



## ELWOOD PRIMARY SCHOOL COUNCIL MEETING MINUTES

**Date: Thursday 19<sup>th</sup> February 2026**

**Venue: Staffroom**

**Time: 6pm**

**Chairperson:** Jeremy Hunt

**Minute Taker:** Simon Horner

**Time Keeper:**

	Time	Item	Action (who)	Date due
1	6.05	<p>Welcome, acknowledgement of country by 2025 Grade 5S, and apologies.</p> <p><b>Attendees:</b> Charlie Cooper, Elena Delmercato, Matthew Forsyth, Simon Horner, Jeremy Hunt, Andrew Julian, Sarah Lohmann, Ariana Peters, Nicole Richards, Vanessa Stevens, Mel Wilkins, Mandy van Zanen</p> <p><b>Apologies:</b> Zoe Aitken, Rosanna Grosso, Andrea Jackson</p> <p>A Quorum was present.</p> <p>Nicole talked about the Smoking Ceremony this week and how EPS is being acknowledged for how we weave First Nations subjects and activities with the curriculum. Aleesha and Valerie are attending Communities of Practice and have been asked to share the things we do with teachers from other schools.</p>		
2	6.15	<p><b>MINUTES of previous meeting of 10<sup>th</sup> December 2025:</b></p> <p><b>Motion 2.1:</b> Move that these minutes be confirmed as true and correct of this meeting.</p> <p style="padding-left: 40px;">Moved: Ari</p> <p style="padding-left: 40px;">Seconded: Mandy</p> <p style="padding-left: 40px;">Carried.</p>		
3	6.17	<p><b>CORRESPONDENCE</b></p> <p><u>Inwards as listed:</u></p> <p>The Herald Sun article, 21/12/25, about the condition of public school buildings was discussed. The article did not mention EPS specifically but did use a photo of the school. It was noted that neither the school, nor School Council members were contacted regarding the article.</p> <p><u>Outwards as listed:</u></p> <p>None to report.</p>		

	Time	Item	Action (who)	Date due
4	6.24	<p><b>MAIN ISSUES / MOTIONS / GENERAL BUSINESS</b></p> <p>Nicole discussed the Child Safe Standards. These have been distributed and noted.</p> <p><b>Motion 4.1:</b> Move that the Child Safe Standards have been acknowledged by School Council.  Moved: Mandy  Seconded: Charlie  Carried</p> <p>The School Council Overview document submitted by Andrew was discussed.  Nicole mentioned that the School Governance folders are also available from her office if anyone would like to see the roles and responsibilities in more detail.</p> <p><b>Motion 4.2:</b> Move that the School Council Overview document be accepted.  Moved: Vanessa  Seconded: Jeremy  Carried</p>		
5		<b>SUBCOMMITTEE REPORTS</b>		
5.1	6.28	<p><b>FINANCE</b></p> <p>Andrew presented the Finance Committee report.</p> <p>The July 2025 Capital Works grant for Senior School toilet refurbishments was unsuccessful. Simon and Frank will resubmit when the next round of Capital Works grants are released.</p> <p>2025 Parent Payments were discussed. We finished the year as expected, slightly up on Curriculum Contributions, but down on Enrichments (Co-curricular and Nurse). School Saving Bonus will have played a part in these figures, but as a one-off initiative, it makes it hard to compare year on year contributions.  Nicole will send out another Loom this term to help encourage contributions and highlight their importance to the school.  Nicole and Simon will continue to closely monitor contributions.</p> <p><b>Motion 5.1.1:</b> Move that the Finance Committee Report be ratified individually and the minutes accepted.  Moved: Charlie  Seconded: Vanessa  Carried</p>	NICOLE	

	Time	Item	Action (who)	Date due
		<p><b>Motion 5.1.2:</b> Move that the December 2025 Financial Reports be accepted.  Moved: Vanessa  Seconded: Jeremy  Carried</p> <p><b>Motion 5.1.3:</b> Move that the January 2026 Financial Reports be accepted.  Moved: Charlie  Seconded: Ari  Carried</p> <p><b>Motion 5.1.6:</b> Move that the School Purchase Cards (ending 23<sup>rd</sup> November 2025 and 22<sup>nd</sup> December 2025) Financial Reports be accepted.  Moved: Jeremy  Seconded: Andrew  Carried</p> <p><b>Motion 5.1.6:</b> Move that the Profit &amp; Loss statements (<i>2025 Big Night Out (revised), 2025 Grade 4 Camp and 2025 Trading Operations</i>) be accepted.  Moved: Andrew  Seconded: Nicole  Carried</p> <p><b>Motion 5.1.7:</b> Move that the amended 2026 Indicative Budget (V2) and Cashflow Statement be accepted.  Moved: Jeremy  Seconded: Charlie  Carried</p> <p><b>Start of Year 2026</b></p> <p><b>Motion 5.1.9:</b> Move that the Financial Commitment Summary, Balance Sheet and Operating Statement for the previous year be accepted.  Moved: Vanessa  Seconded: Andrew  Carried</p> <p><b>Motion 5.1.10:</b> Move that the staff approved to authorise order forms be accepted.  Moved: Mandy  Seconded: Mel  Carried</p> <p><b>Motion 5.1.11:</b> Move that the bank account signatories be accepted (two signatories to sign).  Moved: Mel  Seconded: Jeremy  Carried</p>		

	Time	Item	Action (who)	Date due
		<p><b>Motion 5.1.12:</b> Move that the purchasing card users and limits be accepted.  Moved: Ari  Seconded: Charlie  Carried</p> <p><b>Motion 5.1.13:</b> Move that the proposed fundraising be accepted.  Moved: Jeremy  Seconded: Nicole  Carried</p> <p><b>Motion 5.1.14:</b> Move that the GST treatment for fundraising be accepted.  Moved: Matt  Seconded: Mel  Carried</p> <p><b>Motion 5.1.15:</b> Move that the Electronic Funds Policy be accepted.  Moved: Jeremy  Seconded: Vanessa  Carried</p> <p><b>Motion 5.1.16:</b> Move that the Cash Handling Policy be accepted.  Moved: Charlie  Seconded: Mandy  Carried</p> <p><b>Motion 5.1.17:</b> Move that the Purchasing Card Policy be accepted.  Moved: Andrew  Seconded: Matt  Carried</p> <p><b>Motion 5.1.18:</b> Move that the writing off of outstanding fees/charges at the end of 2024 is accepted.  Moved: Charlie  Seconded: Ari  Carried</p> <p><b>Motion 5.1.19:</b> Move that the Finance Committee report be accepted.  Moved: Mel  Seconded: Mandy  Carried</p>		
5.2	6.49	<p><b>STRATEGIC PLANNING</b></p> <p>Nicole gave a verbal Strategic Planning report.</p> <p>Nicole reported that the Annual Implementation Plan (AIP) has been approved.  The AIP is formed from the outcomes of the 4 yearly Review.  Nicole talked through the school's Strategic Plan goals, a learning goal</p>		

	Time	Item	Action (who)	Date due
		<p>(embedding EPS instructional model) and a wellbeing goal (SWPBS – School Wide Positive Behaviour Support), and also the Key Improvement strategies. Our teachers are involved and engaged with the AIP/goals and the upcoming Curriculum Day is about the AIP.</p> <p><b>Motion 5.2.2:</b> Move that the Strategic Planning report be accepted.  Moved: Jeremy  Seconded: Vanessa  Carried</p>		
5.3	6.55	<p><b>OSHC - Out of School Hours Care</b></p> <p>Nicole gave a verbal OHSC update.</p> <p>TeamKids have reported high numbers attending the holiday program. Around eighty children attended daily, with approximately thirty being new 2026 Preps.</p> <p>Nicole reported on the great partnership we have with TeamKids and in particular with Thea and Ellie.</p> <p>Nicole thanked Charlie for giving up half of his space in the Hall building to TeamKids due to the building restrictions currently in place.</p> <p><b>Motion 5.3.1:</b> Move that the OSHC report be accepted.  Moved: Mandy  Seconded: Andrew  Carried</p>		
5.4	6.58	<p><b>ENVIRONMENT / GOUNDS DEVELOPMENT</b></p> <p>Andrew presented the Buildings and Grounds report.</p> <p>Jeavons have submitted a draft, subject to revision, for the Quiet/sensory area of the JLC. Once this has been approved, we will then reach out for quotes to put us in a stronger and 'grant ready' position for when funding opportunities arise.</p> <p>The crossover application for Poets Grove is ongoing; we are requesting a like for like swap with the current crossover so there will be no net less of parking for the community.</p> <p>The current school park agreement with City of Port Phillip ends in 2027. Nicole has emailed the Department's Legal Division to let them know the agreement is coming up for renewal and to advise.</p> <p>Nicole gave an update on the VSBA building works. The underpinning and repair works are planned to be completed in three stages.  Stage One, Staffroom, possible start date Term 3 2026  Stage Two, Hall Building, Term 4 and summer holidays.  Stage Three, Senior School, Early 2027</p>		

	Time	Item	Action (who)	Date due
		<p>We are currently waiting to hear back from the VSBA/Architects whether the funding for these works has been approved and then a more definite start date and timeline.</p> <p><b>Motion 5.4.1:</b> Move that the Environment &amp; Grounds Development verbal update be accepted.  Moved: Matt  Seconded: Jeremy  Carried</p>		
5.5	7.26	<p><b>COMMUNITY ENGAGEMENT / COMMUNICATION:</b></p> <p>None to report.</p>		
		<b>REPORTS</b>		
6	7.27	<p><b>Principal's Report.</b></p> <p><u>Staffing Profile</u>  Nicole talked through the 2026 staffing profile document. We are in a good position with no vacancies.</p> <p>Xuno and the difficulty some parents have with finding parent contributions was raised. There was discussion around reaching out to Xuno and working with them and to raise our concerns. Nicole mentioned that Prin and the admin staff continue to work with Xuno to modify the platform for our school, and that while this is sometimes slow, the biggest pro that Xuno offers is the tracking of learning and wellbeing for teachers which is fair above that provided on other platforms.</p> <p><b>Motion 6.1:</b> Move that the Principal's report be accepted.  Moved: Jeremy  Seconded: Vanessa  Carried</p>		
7		Next meeting: Thursday 19 <sup>th</sup> March 2026		
8		Conclusion – Meeting closed at 7.37pm		