
DATE:	July 28th 2020	TIME:	5.45PM started at 6:15pm
VENUE:	Remote Meeting - Webex Aitken Hill Primary School		
CHAIR:	Venu Venreddy - School Council President		
ATTENDEES:	Peter Hansen, Rachel Griffiths, Jaswinder Singh Saini, Ken Yagmur,		
MINUTE TAKER:	Rachel Griffiths		
OBSERVERS:	Deb Wilson (Business Mgr)		
APOLOGIES:	Lizcha Kaivaha (extended leave NZ), Fanny Elliott, Peter Brookshaw, Geoff D'Alessandro		
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		<p>Motion:</p> <p>Moved: Venu Seconded: Ken Carried/Not Carried</p>
2. Apologies	<ul style="list-style-type: none"> Lizcha Kaivaha, Pete Brookshaw, Geoff D'Alessandro, Fanny Elliott 	
3. Quorum	<ul style="list-style-type: none"> 	
4. Conflict of interest	<ul style="list-style-type: none"> None 	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 26 May 2020 be accepted. Distributed by email 	<p>Motion:</p> <p>"That the Minutes of the meeting held on 26 May 2020 be accepted".</p> <p>Moved: Venu Seconded: Ken Carried</p>
6. Business arising from the minutes		<p>Action / Motion:</p> <p>Moved: Seconded:</p>



7. Reports

7.1

Principal's report

CURRENT ENROLMENTS

- Total 441
- Argus (Prep) 111 Ratio 1:18.5
- Achilles (1/2s) 85 Ratio 1:17
- Ulysses (1/2s) 67 Ratio 1:16.75
- Xenica (3/4s) 107 Ratio 1: 21.4
- Icarus (5/6s) 67 Ratio 1: 22.3
- P-2 267 students 14 teachers Ratio 1 : 19
- P-6 441 students 23 teachers Ratio 1 : 18.3

School Council

SUB-COMMITTEES

SUB COMMITTEE	NAME
FINANCE	Peter Brookshaw – Convenor
	Pete Hansen – DET member
	Ken Yagmur – Parent Member
	Deb Wilson – Business Mgr

Motion:
"That the report as tabled is accepted and recommendations endorsed".



SUB COMMITTEE	NAME
FACILITIES	Pete Hansen – Convenor/DET member
Time to be confirmed	Geoff D'Alessandro – Parent Member
Possibly 6pm Tuesday prior	Venu Venreddy – Parent Member

SUB COMMITTEE	NAME
POLICIES	Rachel Griffiths – Convenor/DET
Time to be confirmed	Fanny Elliott – DET Member
	Jaswinder Singh – Parent Member

STAFFING

- 4 Classroom Teacher vacancies filled to cover increased enrolments and staff going on family leave later this year
- LOTE Positions advertised - still going through interview process

REMOTE LEARNING



- parents surveys each week using Google Form
- online expectations information going out to families this week - attendance, conditions for video conferencing, overall expectations for students, teachers and parents/carers

PARENT TEACHER INTERVIEWS AND STUDENT ASSESSMENT

- Assessment week - week 6 or 8/9 depending on when we return to on-site learning
- Parent teacher interview to follow assessment week - week 8 or 10
 - individual students timetabled to come into school for assessment throughout the week for a 30 minute session - 1:1 assessment for reading and numeracy

SCHOOL REVIEW

- DATES
 - Postponed to Term 4
 - Validation Day TBA
 - Fieldwork & Final School Review Panel meeting TBA
- PANEL
 - Reviewer: Leslie Tulloch
 - Challenge Partners - Shontel Aiyappan Region Health Wellbeing & SPecialist services, Anthony Simone Principal Harvest Home Primary School
 - School Council President
 - Leadership Team Member

CANTEEN

- Not operating during Stage 3 restrictions

SCHOOL COUNCIL TRAINING

- Induction Video <https://bit.ly/2CUjVxV> -
- School Council Folders
- online training and modules
 - <https://lms.learneyo.com/DETSC/>
 - <https://www.synergistiq.com/councilortraining/>
- August Meeting
-

DATES

Move; Rachel

Seconded: Jaswinder

Carried.



Term 3 : 13 July - 18 September

School photos - 17th July - postponed to 8th October due to covid-19

Term 4 : 5 October - 18 December

Curriculum day Monday October 5 - Inquiry Learning TBC



Finance sub -
committee

FINANCE AGENDA May Meeting

27th July 2020 2pm

May and June 2020 FINANCE REPORTS

DISTRIBUTION: Pete Hansen, Peter Brookshaw, Ken Yagmur, Deb Wilson (Bus Mgr)

End of month financial reports for the month of May and June 2020

- 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

SRP Report as at 18th July

That School Council approve the following finance endorsements as per finance committee agenda / minutes

Actions:

Finance motions

May and June Financial Reports for endorsement

May Financial Reports for endorsement

1. Bank Reconciliation for Official Account be endorsed
2. Bank Reconciliation for High Yield Account be endorsed
3. Payments for the month of May \$37200.10 as per Cash Payments Report May be endorsed as below
4. Transfer from High Yield to Official account in May totaling \$35000 as per bank account movements report.
5. Invoices awaiting payment \$2718.64 be paid in June as per report be endorsed
6. Family Credit Notes processed in May be



Finance Committee meeting closed at 2.40pm

All above endorsements be tabled at School Council Meeting on Monday 27th July and motions moved and seconded by Finance Committee members.

endorsed as per our policy guidelines

June Financial Reports for endorsement

- 7. Bank Reconciliation for Official Account be endorsed**
- 8. Bank Reconciliation for High Yield Account be endorsed**
- 9. Payments for the month of June \$57939.55 as per Cash Payments Report June be endorsed as below**
- 10. Transfer from High Yield to Official account in June totaling \$55000 as per bank account movements report.**
- 11. Invoices awaiting payment \$2091.95 be paid in July as per report be endorsed**
- 12. Family Credit Notes processed in June be endorsed as per our policy guidelines**



All above motions be endorsed by School Council

Moved: Ken

Seconded: Pete H

Carried

8.3

Building and
Grounds /
Facilities

sub-committee

Currently waiting on quotes for shading to sandpit/play equipment / learning street

Quote Shade N Sails

Play equipment - 2 sails \$22010 + GST

Sandpit - part cover \$14900 + GST

Learning Street - 2 sails \$24340 + GST

Extra fencing to be installed between front staff carpark and entrance due to pedestrian traffic through carpark.



	<p>Raised: Risk of students out of line of site down towards fences at the bottom of the slope.</p> <p>Raised: Status of shed? Advice from department to put capital works on hold.</p>	
<p>8.4 Policy</p> <p>Sub-committee</p>	<p>Currently working on policies for our School Review</p>	
<p>9. General business</p> <p>9.1</p>		
<p>9.2</p>		N/A
<p>9.3</p>		
<p>10. Correspondence</p> <p>10.1 Incoming</p> <ul style="list-style-type: none"> • PricewaterhouseCoopers Auditors report 23/10/2019 Finance agreed upon procedures 1 January 2019 - 31 August 2019 		<p>Motion: "That the Inwards Correspondence be received and actions endorsed."</p> <p>For recording only, no actions required</p> <p>Moved: Venu</p> <p>Seconded: Ken</p>
<p>10.1a</p> <ul style="list-style-type: none"> • 		
<p>10.1b</p> <ul style="list-style-type: none"> • 		
<p>10.2 Out-going</p>		<p>Motion: "That the Outwards Correspondence be endorsed".</p> <p>Moved:</p> <p>Seconded:</p> <p>N/A</p>



10.2a	•	
10.2b	•	
11. Next Meeting:	TBA -	
12. Closure of meeting	• The chairperson declared the meeting closed.	Time : 7:03pm

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

