

WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

DATE: 21 st June 2021	TIME: 7.00pm	ROOM: Staffroom
PRESENT: Donna Draper, Evan Hughes, Carmel Guglielmino, Sara-Kate Allen, Rose Evangelou, Luci Scamarcio, Taya Bartlett, Lynda Bond, Carolyn Barnes, Shelley Dighton, Abi Singh, Danielle Crncevic, Kelly Alysandratos		APOLOGIES: ABSENT: , Smita Grover, VISITOR: MEETING OPENED: 7.00pm

ITEM	AGENDA ITEM	INFORMATION	WHO	FOLLOW UP
1.	MINUTES TABLED OF SCHOOL COUNCIL MEETING ON 17th MAY 2021	Minutes confirmed. Moved: Abi Seconded: Taya		
2.	BUSINESS ARISING FROM 17TH MAY 2021	Jacky will organise photos of individual School Council members for the display and website. This will happen early next term. Moved: Carolyn Seconded: Taya	Carmel	
3.	CORRESPONDENCE	Letter from Department of Education and Training related to the OSHC going through Quality Assurance Assessment in week 1 of Term 3. This assesses compliance, program and practise and documentation has been submitted on 24 th May 2021. VSBA have determined that all school will need to undertake a safety compliance related to: fire, electrical, gas. This will be done by Hendry to do this audit/contract. That will be current for the next 3 years. Moved: Rose Seconded: Abi		
4.	CHILD SAFE STANDARDS	Luci spoke about the school posters and displays that are being put up around the school and in each classroom. They are to promote to students that it is ok to tell someone, who and where they can get help and what avenues they have when they are worried, scared etc. Many things relating to Child Safe are getting prepared for the School Review and being updated on the school website. Moved: Danielle Seconded: Abi		

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5.	REPORTS	<p>5.1 FINANCE & FACILITIES: – See tabled report of Finance Sub committee report</p> <p>Cheques No. – Nil High Yield Transfer – \$100,000 on 10th June 2021. Direct Deposits Reports and BPay Reports for May 2021 presented. Purchasing Card report and Statement for May 2021 presented.</p> <p>The following financial reports for May 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/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 – Postponed until 27th July 2021 Grade 1: Push Pull & Motion Workshop: 13th – 14th May 2021 - \$3.00 Profit Grade 2: Science Workshop: 17th May 2021 – (\$0.91) Deficit Grade 3: Inflatable Incursion: 9th June 2021 – Postponed until 3rd Term Grade 4: Grade 5: Grade 6: Camp Weekaway: 17th – 19th May 2021 – (\$3279.24) Deficit - Includes CRT costs: without CRT's (\$8.60) Deficit</p> <p style="text-align: center;">FUNDRAISING FOR 2021</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">EVENTS</th> <th style="width: 25%;">JSC</th> <th style="width: 25%;">SOCIAL SERVICES</th> <th style="width: 25%;">EB</th> </tr> </thead> <tbody> <tr> <td>Mother's Day - \$371.51 Profit</td> <td></td> <td>Out of Uniform Day-RCH Good Friday Appeal \$1035.25</td> <td>Bunnings BBQ – \$850.72 Profit</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Disco - \$3421.42 Profit</td> </tr> </tbody> </table> <p>Moved: Danielle Seconded: Shelley</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	Mother's Day - \$371.51 Profit		Out of Uniform Day-RCH Good Friday Appeal \$1035.25	Bunnings BBQ – \$850.72 Profit				Disco - \$3421.42 Profit		
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		<p>5.2 CANTEEN: Nil</p>		
		<p>5.3 OSHC: As above</p>		
		<p>5.4 EVENTS FUNDRAISING: See Acting Principals Reports</p> <p>Energy Breakthrough is a focus this year for fundraising. Mothers Day stall, Fathers Day Stall, Family Games Night, 2nd EB Disco, Footy Day and Mini Festival.</p> <p>Special Minute: School Council approve sponsorship for \$5000 for Energy Breakthrough program. School Council Present has declared that they do know this company. Moved: Abi Seconded: Rose</p> <p>Special Minute: Upcoming dates to be approved: Thursday 22nd July: 3 Way Conference Monday 1st November – Report writing for staff Friday 17th December – Staff planning day Moved: Carolyn Seconded: Lynda</p>		
		<p>5.5 BUILDINGS & GROUNDS: See Acting Principals Reports Working bee next term for the Bush Tucker garden, received a grant. This will be located inside the Sensory Garden (Chill Zone). Working Bee to help establish this.</p>		
		<p>5.6 EDUCATION & POLICY: See Acting Principals Reports Getting all of the compliance policies and documentation ready for the review. This includes things like Child Safe Standards, First Aid and compliance documents. These documents and policies will be up on the website soon.</p>		

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		<p>5.7 OH&S: Nil This includes compliance documents as part of the review and also practise evaluations.</p> <p>5.8 PRINCIPAL: See tabled report.</p> <p>Next meeting – will prepare a copy of the 2019 Panorama report for all School Council Members.</p> <p>5.9 ALL REPORTS: See tabled report.</p> <p>Moved: Shelley Seconded: Danielle</p>		
6.	SCHOOL COUNCIL SELF-ASSESSMENT TOOL	<p>Carmel is collating the School Council Self-Assessment Tool copies. When completed please hand to Carmel</p> <p>Moved: Taya Seconded: Abi</p>		
7.	GENERAL BUSINESS:	<p>Carolyn addressed the Grade 6 Camp discussion and decision and was disappointed with the change with students not getting the opportunity to attend Canberra Camp. Taya explained that she understands her disappointment but after being a part of the Camp Review committee she understands the change.</p> <p>Carolyn compared the activities of Camp Week Away with both Grade 4 Phillip Island Camp (being similar) and Canberra Camp. The positives the camp committee highlighted for Camp Week Away are similar to Canberra and Carolyn feels that what the kids get out of Canberra, educationally, outweigh Camp Week Away. Even though the decision has been made, Carolyn would like this to be a consideration for future camps if possible.</p> <p>Kelly had provided some information to Donna regarding the program 'I Can' relating to Autism. This is a program supported by the Department of Education. This was reviewed by the Care Team and as a program we would not be able to implement this, however there may be some PL from the program for staff that would be useful and possible information for families who are interested in this program and being aware that this program exists for from 12 year olds. There could be some advertising in the newsletter as, for example, those with NDIS self-managed could enrol into this program. Luci will inform Morgan as she works with many families with NDIS funding.</p> <p>Moved: Luci Seconded: Abi</p>		

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Meeting Closed: 8.04 pm

Next Meeting: Monday 16th August 2021 at 6.30pm (Spag Bol meeting)