

## WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

<b>DATE:</b> 15 <sup>th</sup> November 2021	<b>TIME:</b> 7.00pm	<b>ROOM:</b>
<b>PRESENT:</b> Donna Draper, Carmel Guglielmino, Sara-Kate Allen, Rose Evangelou, Luci Scamarcio, Carolyn Barnes, Kelly Alysandratos, Abi Singh, Taya Bartlett, Lynda Bond		<b>APOLOGIES:</b> Shelley Dighton, <b>ABSENT:</b> Smita Grover, <b>VISITOR:</b>  <b>MEETING OPENED:</b> 7.00pm

ITEM	AGENDA ITEM	INFORMATION	WHO	FOLLOW UP
1.	<b>MINUTES TABLED OF SCHOOL COUNCIL MEETING ON 23<sup>rd</sup> AUGUST 2021</b>	Moved: Taya                      Seconded: Abi		
2.	<b>BUSINESS ARISING FROM 23<sup>rd</sup> AUGUST 2021</b>	No business arising  Moved: Rose                      Seconded: Carolyn		
3.	<b>CORRESPONDENCE</b>	Nil Lynda is happy to accept the nomination of the correspondence position  Moved: Taya                      Seconded: Abi		
4.	<b>CHILD SAFE STANDARDS</b>	Next year in July there is a change in the Child Safe standards in 2022. Currently there are 7 standards however next year there will be 11 standards. Luci discussed some of the changes and will address these more with School Council next year.  Moved: Lynda                      Seconded: Carolyn		

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<b>5.</b>	<b>REPORTS</b>	<p><b>5.1 FINANCE &amp; FACILITIES:</b> – See tabled report of Finance Sub-Committee Report:</p> <p>Cheques No. – Nil                  High Yield Transfer – \$100,000 on 26<sup>th</sup> August and \$100,000 on 8<sup>th</sup> October 2021.                  Direct Deposits Reports and BPay Reports for August, September and October 2021.                  Purchasing Card report and Statement for August and September 2021 presented.</p> <p>The following financial reports for August, September and October 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;"> <tr> <td>Bank Reconciliation for all bank accounts</td> <td>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 &amp; 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><b>Draft budget for 2022 to be presented to School Council for approval.</b>                  The final budget will not be finalised until our final SRP budget comes out next March.</p> <p><b>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)</b></p> <p><b>Excursions being tabled at this meeting are:</b>  <b>Prep:</b> Bundoora Farm: Friday 12<sup>th</sup> November 2021                  Kaboom Kids Sport: 24<sup>th</sup> November 2021 (Incursion)                  Drama Toolbox: 9<sup>th</sup> September 2021 (Incursion)-<b>Completed during lockdown (no charge to parents)</b></p> <p><b>Grade 1:</b> Kaboom Kids Sport: 24<sup>th</sup> November 2021 (Incursion)  <b>Grade 2:</b> Kaboom Kids Sport: 24<sup>th</sup> November 2021 (Incursion)  <b>Grade 3:</b> Inflatable Incursion: 9<sup>th</sup> June 2021 – <b>Postponed until Term 4</b>  <b>Grade 4:</b> Camp to Phillip Island: <b>Cancelled</b>  <b>Grade 5:</b>  <b>Grade 6:</b> Graduation: TBA  <b>Whole School Incursion:</b> Book Week – 3 Separate Incursions for years Prep-2: 3&amp;4; 5&amp;6  <b>EB:</b> EB Day Event: 19<sup>th</sup> November 2021</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			
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Family Credit Notes Report (if applicable)	Sundry Debtors Credit Note Report (if applicable)																			
SRP Budget Management Report																				

## WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

**2022 School Camps to be approved**

**Year 6 Camp** (Camp Weekaway): Monday 4<sup>th</sup> April – Wednesday 6<sup>th</sup> April 2022 [Term 1, Week 11]

**Year 5 Camp** (Phillip Island Adventure Resort): Wednesday 14<sup>th</sup> September – Friday 16<sup>th</sup> September 2022 [Term 3, Week 10]

**Year 4 Camp** (Camp Weekaway): Wednesday 30<sup>th</sup> November – Friday 2<sup>nd</sup> December 2022 [Term 4, Week 9]

**School Camps 2022:**

**Approved: Abi Second: Lynda**

**FUNDRAISING FOR 2021**

EVENTS	JSC	SOCIAL SERVICES	EB
Father's Day Stall – 1 <sup>st</sup> September			EB Raffle
<b>(Cancelled)</b>			

EB are asking for an additional fundraising event for 2021 to recoup some costs that they have endured. This is something that the families can do outside of school as well and they get delivered to their home.

**Fundraising: Approved: Carolyn Second: Luci**

Donna clarified the Finance minutes re last dot point for sleepover, regarding the whole school camp program, not just the sleepover.

Luci to inform the community as to what the recent JSC fundraising events have been collected for.

Moved: Abi                      Seconded: Carolyn

**5.2 CANTEEN:**

Nil

**5.3 OSHC:**

Nil

**5.4 EVENTS FUNDRAISING:**

Nil

**5.5 BUILDINGS & GROUNDS:**

See Principal's report

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		<b>5.6 EDUCATION &amp; POLICY:</b> Nil		
		<b>5.7 OH&amp;S:</b> Nil		
		<b>5.8 PRINCIPAL:</b> See attached report		
		<b>5.9 ALL REPORTS:</b>  Moved: Taya                      Seconded: Abi		
6.	<b>SCHOOL COUNCIL SELF-ASSESSMENT TOOL</b>	Nil  Moved:                                      Seconded:		
7.	<b>GENERAL BUSINESS:</b>	Danielle is resigning from School Council for personal reasons. Lesley to organise a certificate.  Donna wanted to thank Carmel, Luci and Sara-Kate for being able to run the school after Evan’s decision to go on leave and retire.  Will invite Evan to come to the last School Council meeting to begin at 6pm to have School Council goodbye to Evan. School Council will present a gift and member to put in. Donna to organise  Kris Kringle – bring a wrapped gift \$5 limit – please bring to the next meeting.  Donna to discuss with Lesley and Sara-Kate regarding food for last School Council meeting  Moved: Luci                                      Seconded: Kelly		

## WILLMOTT PARK PRIMARY SCHOOL – SCHOOL COUNCIL MEETING

**Meeting Closed:** 8.04 pm

**Next Meeting:** Monday 6<sup>th</sup> December 2021