

# Hesket Primary School

## SCHOOL COUNCIL MEETING MINUTES

Meeting held on Tuesday 1<sup>th</sup> August 2017 at 4.10pm

*For the attention of school council members.*

ITEM	DETAILS	ACTION [Recommended or taken]
<b>1) Welcome</b>	<p>Present: Ian Stove, Brett Hayler, Danielle Lamprell, Jillian Ryan, Vince Cafari, Cassie Creed, Lauren Clayton (Lauren has been invited by Brett as a potential nominee)</p> <p>Financial assessor - Kathy</p>	<p><b>Motion:</b> That attendees of the meeting held in June be accepted. Moved: Brett Hayler Seconded: Jillian Ryan Carried</p>
<b>2) Apologies</b>	Bridey Welton	<p><b>Motion:</b> That the apologies of the meeting held in June be accepted. Moved: Brett Hayler Seconded: Jillian Ryan Carried</p>
<b>3) Minutes of the Previous Meeting</b>	<ul style="list-style-type: none"> <li>• English expenditure has changed</li> <li>• Jillian has identified variances in comparison to the last approved budget and there has been no discussion as to where the money has gone.</li> </ul> <p>Jillian has put forward a motion: An actual financial expenditure has been found to vary significantly from the approved budgeted expenditure and these variations have been implemented without discussion with or approval from school council. We require a departmental audit in order to address this situation.</p>	<p><b>Motion:</b> That the Minutes of the meeting held in June as presented be accepted. Moved: Brett Hayler Seconded: Jillian Ryan Carried</p>
<b>4) Business Arising from the Minutes:</b>	<p>That minutes from previous meeting be released prior to next meeting as well as the agenda to be sent out earlier.</p> <p>Jillian had put forward a motion that an actual financial expenditure has been found to vary significantly from the approved budgeted expenditure and these variations have been implemented without discussion with or approval from school council. We require a departmental audit in order to address this situation.</p> <p>.</p>	<p><b>Motion:</b> That business arising from minutes from previous June meeting as presented be accepted. Moved: Cassie Creed Seconded: Jillian Ryan Carried</p>
<b>b) Casual Vacancy on Council</b>	There is a casual vacancy on school council. It will be advertised in the school council.	<p>Motion: That the school council vacancy be advertised in the school newsletter. May they be presented and accepted. Moved: Brett Hayler Seconded: Cassie Creed</p>

		Carried
<b>c) Confirmed Budget</b>	<p>That the presented budget be amended to reflect approved/correct budget.</p> <p>That the 2018 budget be completed in December, be presented and accepted to school council by February 2018.</p> <p>That the budget reflects estimated excursion expenditure and that School Council approves probable excursions throughout the year.</p> <p>Moved: Seconded: Carried</p>	<p><b>Motion:</b> That the review of the school financial reports as presented be accepted. Actual budget to be accepted in September meeting. Moved: Jillian Ryan Seconded: Brett Hayler Carried</p>
<b>d) School excursion permissions.</b>	<ul style="list-style-type: none"> <li>• Skipping Championships at Arnolds Creek</li> <li>• Parliament excursion</li> <li>• Skipping Demonstrations</li> <li>• Athletics</li> </ul>	<p>That the mentioned excursion permissions as presented be accepted. Moved: Brett Hayler Seconded: Cassie Creed Carried</p>
<b>e) OHS/Tour of School Supervision and Line of Sight Old Sports Shed Shipping Container</b>	Brett, Jillian and Ian will do an OH&S walk through to identify any OH&S issues.	
<b>f) Meeting Schedule</b>	<p>Tuesday 12<sup>th</sup> September</p> <p>Tuesday 17<sup>th</sup> October</p> <p>Tuesday 7<sup>th</sup> November</p> <p>Tuesday 5<sup>th</sup> December</p>	N/A
<b>h) Maintenance</b>	<ul style="list-style-type: none"> <li>• Electrical Lighting redone</li> <li>• Plumbing been done</li> <li>• Security been done</li> </ul>	
<b>i) Principal Position</b>	<ul style="list-style-type: none"> <li>• Amanda Hubber has been contacted and will organise training for next Tuesday 8<sup>th</sup> August. School Council members will take part in the training if available. The panel will consist of two council members, our SEIL, another principal and a staff member. (Permanent staff members will have to discuss who will be on the panel out of the three) This job listing will be listed as soon as possible.</li> </ul>	
<b>j) Strategic Plan</b>	<ul style="list-style-type: none"> <li>• The school strategic plan needs to be drafted by and during term 4.</li> </ul>	

<b>k) Policies</b>	<ul style="list-style-type: none"> <li>• Need to develop a policy development team to avoid rectifying numerous policies at one time.</li> <li>• Lauren has questioned certain practises within the school that haven't been followed correctly that align with the child safety standards such as signing in and work with children check.</li> </ul>	<b>Motion:</b> That 3 policies be reviewed every school council meeting. May this be presented and accepted. Moved: Vince Cafari Seconded: Cassie Creed Carried
<b>6) Correspondence [Inwards]</b>	N/A	N/A
<b>7) Correspondence [Outwards]:</b>	N/A	<b>N/A</b>
<b>8) Business Arising from the Correspondence:</b>	N/A	N/A
<b>c) Finance.</b> - Finance Report: 1/8/17  - Balance sheet as at 1/8/17  - Operating Statement  - Account Balance 31/7/17 \$83,030.94  - Grants received 31/7/17 School Improvement Prog (Review) \$4,000. SRP (Koorie) \$3,400. Regional Forum & Curric Planning \$2,268.60. Wifi Expansion reimb \$480. Apps for Inclusive Education \$150. CR to Cash transfer \$50,000. Term 3 grant \$14,573.58. CRT Reimb \$586.60.  - Funds transfer HY to official 13/6: \$3,000. 20/6: \$5,000. 22/6: \$10,000. 29/6: \$6,000. 1/8: \$6,000.  - Payments made up to June \$23,828.05 July \$ 9,574.17		<b>Motion:</b> “That the financial statements as tabled and presented by Kathy be presented and accepted.” Moved: Jillian Ryan Seconded: Brett Hayler Carried
<b>d) Sub-committees Meeting Timetable (July)</b>	<b>Finance:</b> Principal, Jillian Ryan, Brett Hayler and Cassie Creed  <b>Learning and Teaching/Policy:</b> Principal, Amanda Liew, Jillian Ryan, Danielle Lamprell, Vince Cafari.	

	<p><b>Grounds and Maintenance:</b> Principal, Brett Hayler, Vince Cafari</p> <p><b>Fundraising and Promotion:</b> Principal, Bridey Welton, Amanda Liew, Cassie Creed</p>	
<b>10) Next Meeting:</b>	Next Council Meeting to be held on: Tuesday 12 <sup>th</sup> September	
<b>11) Closure of meeting.</b>		Time: 6:05