

MINUTES

Regular Meeting of Echuca East Primary School Council

Meeting Date :	Wednesday 2 nd March, 2021
Meeting Time :	6.00pm
Meeting Venue :	via Webex meeting 570 510 058
Chair :	Chris Campbell
Attendees :	Lindy Burke, Jodi Boal, Alyssa Moss, Chris Campbell, Shakira Wood, Kim Gilsenan, Mel Price, Brett Thomson, Michelle McLeod, Wendy Moyle, Ben Holmfield, Mel Price, Vicki Laffy, Sam Keen
Apologies :	Darryl Brown
Visitors :	NIL
Conflict of Interest:	NIL
Quorum:	The chairperson noted that a quorum was present.

Minutes of Previous Meetings

Motion :	That the minutes of the School Council meeting held on 1 st December, 2021 be confirmed as an accurate record of the meeting.	
Moved :	Michelle McLeod	
Seconded :	Alyssa Moss	
Carried	For All	Against 0

Business Arising

NIL

Principal's Report

Tabled

Motion :	That the Principal's report be accepted as presented and all recommendations be endorsed.	
Moved :	Lindy Burke	
Seconded :	Shakira Wood	
Carried	For All	Against 0

Business Arising

NIL

Finance Report

Tabled by Darryl Brown

Motion : That the Finance Committee meeting minutes of March 2022, including December 2021 and January 2022 financial reports be accepted and all recommendations endorsed

Moved : Brett Thomson

Seconded : Lindy Burke

Carried **For All** **Against 0**

■ **Finance Reports**

1. Balance Sheet
2. Operating Statement
3. SRP Report

Motion : That payments be endorsed, transfers be ratified and all presented reports accepted as a true and correct description of the Echuca East Primary School finances for the months of December 2021 and January 2022.

Moved : Brett Thomson

Seconded : Lindy Burke

Carried For All **Against 0**

■ **School Purchasing Card**

Motion : That School Council move all statements and payments for the School Purchase Cards be accepted.

Moved : Brett Thomson

Seconded : Lindy Burke

Carried For All **Against 0**

Business Arising

NIL

Curriculum Reports

Tabled - NIL

Level 1

Level 2

Level 3

Level 4

Literacy

Numeracy

School Wide Positive Behaviour

Sub-Committee Reports

Fundraising

NIL

Buildings & Grounds

- Fitness track and asphalt refresh completed during holidays.
- Oval refurb completed during holidays.
- Playground removal and replacement now complete.
- Quote for line marking for asphalt, including courts, track and general area \$12,000

General Business

1. End of Year Finance Reports

Motion : That School Council approve Financial Commitment Summary (summary and worksheet), Balance Sheet and Operating Statement for the previous year as presented.

Moved : Lindy Burke

Seconded : Mel Price

Carried **For All** **Against 0**

2. Balance Day Adjustments

NIL

3. Signatories Authority

Motion : That School Council approve and endorse the following signatories for the listed bank accounts :

a. High Yield – 10001 – Westpac

Lyn Strachan
Lindy Burke
Brett Thomson
Darryl Brown

b. Official – 10002 – Bendigo Bank

Lyn Strachan
Lindy Burke
Brett Thomson
Darryl Brown

Moved : **Vicki Laffy**

Seconded : Mel Price

Carried **For All** **Against 0**

4. Purchase Orders

Motion : That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services :

- a. Lyn Strachan
- b. Lindy Burke
- c. Ben Hawthorn
- d. Jodi Boal
- e. Shirley Mangiameli
- f. Naomi Hamilton
- g. Kristi Grant
- h. Josh Molluso
- i. Alyssa Godfrey
- j. Julie Pocklington
- k. Fleur Gilmour

Moved : Ben Holmfield

Seconded : Alyssa Moss

Carried **For All** **Against 0**

5. Fundraising Events and GST

Motion : That School Council approve the following fundraising events for the 2022 School Year (should they go ahead) :

Raffles – GST treatment G03 applicable to revenue and G11 to expenditure

School Discos – GST treatment NPSE - no GST applicable to revenue or expenditure

Colour Fun Run - GST treatment NPSE – no GST applicable to revenue or expenditure

Other Fundraising events - GST treatment NPSE – no GST applicable to revenue or expenditure

Election - GST treatment NPSE – no GST applicable to revenue or expenditure

Christmas BBQ - GST treatment NPSE – no GST applicable to revenue or expenditure

Christmas Raffle - GST treatment G03 applicable to revenue and G11 to expenditure

Moved : Wendy Moyle

Seconded : Lindy Burke

Carried **For All** **Against 0**

6. GST Treatment for Trading Operations

Motion : That School Council approve the Canteen trading operation within the School to operate as NSPE operation.

That School council approve the Uniform Shop trading operation with the School to operate as a NSPE operation.

Moved : Vicki Laffy

Seconded : Ben Holmfield

Carried **For All** **Against 0**

7. Policies

Motion : That School Council approve and endorse the following policies :

- a. Investment
- b. Electronic Funds Management
- c. School Purchasing Card
- d. Cash Handling
- e. Child Safe Standard 3 : Code of Conduct

Moved : Vicki Laffy

Seconded : Alyssa Moss

Carried **For All** **Against 0**

8. Hire of Facilities

Motion : That School Council approve the hiring of the Arts Centre at various rates according to user group. Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file.

Moved : Ben Holmfield

Seconded : Vicki Laffy

Carried **For All** **Against 0**

9. School Council Elections

School Council will have four parent member vacancies and two school employee vacancies for 2022. Notice of nomination was included on Feb 18 newsletter. Nominations closed at 4.00pm on 25 Feb 2022.

10. School Shade Grant

We have been approved for \$25,000 School Shade Grant and the quote received from Greenline approved by VSBA. We now require School Council to endorse and sign the final contract.

Motion : That School Council endorse the Minor Works Contract in relation to shade sails for Level 4 outdoor learning area.

Moved : Wendy Moyle

Seconded : Vicki Laffy

Carried **For All** **Against 0**

11. Swimming Program

With the Swimming in Schools money not expended in 2020 and 2021 due to cancellations will allow all students to participate in 2022 swimming program at no cost.

12. Hip Pocket Donation

Hip Pocket Workwear have generously offered to donate \$500 worth of school uniform for students / families experiencing hardship.

13. Co-option of Community Member

Echuca East Primary School Council membership includes two community members who are co-opted to the Council to bring additional skills and perspectives. Current member Darryl Brown's membership expires in 2022 and he has agreed to continue on School Council for a further two year term.

Motion : That Darryl Brown be co-opted to School Council as a community member

Moved : Jodi Boal

Seconded : Chris Campbell

Carried For All Against 0

Correspondence

Inward

EEPS Grade 6 Graduation award thank you

Outward

Business Arising

NIL

Motion : That Correspondence be accepted

Moved : Lindy Burke

Seconded : Wendy Moyle

Carried For All Against 0

Next Meeting

The Annual General Meeting and next ordinary meeting of the School Council will be held on Wednesday 23rd March at 6.00pm at the Taras Hall Hotel .

Meeting Closed

The meeting closed at 6.37 pm