



ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Thursday 19th March 2026

Venue: Staffroom

Time: 6pm

Chairperson: Nicole Richards/Jeremy Hunt

Minute Taker: Charlie Cooper

Time Keeper: Charlie Cooper

	Time	Item	Action (who)	Date due
1	6.00	<p>Welcome, acknowledgement of country, and apologies</p> <p>Attendees: Zoe Aitken, Julie Allen, Charlie Cooper, Matthew Forsyth, Jeremy Hunt, Andrea Jackson, Andrew Julian, Nicole Richards, Vanessa Stevens, Mandy van Zanen</p> <p>Apologies: Simon Horner, Ariana Peters, Mel Wilkins, Rosie Grosso, Elena Delmercato</p> <p>A Quorum was present.</p> <p>Nicole welcomed everyone to the first School Council meeting of 2026 and asked everyone to introduce themselves. Nicole explained the roles of School Council President and Vice President and called for nominations or self-nominations.</p> <p>School Council President Jeremy Hunt. Nominated by Andrea Seconded by Charlie No further nominations, carried.</p> <p>School Council Vice President Andrew Julian Nominated by Matt Seconded by Jeremy</p> <p>Andrea Jackson Nominated by Self Seconded by Mandie</p> <p>Vice President nominees agree on taking this on as a co vice role.</p> <p>Carried.</p> <p>Nicole talked through the different sub-committees and asked anyone with any questions, or passions and interests and would like to join one or more to let her know.</p> <p>Nicole handed the meeting over to Jeremy.</p>		

	Time	Item	Action (who)	Date due
2		<p>MINUTES of previous meeting of 19th February 2026:</p> <p>Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting.</p> <p>Ellie needs to be changed to Nellie in OHSC part of minutes Moved: Andrew Seconded: Mandie Carried.</p>		
3		<p>CORRESPONDENCE</p> <p><u>Inwards as listed:</u></p> <p>Jennifer from council – glen huntly crossing – came down and met Andrew, Jeremy and Nicole on site.</p> <p>Maintaining communication and hopefully will speak again before next council (3-4 Weeks)</p> <p>On google drive Interactive online training for new or existing school council members- directed by Nicole.</p> <p><u>Outwards as listed:</u></p> <p>Moved: Andrea Seconded: Matt Carried</p>		
4		<p>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</p> <p>Nominations for council and council positions:</p> <p>Zoe and Mel – becoming members for a one year term.</p> <p>Offer from Zoe to engage in Sustainability – Nicole will connect with Larissa.</p> <p>Nicole Discussed different subcommittees.</p>		

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		<p>Discussion around attracting parents with different expertise to either join or even have a special project teams.</p> <p>Teacher Industrial Action:</p> <ul style="list-style-type: none"> - Jeremy would like to write to our local and state Labour members to say he is behind our teachers with the blessing of the council. <p>Moved: Andrew Seconded: Jeremy</p>		
5		SUBCOMMITTEE REPORTS		
5.1		<p>FINANCE</p> <p>Discussion around new Coffee Machine – since finance meeting the number is closer to 7.5K rather than 6-6.5K</p> <p>Motion 5.1.1: Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Jeremy Seconded: Nicole Carried</p> <p>Motion 5.1.2: Move that the February 2026 Financial Reports be accepted. Moved: Jeremy Seconded: Vanessa Carried</p> <p>Motion 5.1.3: Move that the School Purchase Card (ending 22nd January 2026) Financial Reports be accepted. Moved: Jeremy Seconded: Andrew Carried</p> <p>Motion 5.1.4: Move that the Grade 5/6 camp and charge be accepted. Moved: Zoe Seconded: Jeremy Carried</p> <p>Motion 5.1.5: Move that the 2026 Budget and Cashflow Statement be accepted.. Moved: Jeremy Seconded: Andrew Carried</p> <p>Motion 5.1.6: Move that the presented Hire agreements be accepted. Moved: Jeremy Seconded: Charlie</p>		

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		<p>Carried</p> <p>Motion 5.1.7: Move that the Finance Committee report be accepted. Moved: Matt Seconded: Vanessa Carried</p>		
5.2		<p>STRATEGIC PLANNING</p> <p>Nicole sharing our Annual Reprot for 2026 – still in draft form, from our AIP, and Jeremy Suggested adding we became a 5 star sustainability school in the ‘other highlights’ section.</p> <p>Motion 5.2.2: Move that the Strategic Planning report be accepted. Moved: Jeremy Seconded: Mandie Carried</p>		
5.3		<p>OSHC - Out of School Hours Care</p> <p>No Report</p> <p>Motion 5.3.1: Move that the OSHC report be accepted. Moved: Seconded: Carried</p>		
5.4		<p>ENVIRONMENT / GROUNDS DEVELOPMENT</p> <ul style="list-style-type: none"> - Update on VSBA progress for building works – is now out to tender. - Current expectation is that all work will be done by end of Term 1, 2027. <p>Motion 5.4.1: Move that the Environment & Grounds Development verbal update be accepted. Moved: Zoe Seconded: Matt Carried</p>		

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5.5		<p>COMMUNITY ENGAGEMENT / COMMUNICATION:</p> <p>Nothing</p> <p>Motion 5.4.1: Move that the Community Engagement report be accepted. Moved: Seconded: Carried</p>		
		REPORTS		
6		<p>Principal's Report.</p> <p>Curriculum day – Thursday 14th May – agreed on by school council</p> <p>Motion 6.1: Move that the Principal's report be accepted Moved: Jeremy Seconded: Andrea Carried</p>		
7		Next meeting: Thursday 21 st May 2026		
8		Conclusion – Meeting closed at 8.20pm		