



# MEETING AGENDA AND MINUTES



<b>Date:</b> 17/2/2025	<b>Time:</b> 7:00 pm	<b>Location:</b> Portables
<b>Reason for Meeting:</b> School Council		
<b>Attendees:</b> Diana Ellis, Elissa Campbell, Catherine Petre, Susan Machell, Kat Richardson, Salina Chamerski, Andrea Haintz, Tim Bates, Julia Cameron, Victoria Humphries, Lauren Tyrrell		
<b>Apologies:</b> Simone Schroeder		
<ol style="list-style-type: none"> <li>Be punctual (adhere to agreed start and finish times)</li> <li>Be prepared (tasks, minutes, agenda)</li> <li>Adopt a shared responsibility (everyone has a role/must contribute)</li> <li>Everyone has the right to be heard (equal voice)</li> </ol>	<ol style="list-style-type: none"> <li>Be open to learning (open mind to differing opinions and ideas)</li> <li>Engage in respectful inclusive collaboration</li> <li>Assume and act with positive intent</li> <li>Treat people with respect (listen attentively, positive body language, respectful disagreements)</li> </ol>	
<b>Facilitator:</b> Tim <b>Time keeper:</b> Diana <b>Note taker:</b> Catherine		
<b>This meeting</b> <ul style="list-style-type: none"> <li>Finance Motions</li> <li>Preparing for AGM</li> <li>Preparing for Review</li> </ul>		
<b>Next meeting</b> <ul style="list-style-type: none"> <li>AGM</li> <li>Roles and Responsibilities of School Council</li> <li>Annual Report to school Community</li> <li>Agreed on ways of working together and meetings dates.</li> <li>Standing Orders</li> <li>School Council Training</li> </ul>		
<b>April Meeting</b> <ul style="list-style-type: none"> <li>Review Report and Recommendations</li> <li>Child Safe Briefing</li> </ul>		
<b>Agenda: 7.00 - 8.30</b>		
<b>(2 mins) Tim</b> <ul style="list-style-type: none"> <li>Apologies, Indigenous acknowledgement</li> <li>Conflict of Interest – Nil reported</li> <li>Child Safety               <ul style="list-style-type: none"> <li>Standing item to discuss child safety and provide for disclosures</li> </ul> </li> </ul>		
<b>Actions</b>		

	<ul style="list-style-type: none"> <li>Briefing to occur at next meeting once new members are on board.</li> </ul>																																																																
<p><b>(5 mins)</b></p>	<p><b>Acceptance of previous minutes</b>  <a href="#">W</a> Dec agenda and minutes.docx  Moved: Selena  Seconded: Diana  Accepted: All</p>																																																																
<p><b>(5 mins)</b></p>	<p><b>Follow up actions from last meeting - Nil</b></p>																																																																
<p><b>(10 mins)</b></p>	<p><b>Andrea – Finance Report</b>  <b>Motion</b> – School Council approves for payment of cheques and direct payments for December 2024 and January 2025.  Moved: Andrea  Seconded: Vic  Accepted: All</p> <p><b>Motion</b> – To accept the statement that School Council has reviewed the position of the school’s accounts as of the end December 2024 and January 2025 by monitoring variances between the budgeted and actual for income and expenditure. An explanation of the variances identified as significant has been provided.  Moved: Andrea  Seconded: Selena  Accepted: All</p>																																																																
<p><b>Parent Charges</b></p> <p>School Council approved the Parent Payment Arrangement letter containing details of the contributions for the 2025 School Year at the November 2024 meeting. Details as follows:</p>																																																																	
<table border="1"> <thead> <tr> <th></th> <th>P</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td><b>Curriculum Contributions:</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Bookpack</b></td> <td>75</td> <td>60</td> <td>50</td> <td>55</td> <td>60</td> <td>45</td> <td>45</td> </tr> <tr> <td><b>Other Contributions:</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Carlsruhe Bus – (Gr 4 only)</b></td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>110</td> <td>-</td> <td>-</td> </tr> <tr> <td>Building Fund – suggested</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> </tr> <tr> <td>Library Fund - suggested</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> </tr> <tr> <td>School Improvement Fund</td> <td>suggested</td> <td>1 child</td> <td>\$160</td> <td>2 children</td> <td>\$280</td> <td>3 children</td> <td>\$370</td> </tr> </tbody> </table>			P	1	2	3	4	5	6	<b>Curriculum Contributions:</b>								<b>Bookpack</b>	75	60	50	55	60	45	45	<b>Other Contributions:</b>								<b>Carlsruhe Bus – (Gr 4 only)</b>	-	-	-	-	110	-	-	Building Fund – suggested	70	70	70	70	70	70	70	Library Fund - suggested	70	70	70	70	70	70	70	School Improvement Fund	suggested	1 child	\$160	2 children	\$280	3 children	\$370
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### End-of-year Finance Reports

**Motion** - That School Council approve Financial Commitment Summary, Balance Sheet and Operating Statement for the previous year as presented

 GL Financial Commitment Summary Report.pdf


 GL21161S\_Balance Sheet Specific Period.pdf  GL21150\_Operating Statement.pdf

Moved: Andrea  
Seconded: Kat  
Accepted: All

### Confirmed cash budget - attached

**Motion** - That School Council accept and endorse the confirmed cash budget for Woodend Primary School for 2025.

All changes from the draft budget have been explained and accepted by the School Council Treasurer.

A copy of the budget document must be filed with these minutes.  L3 & L2 Budget 2025D.xls

Moved: Andrea  
Seconded: Catherine  
Accepted: All

### CASES21 Balance Day Adjustments

**Motion** - That School Council accept the presented Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure as follows:

**Expenses** (ex GST) totalling \$10711.70 paid in 2024

\$ 500 Yr 4 Camp Deposit 2025

\$ 5125.50 Yr 5/6 Camp Deposit 2025 paid in 2024

\$ 500 Yr 5/6 Camp Deposit 2025 paid in 2023

\$ 812.20 Bookpacks – Prep Reader Bags

\$ 2636 Oz Lit Teacher PD

\$ 1138 Paper Cut Lic 2025/2026

**Revenue** (ex GST) totalling \$NIL

Moved: Andrea  
Seconded: Susan  
Accepted: All

#### **Trading Operations - attached**

**Motion** - That School Council approve the 2024 Canteen & Uniform Trading Operation. School Council accept and endorse the Profit and Loss for the year ending 2024 as per the attached statements. [PDF](#) Uniform Shop P & L Dec 24.pdf [PDF](#) Canteen P & L Dec 24.pdf (The profit/loss from both operations will be added to general revenue and utilised as per the Confirmed Cash Budget).

Moved: Andrea  
Seconded: Diana  
Accepted: All

#### **Signatories Authority**

**Motion** - That School Council approve and endorse the following signatories for the listed bank accounts:

**(a) High Yield – 10001 – (Westpac)**

(i) Diana Ellis (ii) Elissa Campbell

**(b) Official Account – 10002 (CBA) (c) Building Fund Ac – 10003 (CBA) (d) Library Fund Ac – 10004 (CBA)**

(i) Diana Ellis (ii) Elissa Campbell (iii) Kylie Minchew (nominee) (iv) Mark Condon (nominee)

Moved: Andrea  
Seconded: Tim  
Accepted: All

#### **Approve the staff that can sign or approve purchase orders**

**Motion** - That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services: Diana Ellis, Elissa Campbell, Sue Turner

Moved: Andrea  
Seconded: Vic  
Accepted: All

#### **PFA proposed fundraising events for the year**

**Motion** - That School Council **approve** the following proposed fundraising events for the 2025 School year and that the proposed GST treatment be **endorsed** whereby all receipts and payments will be **input-taxed**.

Date	Activity/Project	Income	Expenditure	Projected Profit	Balance
				Cfwd 2024	\$49,452.71
Term 1	Easter Raffle	965	123	842	
	Bulb Drive	945	0	945	
	Beansies	180	0	180	
	Colour Run (within Iapathon)	0	0	0	
	Supermkt./Bunnings BBQ	800	240	560	
Term 2	Cake Stall 1	935	0	935	
	Election BBQ	600	180	420	
	Trivia Night & Disco	2060	710	1350	
Term 3	Pie Drive (alt with 'other' each ye	3710	2785	925	
	Cake Stall 2	935		935	
	Parent Event				
Term 4	Mango Drive	5100	3800	1300	
	Cake Stall 2	935	0	935	
	EOY ice creams Zooper Doopers	400	100	300	
	Christmas raffle	950	300	650	
	<b>Profit Projects Sub Total</b>	<b>18515</b>	<b>8238</b>	<b>10277</b>	<b>\$58,794.71</b>
<b>Projects to Fund</b>					
Term 1	Welcome BBQ/picnic	0	300	-300	
Term 2	Mother's Day Celebration	0	500	-500	
Term 3	Father's Day Celebration	0	500	-500	
	Movie Nights (alt year to Disco)	200	200	0	
Term 4	Staff EOY Morning Tea	0	150	-150	
	<b>Funded Projects Sub Total</b>	<b>200</b>	<b>1650</b>	<b>-1450</b>	<b>\$57,344.71</b>
	<b>TOTALS</b>	<b>17780</b>	<b>9888</b>	<b>7892</b>	

These Input Taxed events are planned to be conducted by Woodend Primary School PFA in the year ended 31 December 2025 and all relevant financial transactions will be accordingly

recorded in the school's accounting and taxation records as input taxed – that is, included on the BAS for reporting purposes but no GST remitted or claimed.

Moved: Andrea  
Seconded: Diana  
Accepted: All

### **Camps Profit & Loss – (Yrs 5/6, 4 & 2/3)**

**Motion** - That School Council approve the 2024 Camps Profit & Loss statements. School Council accept and endorse the Profit and Loss for the year ending 2024 as per the attached statements. [PDF](#) yr 3-6 camp 2024 p&l.pdf  
(The profit/loss from all camps will be added to general revenue and utilised as per the Confirmed Cash Budget).

Moved: Andrea  
Seconded: Tim  
Accepted: All

### **GST Treatment of Trading Operations**

**Motion** - That Woodend Primary School Council approve the **Canteen** trading operation within the School to operate on an Input Taxed Credit basis whereby no GST is charged but no credits are claimed for the operating costs.

The Council notes that the transactions of the canteen have a separate accounting record (ie. distinct CASES21 subprogram) and utility costs will be apportioned at the rate of 1% for power and telephone accounts, whereby credits are not claimed.

That Woodend Primary School Council approve the **Uniform Shop** trading operation within the School to operate as a Non-Profit Sub Entity where all transactions are recorded outside the Business Activity Statement.

The Council notes that the record of this decision must be retained for 5 years and that this election cannot be revoked for 12 months.

Moved: Andrea  
Seconded: Kat  
Accepted: All

**Policies (attached)**

**Motion** - That School Council endorse the following policy/policies:

- [Purchasing Card Policy](#)
- [Cash Handling policy](#)
- [Electronic Funds Management policy](#)

Moved: Andrea  
Seconded: Salina  
Accepted: All

Diana will review all policies in the next week and recirculate policies if changes are required.

**Written Off Charges - attached**

**Motion** - That School Council approve the writing off, of the charges as per the Family & Sundry Debtor Credit Note reports presented throughout 2024

Moved: Andrea  
Seconded: Catherine  
Accepted: All

**School purchasing card register**

**Motion** - That School Council approve and endorse purchasing card register of cardholders and limits as per below:

Cardholder Name	Card Number	Issue Date	Expiry Year	Location	Undertaking by cardholder agreement signed and dated	Card limit
S Turner	Xxxx xxxx xxxx 1920	02/24	2027	Wooden d	Yes	2000
S Machell	Xxxx xxxx Xxxx 4178	08/24	2027	Wooden d	Yes	2000

	<table border="1"> <tr> <td data-bbox="49 1480 210 1675">D Ellis</td> <td data-bbox="49 1335 210 1480">Xxxx xxxx Xxxx 6165</td> <td data-bbox="49 1211 210 1335">02/19</td> <td data-bbox="49 1104 210 1211">2025</td> <td data-bbox="49 947 210 1104">Wooden d</td> <td data-bbox="49 719 210 947">Yes</td> <td data-bbox="49 452 210 719">2000</td> </tr> </table> <p>Moved: Andrea Seconded: Julia Accepted: All</p>	D Ellis	Xxxx xxxx Xxxx 6165	02/19	2025	Wooden d	Yes	2000	
D Ellis	Xxxx xxxx Xxxx 6165	02/19	2025	Wooden d	Yes	2000			
	<p><b>Hire of Facilities</b></p> <p><b>Motion</b> - That School Council approve the hiring of Woodend Primary School Hall/Facilities at a rate of \$22 per hour. Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file.</p> <p>Moved: Andrea Seconded: Sue Accepted: All</p>								
<p><b>(5 mins)</b></p>	<p><b>Diana – Update against Student Resource Package</b></p> <ul style="list-style-type: none"> <li>• See Principal’s report - <a href="#">W</a> Feb 2025 Prin report.doc</li> <li>• Noted currently the deficit is \$347,000. There are inconsistencies in reporting (e.g. due to projected staff payments for the rest of the year) which should level out at reconciliation, which Diana will do over the next few weeks.</li> </ul>								
<p><b>(15 mins)</b></p>	<p><b>Diana – Principal’s report</b></p> <ul style="list-style-type: none"> <li>• Principal’s report taken as read - <a href="#">W</a> Feb 2025 Prin report.doc</li> <li>• Preparation of annual report is underway</li> <li>• Audits this year for essential safety measures (e.g. checking compliance with fire hydrants, test and tag, signage, clear fire exits) – the only issue identified related to the library steps which required yellow paint and are now compliant</li> <li>• Rolling facilities evaluation is coming up – to check the health of the buildings</li> <li>• School review is coming up this year – this is 4 yearly, and involves planning for the 4 next years</li> <li>• Mental Health in Schools initiative – training starts this week. Libby Tobin has been appointed as Mental Health and Wellbeing leader. The school is thinking about what this will look like including how issues may be triaged and dealt with within the school, to best facilitate the program and ensure benefits to school community are balanced with staff wellbeing.</li> </ul>								



	<ul style="list-style-type: none"> <li>Shelter in place work has begun.</li> </ul> <p><b>Elissa- further parent survey</b></p> <ul style="list-style-type: none"> <li>The school is surveying parents at teacher meet and greets to try to gather more data on areas that appeared to be issues arising from the parent opinion survey last year (which had a fairly low response rate).</li> <li>The response rate to the additional survey is quite good so far. It will be circulated after completion meet and greets.</li> </ul>
<b>(5 mins)</b>	<p>P.F.A (Selena)</p> <ul style="list-style-type: none"> <li>See above description of proposed PFA activities for 2025</li> <li>Noted that PFA closing balance at December 2024 was \$28,236.</li> </ul>
<b>(10 mins)</b>	<p><b>Diana - Policy Table end endorsing policies</b></p> <ul style="list-style-type: none"> <li><a href="#">W</a> Policy Table Woodend Primary School 2025.docx</li> <li>Policy table circulated prior to the meeting for School Council's awareness. Noted that now few policies have to be brought to School Council for approval, but they are brought for consultation.</li> </ul> <p><b>Homework policy - <a href="#">W</a> Draft Homework Policy Feb 2025.docx</b></p> <ul style="list-style-type: none"> <li>School Council discussed the homework policy and made minor editorial suggestions.</li> <li>To be recirculated to School Council following amendment.</li> </ul>
<b>(30 mins)</b>	<p>General Business</p> <ul style="list-style-type: none"> <li>School Council communications in newsletter <ul style="list-style-type: none"> <li>the first will be an introduction prepared by Andrea</li> </ul> </li> <li>Preparation for AGM: <ul style="list-style-type: none"> <li>Simone, Lauren and Victoria were new to School Council last year. All other members have been on School Council for a term of 2 years or more and will need to re-nominate if they are staying on.</li> <li>We have 3 staff who have expressed an interest in being on School Council this year.</li> <li>Need to ensure we have enough parent representatives to form a quorum (require a ratio of 2/3 parents to 1/3 DET employees on School Council).</li> <li>Next meeting is AGM. After tonight, nominations will be open for School Council.</li> </ul> </li> <li>Diana acknowledged and thanked Susan Machell, who is leaving the School Council.</li> <li>The Next meeting will be Diana's last with the school. Her letter of resignation went in last week, she'll finish up at around Anzac Day.</li> </ul>

**Proposed Meeting Dates:** 17 March, 15 April, 19 May 16 June.

