



MINUTES

Timor Primary School Council

DATE:	Thursday 22nd November, 2018	TIME:	3.30pm
VENUE:	Timor Primary School – 395 Bet Bet Creek Road, Timor 3465		
CHAIR:	Kimberlee Adam, President		
ATTENDEES:	Sherriden Byrne, Karli Gunn, Carmen Huszar, Maria Maes		
MINUTE TAKER:	Sherriden Byrne		
OBSERVERS:	Nil		
APOLOGIES:	Cara King, Bradley Saul		
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 meet



Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. 	Meeting opened at 3.40pm
2. Apologies	<ul style="list-style-type: none"> Bradley Saul Cara King 	
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 25th October, 2018 were previously distributed. 	<p>Motion:</p> <p>“That the Minutes of the meeting held on 25th October, 2018 be accepted”.</p> <p>Moved: Carmen Huszar</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 been approved to provide the new school playground. The final design with additional items & quote for \$29,950.00 (exc GST) was signed on 15/11/18. Installation will not be available until the 1-2nd week of school returning in 2019. The existing playground to be removed by Bradley Saul at no cost to the school during the January 2019 school holidays. 	<p>Motion:</p> <p>“That School Council approve the revised quote for \$29,950.00 (exc GST) by Adventure Plus playground”.</p> <p>Moved: Maria Maes</p> <p>Seconded: Karlie Gunn</p>
7. Priority Items	<ul style="list-style-type: none"> Nil 	
7.1 Strategic Plan / Annual Implementation Plan		

8. Reports

(Preferably in writing and sent with the agenda)

8.1 Principal

- Not Available

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 – October 2018.
- Finance reports as tabled for October 2018.
- **Balances as at 31st October, 2018**
High Yield account \$126,462.10
Official account \$27,759.11
MARC Investment \$44,575.43
- **2018 SRP – Current Surplus \$46,138 (\$50,000 Credit to Cash received Term 4.)**

Motion:

“That School Council move \$30,603.85 in payments, \$4,026.80 in receipts & \$50,000 transfers be ratified and all presented reports accepted as a true and correct depiction of the Timor school finances for the month of October 2018.”

Moved: Kimberlee Adam

Seconded: Karlie Gunn

9. FINANCE

9.1 2019 Budget

- To be deferred to next meeting

9.2 Variance Analysis

- School fees (Student Learning Items -74405)**
 - Budget \$3750
 - Fees raised \$3800
 - Funds received \$3,227.50
 - **Variance of - \$572.50**

Statements were emailed & sent home on 20/11/18 for final payment and reminders been placed in the newsletter every fortnight that 2018 fees are due. Two families performing direct deposit on a regular basis.

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 \$2068.00
Expenditure \$3068.87
Variance of \$1000.87

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

- Fundraising Activities (74101)**
 - Funds Received \$4547.60
 - Expenditure \$3488.75
 - Variance \$1058.85**

Available funds of \$1058.85 to spend.

9.2 10031 MARC Investment account

- Confirmation of investment of funds to a Term Deposit with a Maturity date of 30th April, 2019.

Motion:

"That School Council approves the Variance analysis as detailed.

Moved: Carmen Huszar

Seconded: Sherriden Byrne

Motion:

"That School Council endorses confirmation of the Term Deposit at BankFirst with a current interest rate of 2.55% for 180 days.

Moved: Maria Maes

Seconded: Kimberlee Adam

10 GENERAL BUSINESS		
10.1 2019 Parent Payment Policy and Parent Payment charges	<ul style="list-style-type: none"> Defer to next meeting 	
11. Correspondence		
11.1 Inwards	<ul style="list-style-type: none"> Bank First – Term Deposit confirmation 	Motion: “That the Inwards Correspondence be endorsed”. Moved: Carmen Huszar Seconded: Maria Maes
11.2 Outwards		
11. Next Meeting:	<ul style="list-style-type: none"> Next Council Meeting to be scheduled for 6th December, 2018 @ 3.30pm. 	
12. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed. 	Time : 4.07pm

Signed by the Chairperson: _____

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

Date: 13th December 2018

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.