



ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

Date: Wednesday 25th March 2020

Venue: Remotely through Zoom

Time: 7.15pm

Chairperson: Ralf Huempel

Minute Taker: Simon Horner

Time Keeper:

	Time	Item	Action (who)	Date due
1	7.15	<p>Welcome, acknowledgement of country, and apologies</p> <p>Attendees: Sam Casey, Edward Cook, Charlie Cooper, Rosanna Grosso, Laurie Hibbs, Simon Horner, Ralf Huempel, Haydn Janney, Andy Langridge, Inouk Mackay, Michael Newton, Sarah Price, Nicole Richards, Susan Taylor, Jay Tucker, Olivia Waller.</p> <p>Apologies: Prue Deniz</p> <p>A Quorum was present.</p> <p>School Council Elections:</p> <p>Ralf thanked the outgoing members; Olivia, Prue and Sarah for their incredible contributions. Special call out to Andrew for his work in the role of Vice President. Thanks to Nicole, School Council absolutely made the right appointment, with Nicole bringing her own touch to the role. Nicole added her thanks to Olivia and Sarah for their role as staff reps and taking us through our journey of student voice and advocacy, and thanks to Ralf for the role he has played in mentoring and always being the voice of calm.</p> <p>Welcome to new staff reps Charlie Cooper and Sam Casey. Welcome to Natalie Solopotias (Mogford) Haydn and Inouk re-elected.</p> <p><u>President</u> Andrew Carried unanimously.</p> <p><u>Vice President</u> Inouk Carried unanimously.</p>		
2	7.30	<p>MINUTES of previous meeting of 28th November 2019:</p> <p>Motion 2.1: Move that these minutes be confirmed as true and correct of this meeting. Moved: Haydn Seconded: Sue Carried.</p>		

	Time	Item	Action (who)	Date due
3	7.35	<p>CORRESPONDENCE</p> <p>Inwards as listed:</p> <p>Nicole discussed correspondence from DET.</p> <p>NAPLAN has been postponed.</p> <p>Schools do not have to ratify Annual Report. However as this has been completed happy for School Council to approve. There was discussion around expanding upon areas relating to 'similar schools'. Nicole, Jay and Rosie to work on this.</p> <p>Motion 2.1.1: Move that, subject to discussed changes, the Annual Report be accepted. Moved: Andy Seconded: Jay Carried</p> <p>Review for this year was going to be Term 3, so far Term 1 reviews have been cancelled and Term 2 reviews have been postponed. Leadership Team are working on the review, but we don't have a set date or info on this.</p> <p>Outwards as listed:</p> <p>None to report.</p>	Nicole / Jay / Rosie	
4	7.40	<p>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</p> <p>Covered in Prin Report.</p>		
		SUBCOMMITTEE REPORTS		
4.1	7.45	<p>FINANCE</p> <p>Andrew presented the finance reports.</p> <p>Motion 4.1.1: Move that the Finance Committee Report be ratified individually and the minutes accepted. Moved: Ed Seconded: Sam Carried</p> <p>Motion 4.1.2: Move that the November 2019 Financial Reports be accepted. Moved: Inouk Seconded: Rosie Carried</p>		

	Time	Item	Action (who)	Date due
		<p>Motion 4.1.3: Move that the December 2019 Financial Reports be accepted. Moved: Haydn Seconded: Ed Carried</p> <p>Motion 4.1.4: Move that the January 2020 Financial Reports be accepted. Moved: Andy Seconded: Sue Carried</p> <p>Motion 4.1.5: Move that the February 2020 Financial Reports be accepted. Moved: Ed Seconded: Haydn Carried</p> <p>Motion 4.1.6: Move that the School Purchase Cards (ending 24th November 2019, 22nd December 2019, 22nd January 2020) Financial Reports be accepted. Moved: Rosie Seconded: Ed Carried</p> <p>** Already approved by email start of year to get fees out**</p> <p>Motion 4.1.7: Move that the charges for Essential Student Items (term planners) presented be accepted. Moved: Rosie Seconded: Ed Carried</p> <p>Motion 4.1.8: Move that the updated 2020 Indicative Budget be accepted. Moved: Ed Seconded: Sue Carried</p> <p>Motion 4.1.9: Move that the Financial Commitment Summary, balance sheet and operating statement for end of year 2019 be accepted. Moved: Rosie Seconded: Jay Carried</p> <p>Motion 4.1.10: Move that the staff approved to authorise order forms be accepted. Moved: Haydn Seconded: Ed Carried</p> <p>Motion 4.1.11: Move that the bank account signatories be accepted. Moved: Haydn</p>		

	Time	Item	Action (who)	Date due
		<p>Seconded: Andy Carried</p> <p>Motion 4.1.12: Move that the purchasing card users and limits be accepted. Moved: Rosie Seconded: Ed Carried</p> <p>Motion 4.1.13: Move that the proposed fundraising be accepted. Moved: Inouk Seconded: Sue Carried</p> <p>Motion 4.1.14: Move that the GST treatment for fundraising be accepted. Moved: Haydn Seconded: Charlie Carried</p> <p>Motion 4.1.15: Move that the School cash handling policy be endorsed. Moved: Sue Seconded: Haydn Carried</p> <p>Motion 4.1.16: Move that the School parent payment policy be endorsed. Moved: Sue Seconded: Haydn Carried</p> <p>Motion 4.1.17: Move that the Electronic funds management policy be endorsed. Moved: Jay Seconded: Rosie Carried</p> <p>Motion 4.1.18: Move that the School purchasing card policy be endorsed. Moved: Ed Seconded: Sue Carried</p>		
4.2	7.55	<p>STRATEGIC PLANNING</p> <p>Rosie presented the Strategic Planning report.</p> <p>The committee worked on the four Finance Policies taken to Finance Committee.</p> <p>The Committee presented the Privacy Policy.</p> <p>Motion 4.2.1: Move that the Privacy Policy be endorsed.</p>		

	Time	Item	Action (who)	Date due
		<p>Moved: Haydn Seconded: Inouk Carried</p> <p>Motion 4.2.1: Move that the Strategic Planning Report and minutes be ratified individually and the minutes accepted. Moved: Jay Seconded: Sue Carried</p>		
4.3	8.05	<p>OSHC - Out of School Hours Care</p> <p>Covered in Prin Report.</p>		
4.4	8:15	<p>ENVIRONMENT / GOUNDS DEVELOPMENT</p> <p>Jay presented the Environment & Grounds report.</p> <p>During the last meeting with Jeavons it was decided to combine a couple of the stages, due to possible cost saving and highly visual for parents, in the range of spending \$130K to \$140K.</p> <p>Jeavons came back with an estimate of \$270K if they were to project manager and do the work. Jay to ask Jeavons to separate the stages to see what the difference is.</p> <p>Nicole / Jay to reach out to other schools to see who used Jeavons to do all the work and who used them for plans only. To take this information back to Enviro/Grounds Committee to start tender process.</p> <p>Motion 4.4.1: Move that the Environment & Grounds Development verbal Report be ratified individually and the minutes accepted. Moved: Inouk Seconded: Nicole Carried</p>	<p>Jay</p> <p>Nicole / Jay</p>	

	Time	Item	Action (who)	Date due
4.5	8:20	<p>COMMUNITY ENGAGEMENT / COMMUNICATION:</p> <p>No meeting.</p>		
5		REPORTS		
5.1	8:25	<p>Principal's Report.</p> <p><u>Staffing</u> Welcome to Jake, Steph E and Sarah C who began with us at the start of the year. Goodbye to Nat who is going on parental leave. We welcome Sarah L into 3N</p> <p><u>OHSC</u> TeamKids happy to keep running as long as they can / are allowed to. DET asked if we had capacity to look after children of essential workers and Teamkids have been running a program for us, 8 children attending. Nicole is in constant touch with them as things are changing.</p> <p><u>Tuesday</u> – Every staff member was at school for a remote learning PD.</p> <p><u>Konnective</u> Up take has been massive. Nicole will push out any updates via Konnective during the holidays.</p> <p><u>Welfare</u> Leadership will be touching base with vulnerable families. If we go remote learning, OzChild counselling service will be available.</p> <p><u>Building works</u> Nicole is meeting with City Planning Services, company awarded the building works tender, 10am Friday.</p> <p>Motion 5.1.1: Move that the Principal's report be accepted Moved: Rosie Seconded: Charlie Carried</p> <p>Andrew thanked Nicole for her fantastic communication to the community.</p>		

	Time	Item	Action (who)	Date due
		Next meeting: 14th May 2020		
6		Conclusion – Meeting closed at 9.10pm		