MINUTES OF SCHOOL COUNCIL MEETING

Tuesday 11 December 2012

Meeting opened 5.30 pm
Phillip Morley in Chair

1. Attendance:
   Parents: Amanda Courtney, Joseph Faltas, Penny Hendrickson
   (Treasurer), Dave Kroeger, Leanne Robertson (Vice President),
   Staff: Kylie Champion, Jo Wembridge
   Ex Officio: Sue Osborne,
   Co-opted: Phillip Morley (President),
   Observer/Minutes: Julie Gerring

   Apologies: Rosemary Doherty, Narelle Wietschorke, Samantha Reynolds,
   Helen Johnson, Noel Savory (Vice President)

   Absent: Robert Westwood,

2. Minutes of previous Meeting

   MOTION: That the minutes of the previous meeting be accepted.
   MOVED: Joseph Faltas Secorded Penny Hendrickson Carried

3. Business arising from minutes:
   a. Gym Hire – haven’t heard back from Werribee basketball after our decision not to hire to
   them. Church group not going ahead.
   b. Wyndham Council planning permit – Phil finally spoke to them. They haven’t made
   decision yet. We have lodged an objection (issues: parking and traffic). Asked for full
   details of proposal as we did not receive notification.

4. Correspondence
   As tabled
   Gym Hire – Footy Kids.com.au. They want to run soft touch Aussie Rules footy clinics for under
   5’s. 9 weeks in first term starting Saturday 2 February – 30 March, 8.30 – 12.30 Saturday
   mornings. 30 kids. Approved.

   MOTION: That the inward correspondence be accepted as read.
   MOVED: Mandy Courtlay Secorded Jo Wembridge Carried
5. Reports

5.1 Acting Principal's - as tabled
Main points
- Current Enrolment – 487 (inc 5 IS)
  Census Day – 499 (489+10IS)
  Projected 2013 - 460
- Staffing
- Lyn Tout's Retirement
- Ceiling
- Specialist Structure
- Serious Incidents

Monday prior to Melbourne Cup Day: of our 486 students – 218 (45%) were absent on Monday 5th November and 268 (55%) were present.

Recommendations:
1. That School Council approve the application for an enrolment ceiling of 500 in 2014.
2. That School Council approve the pupil free days in 2013 as follows.
   o Tuesday 29th January 2013 – School Wide Positive Behaviours
   o Monday 27th May – Collaborative assessment moderation and report writing
   o Monday 5th August – AUSVELS – The new Australian Curriculum
   o Friday 29th November – Curriculum Planning 2014

MOTION: That the Acting Principal’s Report be accepted and recommendations approved.
MOVED: Penny Hendricksen  Seconded  Jo Wembridge  Carried

5.2 Finance - as presented
Main points:
- Reconciliation of Accounts
- Payment Verification
- Investment
- Other Items
- Enquiries/Notes on the Accounts
- Bank Account Balances
- SB Management Report

Statement of Accounts to 30 November 2012:

Tabled
MOTION: 1. That the statement of Accounts tabled to 30 November 2012 be ratified.
2. That payments as listed tabled totalling $115,928.31 for November 2012 be ratified.
   Cheques 19862-19866
   Creditor Payments CRP0005520-CRP0005596
   General Ledger Payments GLP0000863 to GLP0000873
   Family Payments DFP0000133 to DFP0000187.
3. That School Council approve the following investment transfers in November 2012:
   $55,000.00 from HYIA to Official Account.
   $1,195.89 from VTMB to Official Account.
4. That School Council approve payment of invoices awaiting payment as at
   30 November 2012 $6,305.44.
5. That School Council approve the rollover of $300,000 investment in
   Victoria Teachers Mutual Bank which matures on 17th December 2012,
   17th January 2013 and 17th February 2013 for another 30 days.

MOVED Penny Hendricksen  Seconded Leanne Robertson  Carried

5.3 ELT (Educational Leadership Team)
No Report

5.4 Facilities
Main Points
- Working Bee Thank you
- Oval Maintenance
- Painting MPR
- EOY Instructions
- Library Air Conditioner
- Play Equipment Maintenance
- Fence
- John – Maintenance work

5.5 School Activities Committee
No Report

5.6 Canteen
Main Points
- Finance Statement

5.7 Parents & Friends
No Report

5.8 Community Engagement
Main Points
- Community Engagement Activities 2013

Recommendations
1. Endorse the following community engagement activities.
   - Relay for Life Team
   - Hands on Science afternoon once science program in action for a while (teacher led)
   - Cooking lessons by the Karen community
   - Kitchen Garden Program
   - Art Show – in past have had this as a wine and cheese evening – could be a fundraiser.
2. Form special committee to investigate kitchen gardens and potential of involving non-parent community members. **WITHDRAWN**

5.9 **Sustainability**
No Report

**MOTION:** That all reports be ratified and recommendations be approved.
**MOVED:** Joseph Faltas  Seconded  Mandy Courtnay  **Carried**

6.0 **General Business**

**Principal Vacancy**
Phil discussed the process involved for advertisement and selection of new principal. We will have an Acting Principal for terms 1 & 2 in 2013.

**Toyworld**
Year 5/6 students will be going to Toyworld in Hoppers Crossing to purchase toys from money raised. Toys will be donated to Werribee Crossroads Uniting Church toy drive “Operation Santa”. Goes to kids in our community. No Cost

**MOTION:** That School Council approve the following policies with amendments:
- Staff Leave Policy
- Parent Payment Policy
- Workplace Health & Wellbeing Policy
- Raising Concerns & Complaints Policy
**MOVED:** Joseph Faltas  Seconded  Mandy Courtnay  **Carried**

**MOTION:** That School Council approve the draft AIP to submit to Region
**MOVED:** Mandy Courtnay  Seconded  Jo Wembridge  **Carried**

**Parent Engagement Document**
Next Year

Thanks everyone for your time and commitment to School Council in 2012.

Next School Council meeting: Next Year

Meeting closed: 7.30 pm

Signed: [Signature]
Phillip Morley (School Council President)