Jorg, Zac, Charlie and Ben.

The things we have organised so far this term:

Organising Zooper Dooper Days every Friday at lunchtime during Term1.

Our reason for this is that we have a goal to raise one thousand dollars by the end of this term for our graduation. The money will go towards the cost of our (student's) graduation tickets and for a photo booth on the night.

We are enjoying this task. All students in the class have a task on the day.

Our treasurer is kept busy counting the money. All JSC members help Zac.

Our profit to date is \$627.00

We have put new sports equipment on the sports rack.

We have also labelled the bins around the school making it easier to locate bins

We are having meetings every fortnight at 2.20pm

Recommendations from our JSC meetings

Soccer goals get used every day at lunchtime and recess and we need the net fixed or new nets. We think new ones would be better.

Shade is needed over our new stage area

We want to have another House Sports Day but not sure if there is time this term??

On rock climbing wall there are lots of bugs and spiders can this please be sprayed.

Child Safety Issues

CSS Policy changes - Created new policies as required. WWCC to be held by all

School has regular discussion - School Council, Staff

School ensures all adults working with children are aware of their obligations regards Child Safety.

Induction Booklet for staff will have reminders regards responsibilities in the area of Child **Safety**.

Buildings and Grounds:

Building Projects:

- Inclusion Grant - still waiting for work to be finished.

- New build - Very slow process with lots of haggling. Council have been presented with Schematic plan. --

- Shade sail Application for Federal Funding. Applied for Shade Sail application for VSBA funding - On waiting list.

Movement of Bike Shed. - Holes dug in new location. Six poles to go in and then Bike Shed to be moved.

Luke Davidson to employed for a day.

Treasurers Report

CASES Balances

High Yield Account balance as at Monday 27th 2023 \$65,559.87

Official Account balance as at Monday 27th 2023 \$11,515.91

Total Holdings as at Monday 27th 2023 \$77,075.78

Financial Reports tabled and Signed

Bank Reconciliations

Annual Sub Program report

Sub Program Status Report

Bank Account Movements

Cash Receipts Report

Cash Payments Report

Journal Report

Cash Flow Report

Cancelled Receipts Report

Cancelled Payments Report

Family Credit Notes Report.

SRP Report

Sundry Debtors Credit Notes report

GL Budget Report

Commitments

- Camp payments have been made- \$14,865

- Maxim - Supplies will be \$14,500 so far

- There is \$7000 left from Bushfire grant.

- There is some left from the Shade sail grant which will be sent \$10K

- We pay a Solar payment in May \$6K. - Solar panels putting us in credit

- We will have \$25K left to operate with, and that will be more than enough, with another grant in Term 2.

- All programs will run as planned.

Auditors Initial Report Summary

Final Program budgets not shown as approved in minutes.

Fees not shown as approved in minutes.

SRP Position of School not included in finance reports (Didn't know this needed to be done)

GL Level budget report not tabled (Didn't know this needed to be done)

No contract evidence of court hire for 3 of the 4 samples (Generally only one offs)

No record of Public liability for court hire - (generally only one offs)

Prep deposits from families that didn't attend placed in donations (need to find a better code)

Delegation of financial duties (Kelly now going to bank)
Principal didn't do 2 random checks each term to verify cash handling (Didn't know this had to be done)
Not all orders had quotes attached.
Assets stocktake had not been done in Cases 21 for over two years.

Auditor Requirements

Approve all fundraising GST be run out of scope. **Approved:** Leonie Craig, **Seconded:** Lisa Welch
Approve Uniform Sales GST to run as input taxed. **Approved:** Ben Miller, **Seconded:** Lisa Welch
Endorse staff members approved to sign purchase orders - Glenn Simondson
Approved: Naomi Joiner, **Seconded:** Ben Miller
Approve 2023 Fees. **Approved:** Naomi Joiner, **Seconded:** Ben Miller
Approval of Bank Account Signatories. Ben Miller, Glenn Simondson and Janette Colistra.
Approved: Lisa Welch, **Seconded:** Naomi Joiner.

Ratify 2022 Profit and Loss statements

Camp

3/4 Hooptime

5/6 Hooptime

Kaboom Sport

Winter Sport

Athletics

Swimming P-4

Sovereign Hill Excursion

Ratified by whole School Council

Policies to be Approved

Cash Handling Policy

Parent Payments Policy

Electronic Payments Policy

Electronic Revenue Policy

Fundraising Policy

Approved by all Council Members

Fundraising Report

Approve Fundraising activities - Easter Raffle. Bunnings BBQ,

Approved: Lisa Welch

Seconded: Ben Miller

General Business

Meeting Schedule -

Mon 27th March AGM.

Tues 30th May,

Mon 19th June,

Tues 1st Aug,

Mon 28th August,

Tues 10th Oct,

Mon 13th November.

End of Year meeting TBA

School Council Elections

School Council_elections will be finalised at the AGM meeting on 27th March.

VRQA requirements

VRQA requirements have nearly been met. Meeting on 17th March to finalise.

Shipping Container

We will need to look at purchasing a container to be used as storage during the new build.

Round the Table

Request that all students finish the day at 3:30 and lunch time finish at 2.30. To be changed later this term 14th March. **Approved:** Carly Bloomfield **Seconded:** Ben Miller

Concern voiced over Parents coming into school and abusing teachers after incident. Glenn explained what processes were undertaken.

Suggestion for school to participate in Summer Sport with local area schools. Not practical. Possibility of inviting St Joseph's to our Sugarloaf Sport group.

Meeting Finished 10.00pm: