

Kurunjang Primary School

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School Council Meeting minutes

DATE: 13th May 2025

TIME: 5.15 pm

VENUE: Kurunjang Primary School

CHAIR: Tom Goddard

ATTENDEES: Wendy McCall, Tom Goddard, Merilyn de Haan, Toni Havers, Rachael Riordan, Catherine Redman, Danielle Luke, Trish Van Someren.

MINUTE TAKER: Wendy McCall

OBSERVERS: Merilyn de Haan

APOLOGIES: Bianca Bennett,

CONFLICT OF INTEREST: Nil

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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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	Nil	
5. Minutes of the previous meeting	The meeting minutes for 19 th March 2025 have been issued.	Motion: "That the Minutes of the meeting held on the 19 th March 2025 be accepted". Moved: Catherine Seconded: Rachael Accepted: All
6. Business arising from the minutes	Nil	
7. Priority Items	Nil	
8. Annual Implementation Plan	Presented at the AGM meeting in March.	
9. Child Safety Risk Register	Nil	
10. Reports		
10.1 Principal's Report	To be presented	Motion: "That the Principal's Report as tabled is accepted and recommendations endorsed". Moved: Rachael Seconded: Catherine Accepted: All
10.2 Finance Reports	As at 31 st March, 2025	
	HYIA Balance	\$ 1,376,803.71
	Official Account Balance	\$ 27,369.54CBA \$22,074.49 C21 Difference: \$4748.92 SLP \$546.13 SLP Super \$2352.50 SSB
	Interest Received - March	\$ 5,383.00
	HYIA to Official Account - March	\$ 180,000.00
	Official to HYIA- March	\$2,000.00

10.2.1	The following reports have been presented to School Council:	Motions:
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Finance Reports March 2025	<ul style="list-style-type: none"> - Balance Sheet - Operating Statement - Cash Receipts - Cash Payments - Cancelled Receipts Report - Cancelled Payments Report - Journal Report - Cash Flow Statement - Bank Account Movement - Annual Sub Program Budget Report - Invoices Awaiting Payment - Family Credit Notes Report - Sundry Debtors Credit Notes Report - Bank Reconciliations for all bank accounts - New or Modified Creditors - Direct Deposit Report - SRP Budget Management Report (Summary Page) 	<p>“That School Council move \$216,066.36 payments be endorsed, \$182,000.00 transfers be ratified and all presented reports accepted as a true and correct depiction of the Kurunjang Primary School finances for the month of March 2025”</p> <p>Moved: Rachael Seconded: Wendy Accepted: All</p>
10.2.2 School Purchase Card Statements	<p>Purchase Card Statements were tabled for the following card holders for the month of March 2025.</p> <p>Wendy McCall \$249.26 Thomas Goddard \$340.01 Vee-Arnie Howson \$784.24 Toni Havers \$123.45 Merilyn de Haan \$234.60</p>	<p>Motion: “That School Council move all statements and payments as tabled for the School Purchase Cards for March 2025 be accepted”</p> <p>Moved: Rachael Seconded: Danielle Accepted: All</p>
10.2.3 Permission to write off charges Reporting of written off charges- March 2025	<p>Permission to write off aged charges has been sought from School Council prior to doing so, at the beginning of each year. The charges and amounts written off will be reported to School Council each month.</p> <p>Cancelled Receipts March 2025: \$1210.00 Cancelled Payments March 2025: \$0 Family Credit Notes- March 2025: \$880.00 Sundry Debtor Credit Notes- March 2025: \$295.00</p>	<p>Motion: “That School Council approve the writing off of the following charges and amounts for the month of March 2025 – Cancelled Receipts \$1210.00, Family Credit Notes \$880.00 and Sundry Debtor Credit Notes \$295.00”</p> <p>Moved: Catherine Seconded: Rachael Accepted: All</p>
Bank Account Balances April 2025	<p>HYIA Balance</p>	<p>\$1,566,366.58</p>
	<p>Official account balance</p>	<p>\$15,843.70 CBA \$14,898.70 C21</p>

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	Interest Received - April	\$5,129.00
	HYIA to Official Account - April	\$60,000.00
10.2.4 Finance Reports April 2025	<ul style="list-style-type: none"> The following reports were tabled at the School Council meeting: <ul style="list-style-type: none"> - Balance Sheet - Operating Statement - Cash Receipts - Cash Payments - Cancelled Receipts Report - Cancelled Payments Report - Journal Report - Cash Flow Statement - Bank Account Movement - Annual Sub Program Budget Report - Invoices Awaiting Payment - Family Credit Notes Report - Sundry Debtors Credit Notes Report - Bank Reconciliations for all bank accounts - New or Modified Creditors - Direct Deposit Report - SRP Budget Management Report (Summary Page) 	<p>Motion: “That School Council move \$102,990.23 payments be endorsed, \$60,000.00 transfers be ratified and all presented reports accepted as a true and correct depiction of the Kurunjang Primary School finances for the month of April 2025”</p> <p>Moved: Catherine Seconded: Danielle Accepted: All</p>
10.2.5 Reporting of written off charges	<p>Family Credit Notes April 2025: \$144.00</p> <p>Sundry Debtor Credit Notes April 2025: \$45.00</p> <p>Cancelled Receipts April 2025: \$0</p> <p>Cancelled Payments April 2025: \$0</p>	<p>Motion: “That School Council approve the writing off of the following charges and amounts for the month of April 2025 - Family Credit Notes \$144.00, Sundry Debtor Credit Notes \$45.00”</p> <p>Moved: Wendy Seconded: Rachael Accepted: All</p>
10.2.6 School Purchase Card Statements	<p>Purchase Card Statements were tabled for the following card holders for the month of April 2025.</p> <p>Merilyn de Haan \$322.00 Toni Havers \$134.97 Wendy McCall \$403.00 Vee-Arnie Howson \$87.20</p>	<p>Motion: “That School Council move all statements and payments as tabled for the School Purchase Cards for April 2025 be accepted”</p> <p>Moved: Rachael Seconded: Catherine Accepted: All</p>



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10.2.7 Released Assets	NIL	
10.2.12 Fundraising Events	<p>School Councils can approve fundraising activities and their GST treatment on an annual or monthly basis. If funds are raised for a purpose, schools must use the funds for that purpose.</p> <p>Term Two- Mother Day Stall</p> <p>Each year the Fundraising Committee may sponsor a camp hamper for underprivileged students (x 2) and graduation bears or balls. In 2022, 2023 and 2024 any additional fundraising profit was contributed to outdoor furniture and/or outdoor activities</p> <p>GST Treatment: Input Tax</p>	<p>Motion: “That School Council approve the following fundraising events for the 2024 school year: Term Two: Mothers Day Stall GST Treatment: Input Tax.”</p> <p>Moved: Danielle Seconded: Wendy Accepted: All</p>
10.2.14 Facilities Hire	<p>Our current hirers are OSH Club and Metro Canteens. These hires are under contract.</p> <p>The OSH Club contract ends 19/12/25.</p> <p>The Metro Canteens contract ends 18/12/2026.</p>	Nothing to be moved at this time
10.2.15 2025 Voluntary Contributions	At the end of April Kurunjang PS has received \$16,775 in voluntary Curriculum Contributions and \$1,415 in voluntary contributions to buildings and grounds.	
10.3 Building and Grounds sub-committee	To be presented	<p>Motion: “That the report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Rachael Seconded: Trish Accepted: All</p>
10.4 Education Sub-committee	To be presented	<p>Motion: “That the report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Trish Seconded: Catherine Accepted: All</p>

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10.5 Fundraising Sub-committee	To be presented Easter raffle Mother's day stall Tonys pies Fathers day stall Colour run	Motion: "That the report as discuss is accepted and recommendations endorsed and that all fundraising include GST treatment with input tax". Moved: Wendy Seconded: Toni Accepted: All
11.General business		
Excursions	Zoo Excursion MPSSA Cross Country 8 th May Back up date 9 th May Masons Lane Reserve Practice Interschool Sport round-Heathdale Christian College 16 th May Western Ranges Cross Country 28 th May – Masons Lane Reserve Regional Cross Country 19 th June- Brimbank Park MPSSA Winter Lightning Premiership (AFL football, Tee Ball, Netball) 30 th May- Bacchus Marsh Racecourse & Rec Reserve (Back up date 27 th June) MPSSA Grade 5/6 Girls AFL Day 21 st May- Arnolds Creek Reserve MPSSA Grade 5/6 Soccer Day 5 th June- McPhersons Park MPSSA Grade 5/6 Rugby League Tackle Day 16thJune – venue TBA MPSSA Grade 3/4 Soccer Day 17 th June- McPherson Park Divisional Tee-Ball 26 th June- venue TBA	Motion: "That School Council approve the listed excursions and sporting activities." Moved: Catherine Seconded: Wendy Accepted:All
Sustainability request	From the student Sustainability Leaders	Motion:

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		<p>“That School Council approve the proposed Sustainability fundraiser.”</p> <p>Moved: Catherine</p> <p>Seconded: Rachael</p> <p>Accepted: All</p>
<p>12. Correspondence</p> <p>12.1 Incoming</p>	Nil	<p>The motion that incoming correspondence is endorsed.</p> <p>Moved-</p> <p>Seconded –</p> <p>Carried</p>
<p>12.2 Outgoing</p>	Nil	<p>The motion that outgoing correspondence is endorsed.</p> <p>Moved –</p> <p>Seconded –</p> <p>Carried</p>
<p>13. Next Meeting</p>	The next School Council meeting will be held on Wednesday 18 th June 2025 at 5.15pm online.	
<p>14. Closure of meeting</p>	The chairperson declared the meeting closed.	Time: pm
<p>Signed by the Chairperson: _____ Date: _____</p> <p>President or person who presided at the previous meeting to sign once minutes have been approved by school council.</p>		

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