

# Hesket Primary School 1004



School Council Agenda/Minutes

September 12<sup>th</sup> 2017

Meeting Opened:	4:15pm
Present:	Glenda Miller, Patricia Withell, Danielle Lamprell, Brett Hayler, Jillian Ryan, Vince Cafari and Lauren Clayton.
Absent:	Cassie Creed
Minutes:	<p>Minutes of previous meeting</p> <p>Motion: That the minutes of the Hesket Primary School Council meeting held on Tuesday 8<sup>th</sup> August 2017, as presented/as amended, be accepted</p> <p>Moved: Jillian Ryan                  Seconded: Brett Hayler                  Carried</p> <p>Motion: Lauren Clayton will fill the unfilled school council vacancy which will be until March 2019. Pat Withell will fill the casual vacancy for Bridey Welton ending in 2018. Glenda Miller will put a notice in the newsletter for the casual vacancy for school council which will end 2019.</p> <p>Moved: Brett Hayler                  Seconded: Jillian Ryan                  Carried</p> <ul style="list-style-type: none"> <li>• Amanda Hubber organised training for school council members regarding the principal appointment.</li> <li>• Glenda Miller has been approached and has accepted the principal position for term 4.</li> </ul> <p>Motion: Glenda Miller be accepted as principal of Hesket for term 4 2017.</p> <p>Moved: Brett Hayler                  Seconded: Jillian Ryan                  Carried</p> <ul style="list-style-type: none"> <li>• Lauren has questioned the sign in/sign out procedure at Hesket. Glenda will organise a visitors policy.</li> </ul>

Business Arising:	<ul style="list-style-type: none"> <li>• Position advertised for a principal which resulted in a non appointment. Position will be advertised again in term 4.</li> <li>• Glenda Miller will put a notice in the newsletter for the casual vacancy for school council which will end 2019.</li> <li>• The school council dates have been set however, the October meeting may change due to being only 2 weeks into the term.</li> </ul> <p>Motion: The October meeting be re-scheduled for the 24<sup>th</sup> October 2017 in order for adequate time for documents to be issued.</p> <p>Moved: Pat Withell  Seconded: Brett Hayler  Carried</p>
Correspondence In:	School Review Report
Correspondence Out:	
Reports:	<ol style="list-style-type: none"> <li>1. Principal Report – Tabled</li> <li>2. Financial Reports <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Operating Statement</li> <li>• <i>Cash Receipts</i></li> <li>• <i>Cash Payments</i></li> <li>• <i>Cancelled Receipts report</i></li> <li>• <i>Cancelled Payment Report</i></li> <li>• <i>Journal Report</i></li> <li>• <i>Cash Flow Statement</i></li> <li>• <i>Bank Account movement</i></li> <li>• <i>Annual Sub Program Budget Report</i></li> <li>• <i>Invoices Awaiting Payment</i></li> <li>• <i>Family Credit Notes Report</i></li> <li>• <i>Sundry Debtors</i></li> <li>• <i>Credit Notes Report</i></li> <li>• <i>Bank Reconciliation</i></li> <li>• School Budget Management Report</li> </ul> </li> </ol> <p>Motion  The School Council move \$12 865.93 payments be endorsed, \$8500.00 transfers be ratified and all presented reports accepted as a true and correct depiction of Heskett Primary School finances for the month of August 2017.</p> <p>Moved: Pat Withell</p>

	<p>Seconded: Vince Cafari Carried</p>
Policies	<ol style="list-style-type: none"> <li>1. Policies to be ratified (distributed Term 2) <ul style="list-style-type: none"> <li>• Bullying and Harassment Policy - Ratified</li> <li>• Duty of Care Policy – Ratified Possibly put a ban or compromise on the Fairy Garden due to duty of care.</li> <li>• Accidents and Incidents Reporting policy – Ratified Mobile phone part to be omitted</li> <li>• Communication Policy and Procedures - Ratified</li> <li>• First Aid Policy and Procedures – Ratified Chemical MSDS Hand soap to be supplied in student bathrooms SPF level Note on page 5 to refer to anaphylaxis policy</li> <li>• Mandatory Reporting Policy and Procedures – Ratified</li> <li>• Critical Incident Plan – Ratified</li> </ul> </li> <li>2. New Policies Distributed <ul style="list-style-type: none"> <li>• Excursions Policy and Procedures – Ratified First aid bag contents to be itemised ES staff member cannot be accountable</li> <li>• Incursions Policy and Procedures - Ratified</li> <li>• On site Supervision of Students Policy – Pending Bus times Times are incorrect No cost</li> <li>• Administration of Medication Policy – Ratified Needs to be co-signed signed How long to keep medications sheet for</li> <li>• Anaphylaxis Policy – Ratified Rationale to be changed to include latex and medication 10 second to 3 second No nut policy in newsletter to Nut aware</li> <li>• Care Arrangements for Ill Students Policy - Ratified</li> </ul> </li> <li>3. Draft Policy <ul style="list-style-type: none"> <li>• Private Car Use - Department Policy - Pending</li> </ul> </li> </ol> <p>Motion: The policies as presented/as amended be accepted.</p> <p>Moved: Vince Cafari Seconded: Brett Hayler Carried</p>
General Business:	<ol style="list-style-type: none"> <li>1. Fees 2018 <ul style="list-style-type: none"> <li>• Fees for 2017 were \$140.00 plus \$50.00 Grounds</li> <li>• Fees for 2018 need to be approved at this meeting Proposed fees to be \$160 plus \$60 for grounds</li> </ul> </li> <li>2. School Hours Will be introduced in term 4.</li> <li>3. School Camp Venue concern</li> </ol>

	<p>Carrying luggage from the station  Bus \$960  No male teacher would add another \$900 expense  Can't close school must offer an alternative for children not going on camp  Looking at over \$400 for each child  Already paid a non-refundable \$780 deposit  Looking at day trips  Possibly teaming up with other schools  A camp discussion will take place at a later date.</p> <p>4. Trees  Quote: \$8000 to remove dangerous ones</p> <p>5. School yard quote  Had a walk through the yard, quote was for \$500 plus GST</p> <p>6. BARR – Pending  Bush fire at risk arrangements has changed to code red only day</p> <p>7. Staffing  Possibly 1 classroom structure with 1 teacher and 1 principal  If Bridey returns, an in excess process will arise.</p> <p>Motion: The general business items as presented/as amended be accepted.</p> <p>Moved: Pat Withell  Seconded: Jillian Ryan  Carried</p>
Next Meeting/s:	October 24 <sup>th</sup>
	November 14 <sup>th</sup> (???)
	December 12th
Meeting Closed:	6:45pm