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<b>DATE:</b>	April 28 2020	<b>TIME:</b>	<b>6.00PM</b>
<b>VENUE:</b>	Remote Meeting - Webex Aitken Hill Primary School		
<b>CHAIR:</b>	Peter Brookshaw - Outgoing President / Venu Venreddy incoming President		
<b>ATTENDEES:</b>	Peter Hansen, Rachel Griffiths, Fanny Elliott, Jaswinder Singh Saini, Ken Yagmur,		
<b>MINUTE TAKER:</b>	Deb Wilson (Business Mgr)		
<b>OBSERVERS:</b>	Deb Wilson (Business Mgr)		
<b>APOLOGIES:</b>	Lizcha Kaivaha, Geoff D'Alessandro, Sam Kenely		
<b>CONFLICT OF INTEREST:</b>			

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**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	Welcome by Peter Brookshaw – outgoing President of Interim school council	
2. Apologies	<ul style="list-style-type: none"> <li>Lizcha Kaivaha</li> <li>Sam Kenely</li> <li>Lizcha Kaivaha</li> </ul>	
3. Quorum	yes	
4. Conflict of interest	<ul style="list-style-type: none"> <li>None</li> </ul>	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> <li>Minutes of the meeting held on 25 February 2020 be accepted. Distributed by email</li> </ul>	<p><b>Motion:</b> “That the Minutes of the meeting held on 25 February 2020 be accepted”.</p> <p>Moved: Pete B</p> <p>Seconded Venu</p> <p>Carried</p>
6. Business arising from the minutes	None reported	



## 7. Reports

Preferably in writing and sent with the agenda.

### 7.1

#### **Principal's report**

Last meeting of 2019 Interim school council / First meeting of elected School Council 2020.

Thank you to outgoing President Pete Brookshaw

Thank you to Samantha Kenely DET member 2018/2019

#### **Newly elected members 2020 School Council**

##### **2 Year Tenure Parent Category**

Jaswinder Singh Saini

Lizcha Kaivaha

##### **1 Year Tenure Parent Category**

Ken Yagmur

Venu Venreddy

Geoff D'Alessandro

##### **DET Category**

Pete Hansen - Principal - Executive member

##### **2 Year Tenure**

Rachel Griffiths

##### **1 Year Tenure**

Fanny Elliott

**Community Member** for Co -opting by council members

Pete Brookshaw (outgoing SC President / Salvation Army)

##### **Office Bearers:**

School Council members emailed request for nominations for President, Vice President, Secretary, Treasurer

Nominations received:

Motion: The school council endorse Peter Brookshaw be co opted as Community member

Moved Rachel  
Seconded Fanny

Carried



President: Venu Venreddy – Only nomination received

Vice President: Geoff D'Alessandro – Only nomination received

Treasurer: Peter Brookshaw (Nominated by Pete Hansen – accepted) – No other nominations received

Secretary – (Minute Taker) – Rachel Griffiths – Only nomination received.

**Motion:**

School council endorse election of office bearers nominated. All sole nominations no voting required.

Moved: Fanny  
Seconded: Peter B

Carried

**SUB-COMMITTEES**

- Meetings -Tuesday afternoon/Evening
- Finance
- Policy
- Buildings & Grounds
- preferences to be distributed this week

**CURRENT ENROLMENTS**

- Total 422
- Argus (Prep) 107 Ratio 1:21.4
- Achilles (1/2s) 83 Ratio 1:20.75
- Ulysses (1/2s) 65 Ratio 1 : 21.6
- Xenica (3/4s) 106 Ratio 1:26.5
- Icarus (5/6s) 63 Ratio 1:21
- P-2 255 students 12 teachers Ratio 1:21.25
- P-6 422 students 19 teachers Ratio 1:22.21

**STANDING ORDERS**

- refer to attachment emailed / presented via webex screen link

**ANNUAL REPORT**

- refer to Annual Report  
(emailed to members and presented via link at meeting)

**Motion:**

The school council endorse the annual report

Move Peter B  
Seconded: Venu

Carried

**STAFFING**

Current Jobs Advertised

- Classroom Teacher position - Family leave cover
- ES - Integration Aides x 2



### SCHOOL REVIEW

- DATES
  - Postponed to Term 3
  - Validation Day Term 2 - June 10
  - Fieldwork & Final School Review Panel meeting Term 2 - June 15
  - Parent Forum - March 10 6pm
- PANEL
  - Reviewer: Leslie Tulloch
  - Challenge Partners - Shontel Aiyappan, Anthony Simone (TBC)
  - School Council President
  - Leadership Team Member
- Step -by-step process (see attachment)

School council representative would be part of the parent forums to get all voices of the school.

### BUILDINGS AND GROUNDS

- overall maintenance working well
  - Term 2 shades will start with learning street
  - VSBA approval for shed so is a long process
  - Grounds and facilities committee will monitor in future school councils

### COMMUNICATIONS

- Newsletter is available soon
- Issues with Sentral for parents with initial set up

### HIRE OF FACILITIES

- On hold pending air con / heating installation quotes
- Interest from paramount calisthenics for 2020
- Interest from Nero Soccer Kids

### CANTEEN

- N/A

### SCHOOL COUNCIL TRAINING

- School Council Folders
- online training and modules - will send everyone links



**DATES**

**Term 2 : 14 April - 22 June**

School photos - April 20 postponed to 17th July

Curriculum day Wednesday April 22 - Professional Learning  
Community - Cancelled

NAPLAN - 12 - 14 May - Cancelled

School Review - June 10 & 15 - Postponed

**Term 3 : 13 July - 18 September**

**Term 4 : 5 October - 18 December**

Curriculum day Monday October 5 - Inquiry Learning TBC

**Motion:**

"That the Principal's report as tabled and discussed is accepted and recommendations endorsed".

Moved: Jas S

Seconded: Venu

**Carried**



**Finance sub -  
committee**

See attached agenda and reports for February 2020  
and March 2020

For further  
information see:  
[School financial  
guidelines](#)

**General Business:**

**Motion:**

That School Council approve the following  
finance endorsements as per Finance  
agenda / minutes for February 2020

**Actions:**

**FEBRUARY**

1. Bank Reconciliation  
for Official Account  
be endorsed
2. Bank Reconciliation  
for High Yield  
Account be endorsed
3. Payments for the  
month of February  
\$111428.36 as per  
Cash Payments  
Report February
4. Transfer of funds  
from High Yield to  
Official \$80000 in  
February as per Bank  
Account Movements  
Report be endorsed.
5. Invoices awaiting  
payment \$7446.45 be  
paid in March as per  
February report
6. Family Credit Notes  
processed in  
February be  
endorsed as per our  
policy guidelines
7. **Fundraising Events**



Endorse the following scheduled fundraising events for 2020

- 7.1 Mothers Day Stall
  - 7.2 Cadbury chocolate Drive
  - 7.3 Fathers Day Stall
  - 7.4 Casual Clothes Day – Bushfire fundraiser
8. Cancellation of F1 Grand Prix Yr 5/6 excursion Friday 13/03.
- 8.1 Parents advised on Tuesday 10<sup>th</sup> March that as a precaution the students would not be attending
  - 8.2 Bus booking was cancelled on this day with Mees Bus Lines
  - 8.3 A full credit of \$20 (excursion parent payment) was processed to all family accounts for use for further excursions or to be credited against any outstanding payments for the student (eg. Essential student items fee)





9. Schools Tax Assurance Review Report dated 20<sup>th</sup> November 2019 recommendations for policy review:
  - 9.1 Insurance Guidelines for Schools
  - 9.2 Gifts, Benefits and Hospitality
  - 9.3 Gifts Benefits and Hospitality registry system
  - 9.4 Gifts, Benefits & Hospitality Registry System – Case Studies
  - 9.5 DET School Travel Policy August 2017

**Motion:**

The school council endorses finance motions for financial statements for February 2020

Moved: Venu

Seconded: Peter B

Carried:

March Finance Reports and motions

**MARCH FINANCE REPORTS**

1. Bank Reconciliation for Official Account be endorsed



2. Bank Reconciliation for High Yield Account be endorsed
3. Payments for the month of March \$69545.10 as per Cash Payments Report March
4. Transfer of funds from High Yield to Official \$50000 in March as per Bank Account Movements Report be endorsed.
5. Invoices awaiting payment \$13526.07 be paid in April as per report
6. Family Credit Notes processed in March be endorsed as per our policy guidelines includes credits for Yr 5/6 Grand Prix cancellation due to Covid-19

**FBT Year ended 31/03/2020**

7. Fringe benefits for year ended 31/03/2020 reported as follows::  
School Council end of year dinner December 2019. FBT declared \$102.95 (3 employees attended – P Hansen, S Kenely & D Wilson) Total



account for meeting \$210.

Endorsement of FBT declaration

8. Confirmed SRP cash budget document attached. School Council endorse the cash budget allocations as per attached budget worksheet and operating statement for March

8.1 Budget Notation  
– Due to Covid-19 restrictions on camps etc and remote learning program implemented for Term 2 by the department there will be amendments required later in the year to account for adjustments to programs affected. This will be minuted each month as they become evident.

9. OHSC Provider “Their Care” have requested their service fee for 2020



be reduced as follows:

10. Within the VIC DET Licence is provision for OSHC Providers to lower the rental they pay to schools under Schedule 2, Section 2.2. We're currently asking for a 30% decrease in rent from March 1<sup>st</sup>, 2020 with the next payment split into two payments being 50% when due and the remaining 50% when social distancing rules are relaxed.

11. Bank Signatories additions

11.1 Rachel Griffiths to be added as DET School Council member

11.2 Venu Venreddy to be added as School Council President

Note: Samantha Kenely to remain as option to sign if required during Principal absence

11.3 Signature restrictions still apply

Principal + School Council representative required



		<p><b>Motion:</b> School Council endorse all above Finance motions for March Finance reports as tabled Move: Rachel Seconded: Jas Carried</p>
8.3	Sandpit completed, currently arranging customised cover to be manufactured	
Building and Grounds sub-committee	Awaiting quote for reversible basketball posts to be installed on outdoor courts	
8.4	As in principal's report a preference form for sub-committee membership will be emailed to all school councilors in the next week	
Sub-committee		
9. General business	General discussion regarding remote learning due to covid-19 restrictions Term 2.	
9.1		
10. Correspondence	None tabled	<p>Motion: N/A "That the Inwards Correspondence be received and actions endorsed. " Moved: Seconded</p>
10.1 Incoming		
10.2 Out-going	None tabled	<p>Motion: N/A "That the Outwards Correspondence be endorsed". Moved: Seconded:</p>
11. Next Meeting:	19 <sup>th</sup> May Sub Committees – Webex meeting 26 <sup>th</sup> May SC Meeting – Webex meeting	
12. Closure of meeting	<ul style="list-style-type: none"> <li>The chairperson declared the meeting closed.</li> </ul>	Time : 8.07pm



Signed by the Chairperson: \_\_\_\_\_

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

Date: \_\_\_\_\_

**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 version must be kept for audit purposes

