

Williamstown Primary School Council Minutes

Date: Tuesday 22nd March 2022
 Time: 6.30 pm
 Venue: Cecil Street, Williamstown
 Chair: Andrea Duxson (Principal) until President is elected
 Attendees: Sam Hunneyball, Lisa Leydin, Sarah Glasson, Linda Rintoul, Karleen Radford, Mat Montebello, Joel Hogarth, Steven Puhar, James Fergusson, Mel Ashton, Jason Thurley, Nick Winton, Andrea Duxson, Cheryl Douglas
 Minute taker: Cheryl Douglas
 Apologies:
 Visitor:
 Conflict of Interest:

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
1. Welcome	<ul style="list-style-type: none"> Open Address The Chair welcomes and introduces all members. 	<p>I'd like to start tonight's meeting by acknowledging that we are tonight gathered within our own homes on the traditional lands of the Bunurong people and recognise their relationship to this land, offering our respect to their elders, past, present and emerging.</p> <p>Welcome and thank you to our new Non-DET representatives on School Council – Melissa Ashton and Karleen Radford</p> <p>Welcome back to our Non-DET representatives – Sam Hunneyball, Nick Winton, James Fergusson, Linda Rintoul, Sarah Glasson and Jason Thurley</p> <p>Welcome back to our DET representatives – Steven Puhar, Mathew Montebello, Lisa Leydin, Joel Hogarth</p> <p>Shared skills, interests, connections</p>
2. Apologies		
3. Other	<ul style="list-style-type: none"> Election of Office Bearers 	<p>President: Nick Winton</p> <p>Nominated: James Fergusson</p> <p>Seconded: Sarah Glasson</p> <p>Accepted</p> <p>Vice President: Karleen Radford</p> <p>Nominated: Karleen Radford</p> <p>Seconded: Linda Rintoul</p> <p>Accepted</p> <p>Treasurer: James Fergusson</p> <p>Nominated: James Fergusson</p> <p>Seconded: Nick Winton</p> <p>Accepted</p>
	<ul style="list-style-type: none"> Composition of Sub-committees 	<p>Finance: Email committee to confirm time to met</p> <p>James Fergusson (Convener), Nick Winton, Andrea Duxson, Mat Montebello, Cheryl Douglas</p>

		<p>Education/Policy (Ed Pol): Email committee to confirm time to meet</p> <p>Lisa Leydin (Convener), Linda Rintoul, Sarah Glasson, Mel Ashton, Steven Puhar, Andrea Duxson</p> <p>Buildings/Grounds & Environment: Email committee to confirm time to meet</p> <p>Mat Montebello (Convener), Karleen Radford, Joel Hogarth, Sam Hunneyball, Jason Thurley</p>
4. Quorum	<ul style="list-style-type: none"> The chairperson notes that a quorum was present. 	Quorum present
5. Conflict of interest	<ul style="list-style-type: none"> Declaration of conflict of interest 	No declared conflict of interest
6. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 15th February 2022 were previously distributed. 	<p>Motion:</p> <p>“That the Minutes of the meeting held on 15th February be accepted”.</p> <p>Moved: James Fergusson</p> <p>Seconded: Sarah Glasson</p> <p>Carried</p>
7. Business arising from the minutes	<ul style="list-style-type: none"> No Business arising 	
8. Priority Items	<ul style="list-style-type: none"> 2022 Standing Orders Feedback to be sent to President 	The Standing Orders be held over until the April meeting.
8.1	<ul style="list-style-type: none"> Annual Report Data 	<p>Would like to understand how to read report. Thoughts about highlights, successes, and challenges.</p> <p>Draft annual report to be presented at April meeting.</p>
9. Reports <i>Preferably in writing and sent with the agenda.</i>	<ul style="list-style-type: none"> Attached to agenda 5/6 camp Anglesea not Camp Toolangi 	<p>Motion:</p> <p>“That the report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Sarah Glasson</p> <p>Seconded: Joel Hogarth</p>
9.1 Principal’s report		

	Carried
<p>9.2.1 Finance sub - committee <i>If a school doesn't have a Finance sub-committee all reports must be tabled at school council.</i> <i>If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.</i></p> <p>Budget Changes</p> <p>For further information see: School financial guidelines</p>	<ul style="list-style-type: none"> • Finance sub-committee minutes attached to school council agenda • The following reports were tabled at the Finance Committee meeting: <ul style="list-style-type: none"> - Balance Sheet - Operating Statement - Cash Receipts - Cash Payments - Cancelled Receipts Report - Cancelled Payments Report - Journal Report - Cash Flow Statement - Bank Account Movement - Annual Sub Program Budget Report - Invoices Awaiting Payment - Family Credit Notes Report - Sundry Debtors Credit Notes Report - Bank Reconciliations for all bank accounts (copies) Explain the difference if there is one - SRP Budget Management Report – first page only reporting surplus/deficit (or similar information) <p>Recommendation from Finance sub-committee: That school council move \$78,640.97 payments be endorsed and ratified and all presented reports accepted as a true and correct depiction of the Williamstown Primary school finances for the month of February, 2022.</p> <p>Moved: Sarah Glasson Seconded: Sam Hunneyball Carried</p> <p>Recommendation from Finance sub-committee: That school council approve and endorse changing NBN provider from Optus to Zero 3.</p> <p>Moved: James Fergusson Seconded: Mat Montebello Carried</p>
<p>9.2.2 Budget Changes</p> <p>For further information see:</p>	<ul style="list-style-type: none"> • No changes <p>For further information see: Guide to School Council Financial Motions</p>

School financial guidelines	
9.3 Building and Grounds sub-committee	<ul style="list-style-type: none"> No Report
9.4 Ed Pol Sub-committee	<ul style="list-style-type: none"> Attached to Agenda <p>Motion: “That the report as tabled is accepted Moved: Sarah Glasson Seconded: Mat Montebello Carried</p>
9.5 Parents Association	<ul style="list-style-type: none"> Attached to Agenda Grilled token fundraiser <p>Motion: “That the report as tabled is accepted and fundraising recommendations endorsed”. Moved: Linda Rintoul Seconded: Sarah Glasson Carried</p>
10. General business School Council Meeting Dates	<ul style="list-style-type: none"> March 22nd 2022 April 26th 2022 AGM - May 17th 2022 June 14th 2022 July 19th 2022 August 16th 2022 October 18th 2022 November 15th 2022 December 13th 2022 (if required) <p>Motion: “That school council approve the meeting dates for 2022” Moved: Linda Rintoul Seconded: James Fergusson Carried</p>
10.1 School Council News	<ul style="list-style-type: none"> Writing school council news <p>Upcoming newsletters:</p> <ul style="list-style-type: none"> - April 7th – Sarah Glasson - May 17th – Sam Hunneyball - June 14th – James Fergusson - July 19th – Linda Rintoul - August 16th – Karleen Radford - October 18th – Jason Thurley - November 15th – Mel Ashton

10. Correspondence	<ul style="list-style-type: none"> No incoming correspondence 	Motion: No in-coming correspondence received
10.1 Incoming		
10.2 Out-going	<ul style="list-style-type: none"> No out-going correspondence 	Motion: No correspondence sent
11. Next meeting	<ul style="list-style-type: none"> Next Council Meeting to be held on Thursday 7th April 2022 @ 6.30pm 	
12. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed 	9pm

Signed by the Chairperson:



President or person who presided at the previous meeting to sign once minutes have been approved by school council

Date: 27/04/2022

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.