MINUTES OF SCHOOL COUNCIL MEETING

Tuesday 19 February 2013

Meeting opened 6.35 pm
Phillip Morley in Chair

1. Attendance: Parents Amanda Courtlay, Joseph Faltas, Penny Hendricksen
   (Treasurer), Davin Kroeger, Leanne Robertson (Vice President),
   Noel Savory (Vice President), Narelle Witschorke,
   Staff Kylie Champion, Rosemary Doherty, Helen Johnson, Jo
   Wembridge
   Ex Officio Sue Osborne,
   Co-opted Phillip Morley (President), Samantha Reynolds,
   Observer/Minutes Julie Gering
   Absent: Robert Westwood

2. Minutes of previous Meeting

   MOTION: That the minutes of the previous meeting be accepted.
   MOVED: Davin Kroeger Seconded: Mandy Courtlay Carried

3. Business arising from minutes:
   
4. Correspondence
   As tabled

   School Council agreed to contribute $1000 ($250 per term) towards the staffroom costs.

   MOTION: That the inward correspondence be accepted as read.
   MOVED: Noel Savory Seconded: Joseph Faltas Carried

5. Reports

   5.1 Acting Principal's - as tabled
   Main points
   - Current Enrolment – 469 (inc 4 IS)
   - Morning Tea Thank You
   - Kangarooie Camp
   - Berry Street Play Group
   - Thank you to outgoing SC Members
   - Staffing Structure 2013
   - Industrial Action Impact
   - Rollathon
   - Regional Restructure
Recommendations –
A motion is hereby placed before Werribee Primary School Council that the following fundraising activities as listed below be nominated as Input Taxed events for GST purposes.
• Rollathon
These Input Taxed events are planned to be conducted by Werribee Primary School Council in the year ended 31 December 2013 and all relevant financial transactions will be accordingly recorded in the schools accounting and taxation records as “Z and I” – that is, included on the BAS for reporting purposes but no GST remitted or claimed. The Council notes that the record of this decision must be retained for 5 years and that this election cannot be revoked for 12 months.
The council notes that the transactions of each Input Taxed event will have separate accounting records (distinct CASES level 4 and 5 accounts are satisfactory) and utility accounts will apportioned on an equitable basis (eg floor space).

MOTION: That the Acting Principal’s Report be accepted and recommendations approved.
MOVED: Rosemary Doherty    Seconded Penny Hendrickson    Carried

5.2 Finance - as presented
Main points:
• Reconciliation of Accounts
• Payment Verification
• Investment
• 213 Budget
• Profit and Loss Statements
• Signatories
• Eftpos Register
• Fees and Donations

• Enquiries/Notes on the Accounts
• Bank Account Balances
• SB Management Report
• Financial Commitment Summary
• Policy Reviews
• Purchasing Card Register
• Canteen
• Other Items

Statement of Accounts to 31 December 2012 31 January 2013: Tabled
MOTION:

1. That the statement of Accounts tabled to 31 December 2012 and 31 January 2013 be ratified.

2. That payments as listed tabled totalling $150,734.64 for December 2012 be ratified.
   Cheques 19867-19869
   Creditor Payments CRP0006597-CRP0005700
   General Ledger Payments GLP0000875 to GLP0000889
   Family Payments DFP0000188 to DFP0000193
   That payments as listed tabled totalling $2,566.09 for January 2013 be ratified.
   Creditor Payments CRP0005701
   General Ledger Payments GLP0000891 to GLP0000898
   Family Payments DFP0000194

3. That School Council approve the following investment transfers in December 2012:
   $125,000.00 from HYIA to Official Account.
   $1,109.59 from VTMB to Official Account.
   That School Council approve the following investment transfers in January 2013:
   $1,109.59 from VTMB to Official Account.

4. That School Council approve the rollover of $300,000 investment in Victoria Teachers Mutual Bank which matures on 17\textsuperscript{th} March 2013 for another 30 days.

5. That School Council approves the Revised 2013 Werribee Primary School Budget based on 466 SRP funded students and 4 IS – 470.


7. That School Council approve the following policies (with amendments) for 2013: BPAY Policy, EFTPOS Policy, Investment Policy, Internet Banking Policy, Schools Purchasing Card Policy.

8. That School Council endorse the following list of officers approved to sign official order forms: Sue Osborne, Rosemary Doherty, Shelley Laird, Kylie Champion

9. That School Council endorse the following list of officers approved to sign official school Cheques: Sue Osborne, Rosemary Doherty, Phillip Morley, Kylie Champion (Lyn Tout to be removed)

10. That School Council endorse the following list of officers approved to authorise online approval of Internet Banking (Commbiz): Sue Osborne, Rosemary Doherty, Kylie Champion (Lyn Tout to be removed)

11. That School Council endorse the following list of officers approved to be signatories to all school bank accounts: Sue Osborne, Rosemary Doherty, Phillip Morley, Kylie Champion (Lyn Tout to be removed)

12. That School Council endorse the Purchasing Card Register for 2013 as follows:

<table>
<thead>
<tr>
<th>Cardholders Name</th>
<th>Maximum Monthly Limit</th>
<th>Maximum Limit on Individual Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Osborne</td>
<td>$5000</td>
<td>$2000</td>
</tr>
<tr>
<td>Rosemary Doherty</td>
<td>$5000</td>
<td>$2000</td>
</tr>
</tbody>
</table>
13. That School Council endorse the Eftpos Register for 2013 as follows: 
   **User Name:** Julie Gerring, Janeane Davidson, Rhonda Wright, Leanne Cramer.
   Functions Authorised to perform:
   - All purchases using Savings Accounts
   - All purchases using Credit Accounts
   - No phone based transactions
   - No refunds done via the merchant facility – all refunds to be done using CASES21 Finance Families then CommBiz
   - No cash withdrawals

14. That Werribee Primary School Canteen be run as Input Taxed in 2013.
   **MOVED** Penny Hendricksen  **Seconded** Samantha Reynolds  **Carried**

5.3 **ELT (Educational Leadership Team)**
   No Report

5.4 **Facilities**
   Main Points
   - Holiday Works
   - Play Equipment Service & Maintenance
   - Working Bee Date – Sunday 17 March
   - Oval Service and Maintenance
   - Thank you Rob Westwood & John Tout

5.5 **School Activities Committee**
   No Report

5.6 **Canteen**
   No Report
   - Finance Statement
   - Subway dates have been set
   - Parent Helpers Needed

5.7 **Parents & Friends**
   Main Points
   - Reports
   - Fundraising
   - Business Arising
   - General Business

Next two P&F meetings send text message reminder on the morning of meeting.

**Recommendations**
A motion is hereby placed before Werribee Primary School Council that the following fundraising activities as listed below be nominated as Input Taxed events for GST purposes.
- Apple Drive
- Hot Cross Buns

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The Council notes that the record of this decision must be retained for 5 years and that this election cannot be revoked for 12 months.
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accounting records (distinct CASES level 4 and 5 accounts are satisfactory) and utility accounts will be apportioned on an equitable basis (e.g. floor space).

5.8 Community Engagement
No Report

5.9 Sustainability
Main Points
- Focus – Energy
- BEST Team
- Sustainable Learning Community Document
- Committee Established
- Lighting the West Sustainable Street Lighting

Recommendation
That the Sustainable Learning Community document be accepted as a document to specific expectations.

MOTION: That all reports be ratified and recommendations be approved.
MOVED: Narelle Wietschorke Seconded Mandy Courtnay Carried

6.0 General Business

Gymnasium
- Application to Hire Gym – Werribee Little Athletics on Saturday 20th April 1-6pm Annual Presentation Day - approved.
- Footy kids underway on Saturdays and Sundays.
- Discussion about key box – will investigate.
- Penny to develop spreadsheet of costs etc. so we get can work out more accurate fees.

Excursion
5/6 Kangaroooble Camp, Great Ocean Road, Loc Ard Gorge
25th – 28th March 2013
$300 per student

<table>
<thead>
<tr>
<th>Excursion</th>
<th>Approved</th>
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</thead>
<tbody>
<tr>
<td>Year 6 Young Leaders Conference</td>
<td>Ratified</td>
</tr>
<tr>
<td>Melbourne Convention &amp; Exhibition Centre</td>
<td></td>
</tr>
<tr>
<td>Friday 1st March</td>
<td></td>
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<tr>
<td>$20 per student</td>
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- Website – having trouble uploading documents, Rhonda is trying to sort this out.
- OWL – proposal to produce fortnightly rather than weekly. Every other week spend time updating website. Owellte every other week.
- Total text messaging costs for 2012 were $46.35 from July-December. 2013 to date $46.80
- Line Marking on the parking bays was done during the holidays.
- Security issues over summer holidays. Contractors were arranged to come into schools at certain times and days and ended up coming at different times/days than was scheduled.
Issues have been dealt with. Cleaning company/contractors must stick to days and times arranged as we notify Security etc.

- AIP Targets – no response from Region yet. Will follow up.
- Principal advertising – advertise Term 1 for start date day 1 Term 3.
- 19th March new School Council will meet then a special meeting on Tuesday 26th March focussed on briefing for School Principal advertising process.
- Response to questions arising as to the process for selecting students for School Captain positions and for Werribee Secondary College (WSC) scholarships:
  - Scholarships at WSC. All year 5/6 teachers have the opportunity to nominate students and a collaborative decision is then made. The school will share information from Werribee Secondary College regarding the WSC scholarships at end of year when we receive it.
  - School Captains process: Students respond in writing to criteria, the year 5/6 teachers shortlist students for an interview; then a panel makes the selection, based on the criteria. Information about this process will be shared with year 5/6 parents in term 4.
  - Information about Junior School Council selection processes will also be put in the OWL.
- Discussion took place regarding the National Day of Action against Bullying and Violence. Art competition is on offer. Staff will follow up on this.
- Leanne pointed out that volunteers were not given sufficient notification of the ‘Classroom Volunteer’ training session, as the notes only went out on the Friday before the first session, which was held on Tuesday (today). It was explained that the delay in communication was mainly due to the circumstances of the previous week, involving staff attending Maria’s funeral and the stop work day. It was pointed out that the session today was well attended, however, additional sessions would be made for volunteers who were unable to attend this week; this information would be included in the next OWL.
- Leanne and Penny attended East Werribee Info Session. There will be a State Primary School in Wattle Ave, a State School P-9 in Point Cook and a proposed Independent Primary in same area. No kindergartens.
- Narelle – parents have expressed concern as to why there was no hot weather program in place at lunch time yesterday. Staff will be reminded at briefing about processes for calling extreme weather days.
- Narelle – A note went home regarding IT Technology day saying it is OK to bring your technology DSI etc to school on last day 2012. Narelle feels this is contradicting what students are told during the rest of the year. Mandy supported the idea of occasionally allowing children to bring electronic devices to school. It was pointed out that this is a ‘once a year’ occasion in some classes, where parents can choose whether their children are allowed to bring electronic devices from home or not; it recognises the shift in the types of games children now play at home and is designed to be a celebration or reward.
- Trivia Night – will be held this year. More information to follow.
- Phil – thank you to retiring SC members: Rob, Narelle, Mandy and Samantha.

Next School Council meeting: 19th March 2013

Meeting closed: 9.15pm

Signed: Phillip Morley (School Council President)