

Kurunjang Primary School

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School Council Agenda

DATE: 17th October , 2023

TIME: 5:00pm

VENUE: Kurunjang Primary School – **ONSITE**

CHAIR: Wendy McCall

ATTENDEES: Wendy McCall, Hayley Tellis, Rob D’Elia, Toni Havers, Debra McDonald, Christine Sacco, Samantha Barry, Rachael Riordan.

MINUTE TAKER: Wendy McCall

OBSERVERS: Marilyn de Haan,

APOLOGIES: : Tom Goddard, Megan Djugum Yvette Hodge Haohan Yu

CONFLICT OF INTEREST:

QUORUM REQUIREMENTS: A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

CONFLICT OF INTEREST: If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
- during the discussion unless invited to do so by the person presiding at the meeting
- when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

STATEMENT OF COMMITMENT TO CHILD SAFETY: Kurunjang Primary School is committed to being a child safe organization and embedding a child safe culture into our practices and processes to ensure all children who attend the school are safe at all times.

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SCHOOL COUNCIL AGENDA / MINUTES

Item	Details	Actions / Recommendations
1. Welcome	The Chair welcomed and introduced all members.	
2. Apologies		
3. Quorum	The chairperson noted that a quorum was present.	
4. Conflict of interest		
5. Child Safe Standards	Kurunjang Primary School is committed to being a child safe organization and embedding a child safe culture into our practices and processes to ensure all children who attend the school are safe at all times.	Move to next meeting
6. Minutes of the previous meeting	Minutes of the meeting held on the 12 th September, 2023 were previously distributed	Motion: "That the Minutes of the meeting held on the 12 th September, 2023 be accepted". Moved: Rob Seconded: Deb Carried / not carried
7. Business arising from the minutes 7.1	What action is required Who is responsible N/A	Action / Motion: Moved: Seconded: Carried / not carried
8. Priority Items 8.1 Strategic Plan / Annual Implementation Plan	We completed our School Review on the 16 th October. Brian Mills the reviewer will be presenting the findings at our next school council meeting. Nov 14th	
9. Reports 9.1 Acting Principal's Report	Attached to agenda	Motion: "That the report as tabled is accepted and recommendations endorsed". Moved: Rachael Seconded: Sam Carried / not carried

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<p>9.2.1</p> <p>Finance sub - committee</p>	<p>Finance Reports 1st to 31st of August and 1st to 30th of September 2023 will be presented to School Council</p> <ul style="list-style-type: none"> - <i>Balance Sheet Specific Period GL21161</i> - <i>Operating Statement GL21150</i> - <i>Cash Receipt Report GL 21002</i> - <i>Cash Payments Report GL21003</i> - <i>Cancelled Receipts Report GL21004</i> - <i>Cancelled Payments Report GL21005</i> - <i>Journal Report GL21006</i> - <i>Cash Flow Statement GL21151</i> - <i>Bank Account Movements Detailed GL21152</i> - <i>Annual Sub Program Budget Variance Report GL21157</i> - <i>Invoices Awaiting Payment CR21118</i> - <i>Family Credit Notes Report DF21309</i> - <i>Sundry Debtors Credit Note Report DR21309</i> - <i>SRP Budget Management Report (Summary Page)</i> 	<p>Motion: "That School Council move \$113,676.72 payments be endorsed, \$100,000.00 transfers be ratified and all presented reports accepted as a true and correct depiction of the Kurunjang Primary School finances for the month of August 2023"</p> <p>Moved: Deb Seconded: Hayley Carried/Not carried</p> <p>Motion: "That School Council move \$97,000.99 payments be endorsed, \$100,000.00 transfers be ratified and all presented reports accepted as a true and correct depiction of the Kurunjang Primary School finances for the month of September 2023"</p> <p>Moved: Deb Seconded: Toni Carried/Not carried</p>
<p>9.2.2 Purchase Cards</p>	<p>Westpac Purchasing Cards: August to be presented. All statements paid. Purchase card statements presented.</p>	<p>Recommendation from Finance sub-committee: That school council have sighted and approve the purchase card statements for August 2023. That the purchase card statements for August be ratified and all presented reports accepted as true and correct.</p> <p>Moved: Seconded Carried / not carried Move to next meeting</p>
<p>9.2.3 Canteen</p>	<p>The school canteen contract with Six Seeds to be extended for the optional 2 years as per the Further term Item 7 Clause 4 in the current Contract 18th of September 2023 to 19th of September 2025 at an increase of 3% as per the contract terms.</p>	<p>Motion: "That School Council extended for the optional 2 years as per the Further term Item 7 Clause 4 in the current Contract 18th of September 2023 to 19th of September 2025 at an</p>



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	<p>Currently \$2832 (including GST) per annum and will increase to \$2917 (including GST) per annum.</p> <p>School council propose a meeting with six seeds to further discuss menu choices and the food quality we are receiving. Moved: Rob Seconded: Sam</p>	<p>increase of 3% as per the contract terms.” Moved: Seconded: Carried / not carried:</p>
9.2.4 Artificial Turf Works	<p>School Council has previously approved artificial turf works for the 5/6 playground softfall (which has been relocated), asphalt area behind the gym and 5/6 picnic area. The quote for the works has increased to \$104628.70 including GST and 10% construction contingency. Motion is required to accept the new quote and accept that the facilities will be excluded from the school’s area allocation assessment, any costs in relation to the facility will be borne by the school.</p>	<p>Motion: That School Council accepts the Gecko Turf revised quote of \$104628.70 including GST and 10% construction contingency, and approves for the new facilities to be excluded from the school’s area allocation assessment. Moved: Hayley Seconded: Deb Carried/not Carried</p>
9.2.5 2023 Revised Budget	<p>As distributed and discussed</p>	<p>Motion: That School Council approve the changes to the 2023 Budget due to revised funding and changes to spending patterns with exception of the 5/6 budget.” Moved: Sam Seconded: Toni Carried/Not carried</p>
9.3 Building and Grounds sub-committee	<p>Report carried forward from last meeting</p>	<p>Motion: “That the report as tabled is accepted and recommendations endorsed”. Moved: Seconded: Carried / not carried Discuss next meeting</p>
9.4 Education Sub-committee	<p>No meeting</p>	<p>Motion: “That the report as tabled is accepted and recommendations endorsed”. Moved: Seconded: Carried / not carried</p>
9.5 PFA Sub-committee	<p>No meeting</p>	<p>Motion: “That the report as tabled is accepted and recommendations endorsed”. Moved:</p>

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		Seconded: Carried / not carried
10. General Business		
10.1 School Council Dates	14 th November – onsite 5pm Special meeting TBC - Substantive Principal announcement 5 th December – onsite - end of year meeting / dinner 5pm	
10.2 Policies	2024 Parent Payment Policy F-2 & 3-6 Curriculum Policy STEM to be called Science and 2023 changed to 2024.	Motion: That School Council approve and endorse the following polices: a)2024 Parent Payment Policy F-2 b) 2024 Parent Payment Policy 3-6 c)Curriculum Framework Policy Moved:Sam Seconded:Hayley Carried /Not carried
10.3 Traffic concerns	<p>Letter to Melton City Council and local MP. Responses – Thank you for your email, I am currently on leave until the 24th October. If the matter is urgent please forward your email to Ms Barbara McKenzie on: barbm@melton.vic.gov.au or phone (03) 9747-7337, alternatively I will reply to your email upon my return. Kind regards, Councillor Kathy Majdlik Melton City Council</p> <p>Thank you for your concerns raised in your email. I will forward it to the appropriate Officer to allow discussion to take place. Kind regards, Bob Turner</p> <p>Kurunjang Primary thank you for your letter and I will take it up with council. My suggestion would be that a meeting be arranged with the council, the school and myself. Regards, Steve McGhie</p> <p>Thank you for your email, I will bring this up for an initial discussion at our next council briefing and refer it to the appropriate Council officer. Kind regards, Cr Julie Shannon</p>	<p>Recommendation: “That School Council arrange a meeting with Melton City Council and our local MP raising our concerns about the traffic issues we face daily” Moved: Deb Seconded: Christine Carried / not carried</p>

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	Coburn Ward Councillor	
11. Correspondence 11.1 Incoming	Brief details of each item	Motion: "That the Inwards Correspondence be received and actions endorsed. " Moved: Seconded: Carried / not carried
11.2 Out-going	Brief details of each item	Motion: "That the Outwards Correspondence be endorsed". Moved: Seconded: Carried / not carried
12. Next Meeting	Next Council Meeting to be held onsite on 14 th November at 5:00pm	
13. Closure of meeting	The chairperson declared the meeting closed. 7:10pm	

Signed by the Chairperson: _____ **Date:** _____

President or person who presided at the previous meeting to sign once minutes have been approved by school council.

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