

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

DATE: 23 rd February 2021		TIME: 7.00pm		ROOM: Staffroom	
PRESENT: Evan Hughes, Donna Challenger, Carmel Guglielmino, Brigitte Riscica, Taya Bartlett, Sara-Kate Allen, Kelly Alysandratos, Danielle Crncevic, Lynda Bond, If we have to have a vote tonight, then one of the Department members will need to abstain from voting due to equal numbers of Department and Parent Representatives.		APOLOGIES: Smita Grover, Shelley Dighton, ABSENT: Carolyn Barnes VISITOR: MEETING OPENED: 7.00pm			
ITEM	AGENDA ITEM	INFORMATION	WHO	FOLLOW UP	
1.	MINUTES TABLED OF SCHOOL COUNCIL MEETING ON 5th DECEMBER 2020	All present agreed previous minutes was a true account. Moved: Sara-Kate Seconded: Rose			
2.	BUSINESS ARISING FROM 5TH DECEMBER 2020	Nothing arising from previous minutes. Moved: Taya Seconded: Sara-Kate			
3.	CORRESPONDENCE	<ul style="list-style-type: none"> School Crossing location risk management assessment by Hume City Council will be conducted Contribution to RCH Moved: Lynda Seconded: Taya			
4.	CHILD SAFE STANDARDS	<ul style="list-style-type: none"> All staff have been inducted on Child Safe Standards Luci will induct all school council members soon. Moved: Carolyn Seconded: Sara-Kate			

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5.	REPORTS	<p>5.1 FINANCE & FACILITIES: – See tabled report of Finance Sub Committee</p> <p>Cheques No. – Nil High Yield Transfer – 14th December 2020 - \$50,000 Direct Deposits Reports and BPay Reports for December 2020 & January 2021 presented. Purchasing Card report and Statement for December 2020 & January 2021 – Purchasing Cards were not used in December & January.</p> <p>The following financial reports for December 2020 & January 2021 are tabled for the Finance Sub Committee and are available for review by School Council:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 50%;">Bank Reconciliation for all bank accounts</td> <td style="width: 50%;">Balance Sheet Specific Period</td> </tr> <tr> <td>Operating Statement Detailed and Summary</td> <td>Cash Receipts Report</td> </tr> <tr> <td>Cash Payments Report</td> <td>Cancelled Receipts Report</td> </tr> <tr> <td>Cancelled Payments Report</td> <td>Journal Report</td> </tr> <tr> <td>Cash Flow Statement</td> <td>Bank Account Movements Report Detailed & Summary</td> </tr> <tr> <td>Annual Sub Program Budget Report</td> <td>Invoices Awaiting Payment</td> </tr> <tr> <td>Family Credit Notes Report (if applicable)</td> <td>Sundry Debtors Credit Note Report (if applicable)</td> </tr> <tr> <td>SRP Budget Management Report</td> <td></td> </tr> </table> <p>Activity forms were presented to Finance Sub Committee. Excursion forms for these activities were presented to Finance Sub Committee and School Council for approval. (see below) Excursions being tabled at this meeting are: Nil</p> <ul style="list-style-type: none"> • School Council to approve any major camps & activities for 2021 – Grade 5 Camp; Grade 6 Camp; Grade 4 Camp; EB Camp and Grade 6 Graduation • School Council to approve and endorse Financial Commitment Summary for year ended 31st December 2020. (Attachment 1) • End of Year 2020 Financial Reports were tabled, signed and approved. • Approve the proposed School Cash Budget for 2021 (Draft pending SRP confirmation at end of March). (Attachment 2) • Nominate/Endorse access and signatories of all school bank accounts: Access to school banking: Evan Hughes, Rose Evangelou, Brigitte Riscica and Catherine Megaloudis. Banking signatories: Evan Hughes, Donna Challenger, Rose Evangelou and Brigitte Riscica. • Endorse proposed GST treatment of fundraising events as input tax: <ol style="list-style-type: none"> 1. Junior School Council 2. Hall Hire 3. Events Fundraising: eg. Twilight Community Fete; Market Day; Mother’s Day; Father’s Day 	Bank Reconciliation for all bank accounts	Balance Sheet Specific Period	Operating Statement Detailed and Summary	Cash Receipts Report	Cash Payments Report	Cancelled Receipts Report	Cancelled Payments Report	Journal Report	Cash Flow Statement	Bank Account Movements Report Detailed & Summary	Annual Sub Program Budget Report	Invoices Awaiting Payment	Family Credit Notes Report (if applicable)	Sundry Debtors Credit Note Report (if applicable)	SRP Budget Management Report			
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4. School Social Service Events
5. Footy Day

These input taxed events are planned to be conducted by Willmott Park PS in the year ending 31st December 2021 and all relevant transactions will be recorded in the school's records as G04 & G13. That is, it is included on the BAS for reporting purposes, but no GST remitted or claimed through the ATO. 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.

- Endorse the canteen operations to be run as input taxed G04 and G13.
- Approve for Wellbeing Coordinators to fund camps and/or excursions as necessary.
- Approve the profit and loss statements for trading operations, Canteen, Events, OSHC and Hall Hire as at 31st December 2020. **(Attachment 3)**
- Endorse and approve all fees and charges for Books/Materials for 2021.
- Endorse and approve prices, fees and charges for Out of School Hours Care for 2021. **(Attachment 4)**
- Approve any proposed fundraising events for 2021 **(Attachment 5)**
- Endorse and approve the school purchasing card register for 2021 **(Attachment 6)**
- Nomination form for Carmel Guglielmino to become an "Authorised Signatory" for our Purchasing Cards and for Catherine Megaloudis to continue as a "Verifying Officer" for our Purchasing Cards, both to be nominated and endorsed.
- Endorse School Office Bearers at the First and Special Meeting to be held on Monday 15th March 2021.
- Evan Hughes and Catherine Megaloudis are endorsed to sign official purchase order forms.
- Evan Hughes and Donna Challenger are endorsed for financial delegation authorities within the school.
- School Council President has approved the current list of volunteers working in the school and any additions to the list during the year. **(Attachment 7)**
- Set and approve meeting dates for School Council for the year 2021.
These will be set during First & Special Meeting on Monday 15th March 2021.
- Endorse and approve the following school policies: **(Attachment 8)**
 1. cash handling policy
 2. parent payment policy
 3. investment policy
 4. internet banking policy
 5. purchasing card policy
 6. petty cash policy
 7. refund policy.
- Gift Benefits and Hospitality Policy is being adhered to with the provision of the Gift Register.
- Revised Student Resource Package (SRP) report was tabled and will be confirmed in Term 2. **(Attachment 9)**
- Evan suggested change of name: Finance Resources and Executive Operations
- Amendment: Somers Camp is no longer going ahead this year.
- 2021 New school council will need to discuss and consider the hall hire.
- All these documents and reports will be forwarded to new nominated school council members.

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		<p>Curriculum and pupil free days allocated to 2021: Moved: Danielle Seconded: Lynda</p> <p>School camps set for 2021: Moved: Sara Kate Seconded: Taya</p> <p>Financial report: Moved: Carmel Seconded: Taya</p>		
		<p>5.2 CANTEEN: Nil</p> <p>Moved: Seconded:</p>		
		<p>5.3 OSHC: Nil</p> <p>Moved: Seconded:</p>		
		<p>5.4 EVENTS FUNDRAISING: Carmel tabled a draft copy of dates and events.</p> <p>Moved: Seconded:</p>		
		<p>5.5 BUILDINGS & GROUNDS: Nil</p> <p>Moved: Seconded:</p>		
		<p>5.6 EDUCATION & POLICY: Carmel explained new curriculum initiatives in the school such as Willmott Wonders in Grade 5 & 6, Passion Projects in Grade 3 & 4, Grade 1 & 2 Genius Hour, Preps will do a hands-on PMP, Prep and Grade 6 some shared library time, D.E.A.R (drop everything and read) after lunch every day, giving grade 6 students to read with prep students who do not have the opportunity at home, INSPIRE (inclusive synthetics phonics programme), tutors working with students throughout the school & student leadership programmes.</p> <p>Moved: Sara-Kate Seconded: Rose</p>		
		<p>5.7 OH&S: Another Covid-19 Audit (randomly generated) is scheduled soon.</p> <p>Moved: Taya Seconded: Danielle</p>		

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		<p>5.8 PRINCIPAL: See tabled report. Need sub-committees to look at gym hire, camps.</p> <ul style="list-style-type: none"> All present approved the new t-shirt image for OSHC. <p>Moved: Kelly Seconded: Taya</p>		
		<p>5.9 ALL REPORTS: See tabled reports.</p> <p>Moved: Rose Seconded: Sara-Kate</p>		
6.	GENERAL BUSINESS:	<ul style="list-style-type: none"> Donna will formulate school council dates and email those out. Sara Kate tabled a document to propose having trained therapy dogs at the school. Sara-kate outlined all the amazing benefits to student wellbeing, confidence with reading, responsibility as well as staff wellbeing. All present agreed to move forward with this proposal. <p>Moved: Taya Seconded: Carmel</p>		
<p>Meeting Closed: 8:20 pm</p> <p>Next Meeting: First & Special Meeting - Monday 15th March 2021 at 7.00 pm</p>				