



MINUTES

Timor Primary School Council

DATE:	Thursday 13th	TIME:	3.30pm
	December, 2018		
VENUE:	Timor Primary School – 395 Bet Bet Creek Road, Timor 3465		
CHAIR:	Kimberlee Adam, President		
ATTENDEES:	Sherriden Byrne, Carmen Huszar, Cara King, Maria Maes, Bradley Saul		
MINUTE TAKER:	Sherriden Byrne		
OBSERVERS:	Nil		
APOLOGIES:	Karlle Gunn		
CONFLICT OF INTEREST:	Nil noted		

QUORUM REQUIREMENTS:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

CONFLICT OF INTEREST:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.



MINUTES 13th DECEMBER, 2018

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. 	Meeting opened at: 3.47pm
2. Apologies	<ul style="list-style-type: none"> Karlie Gunn 	
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. 	
4. Conflict of interest	<ul style="list-style-type: none"> Nil 	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 22nd November, 2018 were previously distributed. 	<p>Motion:</p> <p>“That the Minutes of the meeting held on 22nd November, 2018 be accepted”.</p> <p>Moved: Kimberlee Adam</p> <p>Seconded: Maria Maes</p>
6. Business arising from the minutes		
6.1 Playground Upgrade	<ul style="list-style-type: none"> Adventure Plus playgrounds have advised that the new playground will not be ready for installation until mid March. The existing playground removal to be deferred until closer to installation. Bradley Saul to assist with later removal. 	
7. Priority Items	<ul style="list-style-type: none"> Nil 	
7.1 Strategic Plan / Annual Implementation Plan	<ul style="list-style-type: none"> School Review occurring Term 2, 2019 	

8. Reports

8.1 Principal

- Nil presented

8.2 Finance Committee

- The following reports were tabled at the Finance Committee meeting:

Balance Sheet **GL21161**

Operating Statement

GL21150

Cash Receipts **GL21002**

Cash Payments **GL21003**

Cancelled Receipts Report

GL21004

Cancelled Payments Report

GL21005

Journal Report **GL21006**

Cash Flow Statement

GL21151

Bank Account Movement

GL21152

Annual Sub Program Budget

Report **GL21157**

Invoices Awaiting Payment

CR21118

Family Credit Notes Report

DF21309

Sundry Debtors Credit Notes

Report **DR21309**

Bank Reconciliations for all bank accounts

SRP Budget Management

Report (reporting

surplus/deficit)

- Attached to agenda – Balance Sheet – November 2018.
- Finance reports as tabled for November 2018.
- **Balances as at 30th November, 2018**
High Yield account \$1133,847.06
Official account \$18,322.24
MARC Investment \$44,575.43
- **2018 SRP – Current Surplus \$46,138 (\$50,000 Credit to Cash received Term 4.)**

Motion:

“That School Council move \$10,906.57 in payments & \$1,469.70 in receipts be ratified and all presented reports accepted as a true and correct depiction of the Timor school finances for the month of November 2018.”

Moved: Bradley Saul

Seconded: Carmen Huszar

9. FINANCE

9.1 2019 Budget

- 2019 Cash Budget to be approved.

9.2 Variance Analysis

- **School fees (Student Learning Items -74405)**
 - Budget \$3750
 - Fees raised \$3800
 - Funds received \$3,277.50
 - **Variance of - \$522.50**

Statements were emailed & sent home on 27/11/18 for final payment and reminders been placed in the newsletter every fortnight that 2018 fees are due.

A letter detailing 2019 Parent Payment charges will be sent home following approval by School Council.

- **Trading Operations (74402)**
 - A budget line for uniform sales to be added to 2018 cash budget of \$1700.00
 - A budget line for uniform payments to be added to 2018 cash budget of \$1700.00
 - Current variance of operations as per GL21115
Receipts \$2205.00
Expenditure \$3068.87
Variance of \$863.87

This is due to purchasing of additional stock in Aug/Sept.

- **Fundraising Activities (74101)**
 - Funds Received \$4789.60
 - Expenditure \$3603.55
 - Variance \$1186.05**

Available funds of \$1186.05 to spend.

Motion:

"That School Council approves the 2019 Cash Budget.

Moved: Bradley Saul

Seconded: Maria Maes

"That School Council approves the \$522.50 variance for outstanding 2018 School Fees be written off"

Moved: Bradley Saul

Seconded: Cara King

Motion:

"That School Council approves the Variance analysis as detailed.

Moved: Bradley Saul

Seconded: Maria Maes

10 GENERAL BUSINESS		Motion:
10.1 2019 Parent Payment Policy and Parent Payment charges	<ul style="list-style-type: none"> As presented 2019 fees set at \$100 per student. Copy to be sent home next week 	<p>"That School Council approves the 2019 Parent payment policy & parent payment charges".</p> <p>Moved: Carmen Huszar</p> <p>Seconded: Kimberlee Adam</p>
10.2 Principal resignation	Carmen informed school council of her new Principal position at Lockwood PS effective 28/1/2019.	<p>Motion:</p> <p>"School Council wish to express their thanks to Carmen on her diligent work over the past 3 years as Principal at the school. A major loss for the school, students, families, teachers & council members. We congratulate Carmen on her new appointment as Principal at Lockwood PS. With sincere appreciation from all"</p> <p>Moved: Bradley Saul</p> <p>Seconded: Cara King</p>
11. Correspondence		
11.1 Inwards	<ul style="list-style-type: none"> Nil 	
11.2 Outwards		
11. Next Meeting:	<ul style="list-style-type: none"> February 2019 	
12. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed. 	Time : 4.20pm

Signed by the Chairperson: _____

(President or person who presided at the previous meeting to sign once minutes have been approved by school council)

Date: xx February 2019

NOTE: RECORDS AND INFORMATION MANAGEMENT

School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.