

# MEETING AGENDA AND MINUTES

<b>Date:</b> 17/3/2025	<b>Time:</b> 7:00 pm	<b>Location:</b> Portables
<b>Reason for Meeting:</b> School Council	<p><b>Attendees:</b> Diana Ellis, Elissa Campbell, Catherine Petre, Kat Richardson, Andrea Haintz, Tim Bates, Victoria Humphries, Lauren Tyrrell, Simone Schroeder</p> <p><b>Nominations:</b> Kylie Minchew, Katie Cashen, Brooke McInnes, Candice Baker, Charlene Tailbot, Jonathan Tollerud</p> <p><b>Apologies:</b> Salina Chamerski, Julia Cameron</p>	
<ol style="list-style-type: none"> <li>1. Be punctual (adhere to agreed start and finish times)</li> <li>2. Be prepared (tasks, minutes, agenda)</li> <li>3. Adopt a shared responsibility (everyone has a role/must contribute)</li> <li>4. Everyone has the right to be heard (equal voice)</li> </ol>	<ol style="list-style-type: none"> <li>5. Be open to learning (open mind to differing opinions and ideas)</li> <li>6. Engage in respectful inclusive collaboration</li> <li>7. Assume and act with positive intent</li> <li>8. Treat people with respect (listen attentively, positive body language, respectful disagreements)</li> </ol>	
<p><b>Facilitator:</b> Tim</p> <p><b>Time keeper:</b> Diana</p> <p><b>Note taker:</b> Catherine</p>	<b>Meeting Objectives – Rolling agenda</b>	
<b>This 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 meeting dates.</li> <li>• Standing Orders</li> <li>• School Council Training</li> </ul>	
<b>Next meeting</b>	<ul style="list-style-type: none"> <li>• Strategic Plan - priorities, goals and targets, key improvements, strategies, equity funding, professional learning</li> <li>• Annual Report</li> <li>• Conflict of Interest</li> <li>• Child Safe Training</li> </ul>	
<b>Agenda: 7.00 - 8.30</b>		<b>Actions</b>

<b>(2 mins) Tim</b>	<ul style="list-style-type: none"> <li>• Apologies, Indigenous acknowledgement</li> <li>• Welcome to people that have nominated</li> </ul>										
	<ul style="list-style-type: none"> <li>• Conflict of Interest - Nil</li> </ul>										
	<ul style="list-style-type: none"> <li>• Child Safety <ul style="list-style-type: none"> <li>o Standing item to discuss child safety and provide for disclosures</li> <li>o Briefing to occur at next meeting once new members are on board.</li> </ul> </li> </ul>										
<b>(5 mins)</b>	<p><b>Acceptance of previous minutes</b>  <a href="#">W</a> 17 Feb 2025 Agenda and Minutes.docx  Moved: Victoria Humphries  Seconded: Elissa Campbell  Accepted: All</p>										
<b>(5 mins)</b>	<p><b>Follow up actions from last meeting</b>  Homework policy has been revised based on discussion at the last meeting.  <a href="#">W</a> Draft Homework Policy Feb 2025.docx</p>										
<b>(10 mins)</b>	<p><b>Andrea – Finance Report</b></p> <p><b>Finances as at 28 February 2024</b></p> <p><a href="#">PDF</a> GL21160S_Balance Sheet.pdf  <a href="#">PDF</a> GL21150_Operating Statement.pdf</p> <table border="1" data-bbox="927 891 1495 1675"> <thead> <tr> <th data-bbox="927 1196 1038 1675"><b>Revenue</b></th> <th data-bbox="1038 1196 1495 1675"></th> </tr> </thead> <tbody> <tr> <td data-bbox="1038 1196 1155 1675">71080 C'wealth Government Grants</td> <td data-bbox="1155 1196 1495 1675">\$5255</td> </tr> <tr> <td data-bbox="1155 1196 1267 1675">73002 Interest Received</td> <td data-bbox="1267 1196 1495 1675">\$2779</td> </tr> <tr> <td data-bbox="1267 1196 1378 1675">74102 Donations</td> <td data-bbox="1378 1196 1495 1675">\$2030</td> </tr> <tr> <td data-bbox="1378 1196 1495 1675">74408 Curriculum Contributions</td> <td data-bbox="1495 1196 1495 1675">Sitting at 55% received</td> </tr> </tbody> </table>	<b>Revenue</b>		71080 C'wealth Government Grants	\$5255	73002 Interest Received	\$2779	74102 Donations	\$2030	74408 Curriculum Contributions	Sitting at 55% received
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<b>Expenses</b>	
86104 Curriculum Consumables	36% of annual budget
86910 Conferences/ Courses/ Seminars	20% of annual budget

**Variances:** \$128,000 in expenses; \$103,000 in receipts

**Motion** – School Council approves for payment of cheques and direct payments for February.

Moved: Andrea Haintz  
 Seconded: Tim Bates  
 Accepted: All

**Motion** – To accept the statement that the School Council has reviewed the position of the school's accounts as of the end of February 2024 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: Victoria  
 Accepted: All

**Changes to Signatories**

**Motion** - That School Council approve and endorse purchasing card register of cardholders to include Elissa Campbell with limits as per below:

Cardholder Name	Card Number	Issue Date	Expiry Year	Location	Undertaking by cardholder agreement	Card limit

E Campbell	TBC	TBC	TBC	TBC	Woodend	Yes	2000		

Moved: Andrea  
 Seconded: Catherine  
 Accepted: All

**Student Resource Package (SRP) (Diandra)**

- SRP is the whole school budget, 90% of which is retained by DET to cover salaries
- Remaining 10% is the cash component paid at the start of each term
- Currently the School is at a deficit due to per capita enrolments (high enrolments after Covid (460)) followed by staffing profile (many experienced teachers), plus student numbers are now down to 382.
- School has also made the decision to retain 5 education support staff without the additional funding for these staff – the School now has 126 students who require some form of adjustment to assist with their learning.
- Deficit operates like a loan – less cash is coming into the school. Some cash money goes to cleaning, utilities, maintenance and minor works.
- School council has the role of endorsing the budget each year.
- Currently the budget is \$261,237 in deficit. This should even out to about \$150,000 after reconciliation.
- School has a healthy day to day cash operating balance.
- School has applied for grants of up to \$10,000 – waiting for the outcome.

**AGM**

- All positions declared vacant
- Acceptance of nominees: Kylie Minchew, Katie Cashen, Candice Baker, Brooke McInnes, Charlene Talbot and Jonathan Tollerud
- Welcome to new members.

**2024 position holders:**

Call for nominations for President, Vice President, Treasurer, Secretary. All positions are for 2 years. Appointments as follows:

President: Tim Bates  
Vice President: Victoria Humphries  
Treasurer: Andrea Haintz  
Secretary: Catherine Petre

**(20 mins)**

**Principal's report (Diana)**  
 Prin Report A.G.M..doc

**Role of the School Council**

[Ministerial Order No. 1280](#) (Ministerial Order (Constitution of Government School Councils) 2020, sets out the role and accountabilities of school councils.

Role of the school council is to assist with the governance of the school, including reviewing financial controls and measures, and ensuring required policies are in place. From time to time the school council will review and comment on documents including 4 yearly school review looking, strategic plan and Annual Implementation Plan.

Next meeting will involve review and sign off on the 2024 Annual Report.

**Ways of working together**  
Basic processes were explained including:

- phones to be switched off during meetings
- expectations to undertake pre-reading
- membership
- Required to have a minimum of 8 meetings per year
- online meetings in winter

Subcommittees

- We have a finance subcommittee
- We can have others – e.g. building and grounds, policies, education.

Conflict of Interest:

- Committee members to provide declarations of any conflicts of interest at commencement of membership and at each meeting.

	<p>Agenda and documentation:</p> <ul style="list-style-type: none"> <li>• agenda and relevant papers are provided 5 days before each meeting</li> <li>• Code of Conduct and Functions of School Council documents were shared with the group to read prior to the next meeting.</li> </ul> <p>Training for school councils  <a href="https://www2.education.vic.gov.au/pal/school-council-training/policy">https://www2.education.vic.gov.au/pal/school-council-training/policy</a></p> <p>Meeting dates – 3<sup>rd</sup> Monday of the month, twice per term</p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Strategic Review - to commence 17 March</li> <li>• Student Resource Package Update (see Finance)</li> <li>• DET Policy changes to Conflict of Interest</li> <li>• Extraordinary Meeting for Principal Selection - tentative date 31 March 2025 (TBC)</li> </ul> <p><b>Parent survey (Elissa)</b>  Held over to next meeting.</p>
<b>(5 mins)</b>	<p><b>P.F.A</b></p> <ul style="list-style-type: none"> <li>• AGM held</li> <li>• New office bearers elected</li> <li>• Bunnings BBQ on 16 March 2025: made \$1,900 gross</li> <li>• Renewed focus on School Crossing and Traffic Safety</li> <li>• School disco being planned for next term</li> <li>• Lapathon will include colour run</li> <li>• Students are asking for a cover over the bike racks - PFA will look to raise funds</li> <li>• May also seek to fund additional air conditioners only in some rooms – DET funding is not available due to the location of the school.</li> <li>• Noted that PFA fundraising goes into the School's cash budget</li> </ul>
<b>(10 mins)</b>	<p><b>Diana - Policy Table/endorse policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy Table Woodend Primary School 2025.docx</a></li> </ul>

	<ul style="list-style-type: none"> <li>• Policies are brought to school council for review - generally for comment and input, not endorsement</li> <li>• Homework Policy explained</li> <li>• New purchasing Card Policy ( <a href="#">W</a> Purchasing Card Policy.docx ) is based the DET template policy. Members to read and discuss at the next meeting</li> <li>• All finance policies are under review and will be circulated when available.</li> </ul>
<p><b>(30 mins)</b></p>	<p><b>General Business Newsletter</b></p> <ul style="list-style-type: none"> <li>• School understands that parents are often not reading it due to the questions that are asked in other forums (e.g. WhatsApp). Some improvement in tone and content of WhatsApp groups since the change to whole year level groups, but still burdensome for administrators.</li> <li>• With differing parent expectations on levels of communication, the School is considering altering the primary communication method. Key issues with using the Newsletter for this purpose: people often don't seem to be aware of the content and it takes significant time to prepare. The School may consider introducing a paid advertising policy (newsletter advertising for community groups is currently free).</li> </ul> <p><b>SSB</b> (see finance update)</p> <p><b>Voluntary Payments</b> (see finance update).</p> <p><b>Canteen Menu for Special Lunch Days</b></p> <ul style="list-style-type: none"> <li>• Discussion of having healthy foods available on special lunch days, as well as potential improvement to the overall health of the foods offered on the canteen menu.</li> <li>• Suggestions included replacing the prima in lunch packs with a piece of whole fruit, replacing prima with fruit juice icy poles or making the options available for selection rather than in packs.</li> <li>• School council agreed this requires further consideration, noting the need to provide healthy options needs to be balanced with difficult logistical and pricing issues faced by the canteen.</li> </ul>

**Concerns regarding weed spraying**

- Parent concern raised about weeds being sprayed at the front of the school and more generally in the community, as well as all other chemical use.
- School has checked and confirmed spraying accords with regulations (e.g. spraying out of school hours).

**Impending retirement of Principal**

- Acting position has been advertised.
- DE Senior Education Improvement Leader (SEIL) Stephen Brain wants to explain the principal appointment process to the School Council – 31 March 2025.
- School council thanked Diana for her significant contribution to the school, with achievements including the school wide positive behaviour program.

**Proposed Meeting Dates: 31 March (Special meeting re: Principal Recruitment process), 19 May, 16 June, 18 August, 15th September, 20 October, 24 November, 15 December**  
[School Council Calendar](#)