

Kurunjang Primary School

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School Council Minutes

DATE: 12th September, 2023

TIME: 5:30pm

VENUE: Kurunjang Primary School – Webex

CHAIR: Tom Goddard

ATTENDEES: Tom Goddard, Wendy McCall, Hayley Tellis, Christine Sacco, Samantha Barry, Yvette Hodge

MINUTE TAKER: Wendy McCall

OBSERVERS:

APOLOGIES: Merylyn de Haan, Rob D’Elia, Toni Havers, Debra McDonald, Megan Djugum, Haohan Yu, Rachael Riordan

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 COMMITTEMENT 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.	Wendy continued on with Child Safety Professional learning. Part c will continue next meeting.
6. Minutes of the previous meeting	Minutes of the meeting held in June 2023 were previously distributed	Motion: "That the Minutes of the meeting held on June 2023 be accepted". Moved: Sam Seconded: Hayley Carried / not carried
7. Business arising from the minutes	What action is required	Action / Motion:
7.1	Who is responsible	N/A Moved: Seconded: Carried / not carried
8. Priority Items	The Department of Education conducts a thorough and independent review of each Victorian government school once every four years. This year our school is being reviewed on all the data collected from 2019-2022, this will occur in term 4. Part of the process is to develop our new School Strategic Plan outlining goals and targets for 2024 to 2027 will be developed.	
8.1 Strategic Plan / Annual Implementation Plan		
9. Reports		
9.1 Principal's Report	Attached to agenda	Motion: "That the report as tabled is accepted and recommendations endorsed". Moved: Hayley Seconded: Sam Carried

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<p>9.2</p> <p>Finance sub - committee</p>	<p>Finance Reports 1st to 30th of June and 1st to 31st of July 2023 have been presented to Finance Committee:</p> <ul style="list-style-type: none"> - <i>Balance Sheet Specific Period GL21161</i> - <i>Operating Statement GL21150</i> - <i>Operating Statement by Initiative GL 21153</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 Variance Report GL21157</i> - <i>Invoices Awaiting Payment CR21118</i> - <i>Family Credity Notes Report DF21309</i> - <i>Sundry Debtors Credit Note Report DR21309</i> - <i>SRP Budget Management Report (Summary Page)</i> 	<p>Recommendation from Finance sub-committee: Moved: Hayley Seconded: Yvette Carried</p>
<p>Purchase Cards</p>	<p>Westpac Purchasing Cards: June and July have been 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 June and July. That the purchase card statements for June and July be ratified and all presented reports accepted as a true and correct. Moved: Hayley Seconded: Sam Carried</p>
<p>Budget Changes</p>	<p>The confirmed revised cash budget has been presented to Finance and School Council. This includes amended funding from DET .</p>	<p>Recommendation: "That School Council approve the additional revenue/adjustment/note over/under expenditure due to xxx reason". Moved: MOVED TO NEXT MEETING Seconded:</p>



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		Carried / not carried:
Business Manager Bank Access	Kim Fortune requires access to all school Bank Accounts as the Acting Business Manager	Motion: "That School Council approve adding Kim Fortune to have banking access" Moved: Yvette Seconded: Sam Carried
Canteen	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 18 th of September 2023 to 19 th of September 2025 at an increase of 3% as per the contract terms. Currently \$2832 (including GST) per annum and will increase to \$2917 (including GST) per annum. School council would like further assurance that some changes will be made prior to renewing the contract.	Motion: "That School Council extended for the optional 2 years as per the Further term Item 7 Clause 4 in the current Contract 18 th of September 2023 to 19 th of September 2025 at an increase of 3% as per the contract terms." Moved: Seconded: Carried / carried: Tom to discuss further with Ben
Obstacle Course	Installation of Obstacle Trail to be paid by the school in addition the minor works grant as this is not covered by this grant and will complete this sporting area. The cost is \$55,000 plus GST. The design plans have been provided for this.	Motion: "That School Council approve the minor works of the Obstacle Course at a cost of \$55,000 plus GST". Moved: Hayley Seconded: Sam Carried
9.3 Building and Grounds sub-committee	Attached to agenda	Motion: "That the report as tabled is accepted and recommendations endorsed". Moved: Seconded: Carried / not carried MOVED To NEXT MEETING
9.4 Education Sub-committee	Presented at the meeting	Motion: "That the report as tabled is accepted and recommendations endorsed". Moved: Seconded: Carried / not carried MOVED To NEXT MEETING
9.5 PFA Sub-committee	Presented at the meeting	Motion: "That the report as tabled is accepted and recommendations endorsed". Moved: Seconded:

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		Carried / not carried MOVED T NEXT MEETING
10. General business 10.1 Email vs Paper	Would members like hard copies, items emailed or on a google doc to read? School council members to email Tom letting him know what they would each prefer.	Recommendation: Moved: Seconded: Carried / not carried
10.2 School Council Dates	17 th October - onsite 14 th November - onsite 5 th December onsite at KPS – end of year celebration Yvette- prefer evening Christine -during the week after drop off or before pick up Sam -during the day or online in evening Tom will make a day time meeting for next meeting to see if we can get more parents onboard ** There will be two extra short meetings with our SEIL in term 4 about the substantive principal position. **	
10.3 Policies	Statement of Values and School Philosophy Curriculum policy	Motion: “That the Statement of Values and School Philosophy’ been accepted and approved by School Council” Moved: Hayley Seconded: Sam Carried Motion: “Curriculum policy been accepted and approved by School Council” Moved: Seconded: Carried / not carried MOVED TO NEXT MEETING
10.4 Traffic concerns	Letter to Melton City Council and local MP.	Recommendation: “That School Council send the letter to Melton City Council and our local MP raising our concerns about the traffic issues we face daily”

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		Moved: Christine Seconded: Sam Carried
Dream Big Youth Music Festival	<p>DREAM BIG YOUTH MUSIC FESTIVAL – a youth music and digital arts festival designed to build awareness around RUOK? DAY and educate the community about mental health and wellbeing.</p> <p>MAKING MEDIA AUSTRALIA is partnering with the Royal Children’s Hospital Festival for Healthy Living, Community Music Victoria, Department of Families, Fairness and Housing, North Western Melbourne Primary Health Network, and Brimbank Council, to make this happen.</p> <p>We will have an artist visiting our school who will be working with a select group of students to create an original performance featuring positive messages to perform at the festival.</p> <p>Students will perform live at the <u>Bowery Theatre, St. Albans, on RUOK? Day.</u></p> <p>The festival will be live streamed on LIVE V, our video streaming platform, and LIVE FM, our radio station. across the globe on <u>RUOK? Day – Thursday September 14th</u> this year. Live stream will be available through a password protected website.</p>	<p>Recommendation: “That School Council approve the Dream Big Youth Music Festival on the 14th September”.</p> <p>Moved: Seconded: Carried / not carried Approved via email approval</p>
Foundation Animal Land	<p>Foundation excursion on the 19th October to Animal Land in Diggers Rest. The cost will be \$42 per student Leaving school at 9:15am and returning by 3:00pm.</p>	<p>Recommendation: “That School Council approve the Foundation excursion to the Farm on the 19th October at a cost of \$42 per student”.</p> <p>Moved: Seconded: Carried / not carried Approved via email approval</p>
The National Gallery of Victoria	<p>50 students will be attending the National Gallery of Victoria on Thursday, 31st August 2023.</p>	<p>Recommendation: “That School Council approve the excursions to The National Gallery of Victoria on the 31st August”.</p>

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	<p>Students will be participating in a workshop and tour of the National Gallery of Victoria, in particular to view the art of Pierre Bonnard.</p> <p>There is no cost for this excursion.</p> <p>Travelling by bus, 8:30am – 3:00pm</p> <p>There will be a complimentary lunch offered to the students on the day.</p>	<p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> <p>Approved via email approval</p>
11. Correspondence 11.1 Incoming	Brief details of each item	<p>Motion:</p> <p>“That the Inwards Correspondence be received and actions endorsed. “</p> <p>Moved: Hayley</p> <p>Seconded:Sam</p> <p>Carried</p>
12.1 Out-going	<p>Brief details of each item</p> <p>N/A</p>	<p>Motion:</p> <p>“That the Outwards Correspondence be endorsed”.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
13. Next Meeting	<p>Next Council Meeting to be held on 17th October – onsite</p> <p>Tom to confirm time and location</p>	
14. Closure of meeting	The chairperson declared the meeting closed.	6:08pm

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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