

ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Thursday 15 February 2018

Venue: Staffroom 7:15 PM

Chairperson: Ralf

Minute Taker and Newsletter Report: Christine

Time Keeper: Corey

	Time	Item	Action (who)	Date due
1	7:15	Welcome, acknowledgement of country, and apologies Apologies: Nick D'Amelio		
2	7:30	MINUTES of previous meeting of Thursday 16th November 2017 Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting. Moved: Nicole Seconded: Andrew Carried/Defeated Matters Arising:		
3	7:35	CORRESPONDENCE Outwards as listed. Motion 3.1: Move that Inwards Correspondence be received and Outwards confirmed. Moved: Seconded: Carried/Defeated Action: Correspondence Inwards: Letter dated 8 January 2018 from Department of Education and Training <ul style="list-style-type: none"> • Department of Education & Training are going to take over total control of the cleaning of all schools in Victoria. Our current contractor is Bertram's Cleaning Pty Ltd will expire on 17 July 2018. <ul style="list-style-type: none"> ○ We agree to adopt Department advice and authorise DET to act as our agent under the agreement with Bertram's Cleaning Pty Ltd <ul style="list-style-type: none"> ▪ Moved: Nicole ▪ Seconded: Francesca ▪ Carried Letter from Bertram's Cleaning <ul style="list-style-type: none"> • 17 points raising concerns and (point 16) asking us to raise any concerns. The Council expressed disappointment with this process. 		
4	7:40	MAIN ISSUES / MOTIONS / GENERAL BUSINESS <ul style="list-style-type: none"> • Rob announced his retirement and distributed the letter that will go home to the school community tomorrow. <ul style="list-style-type: none"> ○ Ralph agreed that now is as good a time as any to transition to a new Principal. Nicole will be Acting Principal from 25 May until a new principal is appointment to commence Term 4 2018. ○ Discussion around the coverage and transition. Motion 4.1: Move that Moved:	Rob to return to Council with a transition plan.	March 16

	Time	Item	Action (who)	Date due
		Seconded: Carried/Defeated Motion 4.2: Move that Moved: Seconded: Carried/Defeated		
4.1	7:45	FINANCE Ralf Motion 4.1.1: Move that the December & January Payments be ratified & other Finance Reports be accepted. Moved: Christina Seconded: Hayden Carried <ul style="list-style-type: none"> Investment Account: Moved: Corey Seconded: Kim Carried Eftpos Card Policy Moved: Christina Seconded: Jay Carried Purchasing Card Policy Moved: Kim Seconded: Andrew Carried Finance Sub Committee Minutes Friday February 9 2018: points to be endorsed: <ul style="list-style-type: none"> Internet Banking Policy (Point 6) Moved: Francesca Seconded: Hayden Carried Employees to operate Eftpos (Point 7) Moved: Hayden Seconded: Michael Newton Carried Fundraising Events for 2018 as input for taxed for GST purposes (Point 8) Moved: Michael Newton Seconded: Jay Carried Scheduled Fundraising Events for 2018 (Point 9) Moved: Michael Newton Seconded: Jay Carried Endorse signatories on official purchase orders (Point 10) Moved: Christina Seconded: Kim Carried Endorse signatories to all bank and investment accounts (Point 11) Moved: Hayden Seconded: Francesca Carried Endorse purchasing cards (Point 12) Moved: Kim Seconded: Andrew 	Finance Committee to ensure new endorsement given when staff turn over this year.	

	Time	Item	Action (who)	Date due
		Carried • Endorse Finance Summary of 2017 Moved: Hayden Seconded: Corey Carried • Endorse signatories on official purchase orders Moved: Christina Seconded: Kim Carried • Action:		
4.2	7:55	SUBCOMMITTEE REPORTS		
		Strategic Planning Jay Report tabled? Yes Motion 4.2.1: Move that the Strategic. Planning Report be accepted Moved: Christine Seconded: Corey Carried Action:		
	8:05	Out of School Hours Care – Nicole Report tabled? No		
	8:15	Environment/ Grounds Development Report tabled? Yes Motion 4.2.3: Move that the E/GD Committee Report be accepted Moved: Michael Carter Seconded: Christina Carried Action:		
	8:20	Community Engagement/ Communication: Rob Report tabled? Yes Motion 4.2.5: Move that the Community Engagement/ Communications Report be accepted Moved: Christina Seconded: Corey Carried / Defeated Action:		
	8:25	Education Precinct (The Hub Child Care Centre, Elwood Primary, Elwood College) report Report tabled? No		
5		REPORTS		
5.1	8:35	Principal's Report. Motion 5.1: Move that the Principal's report be accepted Moved: Andrew Seconded: Christina Carried		
		Next meeting: Thursday 16 th March		
		Newsletter Report:		
6	9:20	Conclusion		

	<u>Minutes</u>	<u>Time Keeper</u>
<i>16 March</i>	Christine Wood	Nick
<i>18 May</i>		
<i>15 June</i>		
<i>17 August</i>		
<i>21 September</i>		
<i>19 October</i>		
<i>16 November</i>		