

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

DATE: 17 th May 2021	TIME: 7.00pm	ROOM: Staffroom
PRESENT: Donna Draper, Carmel Guglielmino, Taya Bartlett, Sara-Kate Allen, Kelly Alysandratos, Lynda Bond, Smita Grover, Carolyn Barnes, Shelley Dighton, Abi Singh		APOLOGIES: Evan Hughes, Rose Evangelou, Luci Scamarcio, Danielle Crncevic, ABSENT: VISITOR: MEETING OPENED: 7.00pm

ITEM	AGENDA ITEM	INFORMATION	WHO	FOLLOW UP
1.	MINUTES TABLED OF SCHOOL COUNCIL MEETING ON 15th MARCH 2021	Minutes confirmed. Moved: Taya Seconded: Shelley		
2.	BUSINESS ARISING FROM 15TH MARCH 2021	Moved: Lynda Seconded: Abi		
3.	CORRESPONDENCE	Email sent from Evan to Hume City Council due to parking, signage and speed limits. Hume City Council has responded that they can give fines but not for everything listed and they can investigate short term needs for parking fines and parking restrictions regarding signage and will give to school for feedback. Hume City Council Economic update. Moved: Abi Seconded: Lynda		
4.	CHILD SAFE STANDARDS	Carmel presented on behalf of Luci. Luci presented to staff for both junior and upper year levels about identifying 5 people who they could turn to to discuss if something does not feel right. 'My early warning signs' and what situations could make you feel nervous, uneasy. Moved: Taya Seconded: Kelly		

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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 – \$100,000 on 26th March and \$150,000 on 20th April 2021. Direct Deposits Reports and BPay Reports for March and April 2021 presented. Purchasing Card report and Statement for March and April 2021 presented.</p> <p>The following financial reports for March and April 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-top: 10px;"> <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/Camp forms for these activities were presented to Finance Sub Committee and School Council for approval. (see below)</p> <p>Excursions being tabled at this meeting are: Prep: Bundoora Farm: 8th June 2021 Grade 1: Push Pull & Motion Workshop: 13th – 14th May 2021 Grade 2: Science Workshop: 17th May 2021 Grade 3: Inflatable Incursion: 9th June 2021 Grade 4: Grade 5: Camp Campaspe Downs: 24th – 26th March 2021- (\$827) Deficit Grade 6: Camp Weekaway: 17th – 19th May 2021 Incursion: Whole School (Cultural Diversity Week)-Dreamtime Experience: 28th April 2021- \$436 Surplus</p> <p>FUNDRAISING FOR 2021</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">EVENTS</th> <th style="width: 25%;">JSC</th> <th style="width: 30%;">SOCIAL SERVICES</th> <th style="width: 20%;">EB</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Good Friday Appeal Out of Uniform Day-\$1035.25</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Moved: Lynda Seconded: Smita</p>				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		EVENTS	JSC	SOCIAL SERVICES	EB			Good Friday Appeal Out of Uniform Day-\$1035.25									
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	<p>5.2 CANTEEN:</p> <p>Canteen counter sales will not continue until a better system is worked out.</p> <p>Moved: Carolyn Seconded: Carmel</p>		
	<p>5.3 OSHC:</p> <p>A review is coming up for OSHC in June – this is a thorough accreditation. Can the ramp to OSHC be looked out in regards to the wetness from the air conditioner/wet water. Also the door pin code / handle is not as secure as it should be as it can be opened at times without putting the code in.</p> <p>Moved: Kelly Seconded: Smita</p>		
	<p>5.4 EVENTS FUNDRAISING:</p> <p>See Acting Principals Reports</p> <p>Moved: Taya Seconded: Smita</p>		
	<p>5.5 BUILDINGS & GROUNDS:</p> <p>See Acting Principals Reports</p> <p>Moved: Kelly Seconded: Shelley</p>		
	<p>5.6 EDUCATION & POLICY:</p> <p>See Acting Principals Reports</p> <p>Moved: Carolyn Seconded: Abi</p>		
	<p>5.7 OH&S:</p> <p>Nil</p> <p>Moved: Smita Seconded: Lynda</p>		

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		<p>5.8 PRINCIPAL: See tabled report.</p> <p>Review dates are included in the report. Some School Council members may be asked to sit in on parts of the review.</p> <p>Moved: Sara-Kate Seconded: Smita</p>		
		<p>5.9 ALL REPORTS: See tabled report.</p> <p>Moved: Smita Seconded: Taya</p>		
6.	SCHOOL COUNCIL SELF-ASSESSMENT TOOL	Carmel presented the School Council Self-Assessment Tool – please read the document and come back to the next meeting with a rating for each section from 1-3.		
7.	GENERAL BUSINESS:	<p>Two of our SWPBS Ambassadors presented the information regarding the Therapy Dog and the school rules. This information has been presented to all staff and students so that we all know the rules regarding interacting with the dog.</p> <p>Next school Council meeting – please come prepared for an individual photo for the members for the website.</p> <p>School photos – a question as to when the photos will be arriving.</p> <p>Carolyn – asked whether Grade 6 Students could attend the Shrine like they did in 2019. The school was invited at that time as a free excursion so this may not be offered at this point. Something could be arranged for maybe a local government instead.</p> <p>Graduation was also asked about regarding whether it is going to be held at the school or back at Melrose reception. Parents might be surveyed.</p> <p>Human Development was asked as to whether this is going ahead as they were not able to complete it last year due to Covid/Remote Learning.</p> <p>Transition program for Grade 6's will be looked at and revamped to help our students transition into high school.</p> <p>Moved: Shelley Seconded: Kelly</p>		

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Meeting Closed: 8.08 pm		
Next Meeting: Monday 21 st June 2021 at 7.00pm		