

## **MINUTES OF SCHOOL COUNCIL MEETING HELD** **20th March 2018**

**Meeting Opened:** 6.33pm

**Chair:** Mat Montebello until School Council President Elected then they will take the chair

**Attendance:** Julie-Anne Douglas, Peter Langford, Rachel Canaway, Cara McMahon, Erica Smith, Peter Flaherty, Kate Powick, Lisa Cannon, Rohan Wood, Bianca Muraca, Mat Montebello, Steven Puhar, Liz Beasley, Cheryl Douglas

**Apologies:** Jenni Cooke, Geeta Srivasta, Andrea Duxson

**Welcome and introduction to new School Councillors:**

Welcome and thank you to our new Non-DET representatives on School Council – Kate Powick, Lisa Cannon, Rohan Wood, Julie-Anne Douglas and DET representative Bianca Muraca

Peter Langford (outgoing president) thanked the returning councillors for their time and commitment, giving an overview of his time on council and his perception of a council's role along with what he gained from being a council member and president, praising Andrea and Mat on their strong governance and commitment to Williamstown Primary School.

**Election of office Bearers and composition of new sub-committees, 2018:**

**Office Bearers:**

**President:** Cara McMahon

Nominated: Peter Flaherty

Accepted

Seconded: Rachel Canaway

**Vice President:** Rachel Canaway

Nominated: Rachel Canaway

Accepted

Seconded: Peter Flaherty

**Treasurer:** Rohan Wood

Nominated: Julie-Anne Douglas

Accepted

Seconded: Erica Smith

**Committees:**

**Finance:** Rohan Wood (Treasurer), Cara McMahon, Andrea Duxson, Mathew Montebello, Cheryl Douglas (Business Manager)

**Education / Policy (Ed/ Pol):** Liz Beasley, Lisa Cannon, Kate Powick, Bianca Muraca,

**B/G & Environment:** Mathew Montebello, Julie-Anne Douglas, Peter Flaherty, Steven Puhar,

**Friends of Willy (FOW):** Julie-Anne Douglas Convener, Erica Smith, Andrea Duxson,

Geeta Srivatsa, Jenni Tesmer, Rachel Canaway – yet to be decided which committees they will be on.

**Minutes of previous meeting:**

*The minutes of Previous Meeting have been endorsed by School Council*

Moved: Steven Puhar

Seconded: Liz Beasley

**Business arising from previous minutes:**

AIP – ratified by e-mail, signed off by Principal and School Council President.

Electra Street Crossing – Erica has sent a few e-mails with automated responses, will call them  
JSC spoke to this at their Hobson Bay meeting,

**School Council Meetings 2018:** to be endorsed by new councillors

20<sup>th</sup> February – previous council meeting

20<sup>th</sup> March

15<sup>th</sup> May

19<sup>th</sup> June

14<sup>th</sup> August

18<sup>th</sup> September

23<sup>rd</sup> October

20<sup>th</sup> November

4<sup>th</sup> December – EOY dinner

Endorsed and Ratified

Moved: Kate Powick

Seconded: Erica Smith

**Correspondence:**

*No correspondence received since the previous meeting*

**REPORTS:**

**Principal's Report**

Report - as presented

**5/6 Camp – Anglesea Coastal Forest Lodge**

Group 1 October 29<sup>th</sup> – October 31<sup>st</sup>

Group 2 October 31<sup>st</sup> - November 2<sup>nd</sup>

**3/4 Camp – Zoo Snooze**

10<sup>th</sup> September – 19<sup>th</sup> September (individual classes to be allocated)

**Grade 2 – Sleep over**

19<sup>th</sup> September

Approved and ratified

**Curriculum Days:**

3<sup>rd</sup> curriculum day, 12<sup>th</sup> June, needs to be changed to Monday 7<sup>th</sup> May

4<sup>th</sup> curriculum day Monday 13<sup>th</sup> August

Approved and ratified

**Finance Report**

Report – as presented

**Buildings & Grounds Report**

N/R

Prep playground plan handed out

**Education/Policy Report**

N/R

**FOW:**

Report as presented

***The above reports presented and endorsed by school council.***

Moved: Steven Puhar

Seconded: Peter Flaherty

**New Business Arising:**

“That School Council move \$119,036.90 payments be endorsed, \$60,000 from the High Yield A/c to the official A/c and \$50,000 from the Official A/c to the High Yield A/c transfers be ratified and all presented reports accepted as a true and correct depiction of Williamstown Primary School finances for the month of February 2018”

Moved: Erica Smith

Seconded: Cara McMahon

Accepted:

“That School Council approve and endorse the following signatories for the listed bank accounts:

(a) Official Account – 10002 – Bank Aust – Andrea Duxson, Mat Montebello, Steven Puhar

(b) Building Fund – 10003 – Bank Aust – Andrea Duxson, Mat Montebello, Steven Puhar

(c) Investment Account – 10010 – Bank Aust – Andrea Duxson, Mat Montebello, Steven Puhar

Moved: Rohan Wood

Seconded: Liz Beasley

Accepted

“That School Council approve and endorse the following staff to sign and authorize purchasing of goods and services”

Andrea Duxson, Mat Montebello and Cheryl Douglas to approve any of Mat’s purchase orders whilst Andrea is on leave

Moved: Erica Smith

Seconded: Cara McMahon

Accepted

“That School council approve and endorse the following policies:

(a) Electronic Management Policy

(b) Hiring of School Facilities

Moved: Kate Powick

Seconded: Erica Smith

Accepted

The following Purchasing Card statement for the month of February 2018 has been tabled:

Card Holder – Andrea Duxson

“That School council move statement and payments as tabled for the for the School Purchasing Card be accepted”

To be taken to next council meeting upon Principal’s return

Moved:

Seconded:

Accepted

**Meeting closed 8.00pm**

**Next Meeting:** Tuesday 15<sup>th</sup> May, 2018 @ 6:30pm in the staffroom