
DATE:	May 26 2020	TIME:	6.00PM
VENUE:	Remote Meeting - Webex Aitken Hill Primary School		
CHAIR:	Venu Venreddy - School Council President		
ATTENDEES:	Peter Hansen, Geoff D'Alessandro, Rachel Griffiths, Fanny Elliott, Ken Yagmur, Peter Brookshaw		
MINUTE TAKER:	Rachel Griffiths		
OBSERVERS:	Deb Wilson (Business Mgr)		
APOLOGIES:	Jaswinder Singh Saini,		
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	○	Motion: Moved: Seconded: Carried/Not Carried
2. Apologies	<ul style="list-style-type: none"> Lizcha Kaivaha 	
3. Quorum	<ul style="list-style-type: none"> 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 28th April 2020 be accepted. Distributed by email 	Motion: "That the Minutes of the meeting held on 28th April 2020 be accepted". Moved: Geoff Seconded Pete Carried
6. Business arising from the minutes		Action / Motion: Moved: Seconded:



7. Reports

7.1

**Principal's
report**

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

Number of enrolments in the last week. We are in communication with region to try to fast track portables.

School Council

SUB-COMMITTEES

SUB COMMITTEE	NAME
FINANCE	Peter Brookshaw – Convenor
Wednesday prior to SC 4pm	Pete Hansen – DET member
First meeting date 20 th May	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

Current Jobs Advertised

- Sam Keneley has been successful in her application as acting principal of Roxburgh Park



Primary School until the end of 2020 - we wish Sam all the best with her promotion as this is a wonderful opportunity for her

- New integration aide started last week, Madeleine Flask
- Classroom Teacher position - Family leave cover closed last Friday, selection panel over the next week
- LOTE Positions advertised

Move: Venu

Seconded: Pete

Carried.

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

CANTEEN

- Operating for lunch orders only until the end of this term

SCHOOL COUNCIL TRAINING

- School Council Folders
- online training and modules - sent everyone links last week
- Assessment tool available (Pete B mentioned it is a valuable tool)

DATES

Term 2 : 14 April - 26 June

Curriculum day May 25

May 26 P-2s return to school

June 8 Public Holiday Queen's Birthday

June 9 3-6s return to school



Last day - June 26- 2:30pm finish

Term 3 : 13 July - 18 September

School photos - 17th July

Term 4 : 5 October - 18 December

Curriculum day Monday October 5 - Inquiry Learning TBC



Finance sub -
committee

FINANCE AGENDA May Meeting

20th May 2020 4pm

April 2020 FINANCE REPORTS

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

End of month financial reports for the month of April 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 9th May

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

Actions:

Finance motions

April 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 April \$11179.64 as per Cash Payments Report April be endorsed as below
4. No transfers were processed from High Yield to Official account in April due to school holiday period and limited amount of payments due.
5. Invoices awaiting payment \$6642.15 be paid in May as per report be endorsed
6. Family Credit Notes processed in April be



Direct Deposit Creditors	10508.95
Coles Card Account	
March purchases	79.64
Bank Charges	
Merchant Fees /CommBiz	60.05
Purchase Card payment	531.00
CSEF Transfers	0.00
Total Payments	11179.64

FINANCE POLICIES

- Cash Handling
- Parent Payments (including refund policy)
- School Investments
- Electronic Funds Management
- School Purchase Card
- Fundraising

Mothers Day Fundraiser

MOTHERS DAY STALL FINANCIAL STATEMENT

REVENUE

STUDENT PURCHASES 468

EXPENSES

MOON & BACK PURCHASES -482

CROWN CONCEPTS PURCHASES -1102.25
-1116.25

STOCK ON HAND 1116.25

endorsed as per our policy guidelines

7. Finance Policies listed in February agenda be endorsed in May minutes

8. Mothers Day Fundraiser – Held online purchasing due to covid-19 has resulted in a loss however stock not sold due to remote learning will be utilised in 2021 mothers day stall so funds will be recouped. Financial statement attached: Net loss \$1116.25



CASH BUDGET AMENDMENTS

Initial amendments to 2020 annual cash budget due to Covid-19 remote learning Term 2 be endorsed

9.1 Increase CRT budget to 140000 increase of 60000 to cover extra absences which will occur due to covid-19 for the remainder of this year. This will also cover the extra expenses of relief staff employed during the onsite learning period this term. As the majority of our staff worked remotely and ratios for on site learning were much lower at 1:8 we have averaged a cost of \$3500 - \$3900 each week.

Funds will be moved from the Staffing Credit Budget (SRP – see attached report as at 9th May) at the start of Term 3. The SRP staffing budget currently holds a \$271000 budget based on current staffing structure payable at Aitken Hill at this time. We have already committed \$60000 of these funds to be transferred to cash budget in our 2020 confirmed budget document and also just employed an additional ES staff member for 30 hours per week. LOTE teaching position is also currently being advertised in a further attempt to begin a LOTE program at Aitken Hill as well as a generalist teaching position to cover a maternity leave vacancy from next term. If we find a suitable applicants that will further decrease the surplus by approximately \$100000 for the remainder of this year leaving us with an estimated surplus of \$16000 at the end of 2020.

9.2 Monitor receipt of family Essential Items fees. Original confirmed budget document for 2020 detailed receipt of fees to be estimated at \$63000 for the year. Current receipts are at \$44490 so ongoing monitoring and investigation as to the financial hardships suffered by families due to covid-19 will need to be done early next term to ascertain the likelihood of reaching the budget expectation.

9. Initial amendments to 2020 annual cash budget due to Covid-19 remote learning Term 2 be endorsed

9.1 Endorse CRT budget increase to 140000 for 2020 to ensure costs are met for increased needs due to covid-19 and remote learning in term 2.

9.2 Endorse ongoing monitoring and reporting of Essential Items revenue budget in upcoming School Council meetings

9.3 Endorse camp deposit funds received remain as credit on family accounts for future use or allocate



9.3 Camp deposits have been credited to family accounts and will remain as credit funds for families to utilize should excursions resume later in the year or may be used for any other school payments that families are invoiced for. As an example if the essential items fees have not yet been paid then the camp deposit will be allocated to that outstanding payment after consultation with the family.

9.4 Excursion / activity budgets will remain as is reported in existing budgets as these revenue & expenditure figures are mostly funds in equals funds out so have minimal effect on the bottom line figures for our school.

9.5 The school purchased an additional 20 ipads for student use during the remote learning period and these were purchased from the Equity funding budget which is primarily for use for lower socio-economic families identified by education and occupation status. The Department have approved the use of these funds for these purchases. No endorsement required, for information only.

Finance Committee meeting 4pm and closed at 4.40pm

All above endorsements be tabled at School Council Meeting on Tuesday 26th May and motions moved and seconded by Finance Committee members.

to other outstanding payments owed by families

9.4 Monitor excursion budgets on needs basis. No action required at this time.

9.5 Endorse costs for additional ipads be allocated to Equity funding budget as per Department recommendations due to covid-19 remote learning term 2.

All above motions 1 - 9.5 be endorsed by School Council

Moved: Geoff

Seconded Fanny

Carried



General Business:

8.3

Building and
Grounds /
Facilities

sub-committee

Sandpit: customised cover installed

reversible basketball posts to be installed on
outdoor courts this week

Maintenance shed – approve size and structure
(2m x 2m). \$11,000 (inc \$1000 permit)

Suggestion to source 2 quotes (Venu)

Air-conditioner (gym) quote above \$25000 –
therefore need to source a third quote for
procurement.



8.4 Policy	•	
Sub-committee		
9. General business	Reporting – modified format. Reports will go out at the end of this term. Parent-teacher-interviews likely early next term	
9.1	Return to onsite learning went smoothly and there was a positive atmosphere. 2 nd gate considered as an alternative	
9.2		N/A
9.3		
10. Correspondence		Motion: N/A “That the Inwards Correspondence be received and actions endorsed. “
10.1 Incoming	•	
10.1a	•	
10.1b	•	
10.2 Out-going		Motion: “That the Outwards Correspondence be endorsed”.



		Moved: Seconded: N/A
10.2a	•	
10.2b	•	
11. Next Meeting:	TBA -	
12. Closure of meeting	• The chairperson declared the meeting closed.	Time : 6:54pm

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

