

**DROUIN WEST PRIMARY SCHOOL NO. 1417**  
**'Nurture, Enrich, Inspire, Achieve'**  
**SCHOOL COUNCIL MEETING – 7:30pm Tuesday, 28<sup>th</sup> August 2018**  
**MINUTES**

**1. ATTENDANCE**

1.1 Present: Kim Vanderplight, Duane Cunnington, Rhiannon Trimble, Larna Easton, Karl Joiner, Angela Patten, Catherine Clerks, Kerry Ware and Ann Webster.

1.2 Apologies:

1.2 Guests:

**2. CONFLICTS OF INTEREST**

No conflicts of interest were disclosed

**3. MINUTES OF PREVIOUS MEETING**

3.1 Confirmation

3.2 Business Arising:

Moved Larna Easton, seconded Rhiannon Trimble: *"That the minutes of the previous meeting be accepted."*  
Carried

**4. CORRESPONDENCE**

4.1 Inwards: NIL.

4.2 Outwards: NIL

Moved: Karl Joiner, seconded Larna Easton: *"That no inwards correspondence was received and no outwards correspondence was sent for the month of August."* Carried

**5. PRINCIPAL'S REPORT**

5.1 It was noted that: Junior School Council input is being well received. A suggestion was put forward that the students have a warm school jacket with a hood as part of the school uniform. Larna Easton will speak with Beleza in regards to the options available.

5.2 Kerry Ware spoke of her notification to region to inform DET of her resignation as Principal effective 28<sup>th</sup> January 2019. Special training will be held for School Council on Tuesday 18<sup>th</sup> September at 7:30pm with regard to the confidentiality and process of appointing the next Principal.

Moved Larna Easton, seconded Kim Vanderplight: *"That the Principal's report be received as tabled."*  
Carried

**6. FINANCE**

6.1.1 Moved Larna Easton, seconded Duane Cunnington: *"That School Council endorse and ratify payments of the cheques and direct debits from the School Council Official Account for June of \$50,513.86 and July of \$39,200.49 as per the Cash Payments Reports and Bank Account Movements Report."* Carried

6.1.2 Moved Karl Joiner, seconded Kim Vanderplight: *"that School Council endorse and accepts the bank account balances as presented for June and July 2018."* Carried

6.1.3 Moved Angela Patten, seconded Larna Easton: *"that the Operating Statement for months ended June and July 2018 be endorsed and accepted"* Carried

6.1.4 Moved Larna Easton, seconded Angela Patten: *"that the Balance Sheet for months ended June and July 2018 be endorsed and accepted"* Carried

6.1.5 Moved Kim Vanderplight, seconded Angela Patten: *"that page 1 of the SRP Budget Management Report dated 18<sup>th</sup> August 2018 be endorsed and accepted, noting that the: Estimated OSHC staff salaries of \$81,190 will need to be repaid to DET. There will be future adjustments in the staffing expenditure. At the 4<sup>th</sup> August the estimated balance for 2018 will be approximately \$28,957."* Carried

6.1.6 Asset disposal: items 1104 and 1103. 2 x UPS (battery backups during power failure) systems no longer operational. Moved Larna Easton, seconded Duane Cunnington: *"that assets 1104 and 1103 be disposed."* Carried

6.1.7 Hand dryers: Quote for replacements. Quote of \$4,690 (\$938 each) to replace the current hand dryers. Recommendation that Ann Webster source another quote.

6.1.8 Slides: 3 slides need to be replaced. This was identified as part of the recent maintenance audit undertaken by DET. Cost excluding GST \$9,300. Moved Larna Easton, seconded Angela Patten: *"that the quote be accepted from Activity Playgrounds at a cost of \$9,300 excluding GST."* Carried

- 6.1.9 Notification of additional funding provided in the term 3 SRP cash grant.
- 6.1.9.1 Inclusion Funding \$9,800
  - 6.1.9.2 Early Years Koorie P-3 \$1,275
  - 6.1.9.3 Early Years Koorie 4 -6 \$1,875
- 6.1.10 Bendigo Bank investment will roll over on 16<sup>th</sup> September. Interest rate will be 2.1%PA.  
Moved Duane Cunnington, seconded Angela Patten: "that School Council endorse the rollover of the Bendigo Bank investment account for another 6 months from 16<sup>th</sup> September 2018 to 16<sup>th</sup> March 2019."  
Carried
- 6.1.11 Standing order for WR Cleaning P/L as the replacement company for SOL cleaners as discussed at June School Council meeting.  
Moved Larna Easton, seconded Kim Vanderplight: "*that School Council ratify the standing order for WR Cleaning P/L as the school cleaning company.*"  
Carried
- 6.1.12 Event financial results:
- 6.1.12.1 Winter sports 15<sup>th</sup> June: Revenue \$455, Expenditure \$490, Loss \$35.00 The loss will be redeemed from past events.
  - 6.1.12.2 Divisional Winter sports 21<sup>st</sup> June: Revenue \$236.50, Expenditure \$215, Profit \$21.50 which equates to .47 cents per student. The profit will be used to supplement prior event losses.
  - 6.1.12.3 Disco: Revenue \$695, Expenditure \$66.20, Profit \$628.8. \$625 has been donated to the Motor Neurone Foundation. \$3.80 balance will be added to Footy Day funds for State Schools Relief.
  - 6.1.12.4 Woorabinda Camp: Revenue \$13,860, Expenditure \$13,681.08, Profit \$178.92 which equates to \$2.84 per student. The profit to be allocated to future year 5/6 activities.
  - 6.1.12.5 Science Discovery Dome 7<sup>th</sup> August: Revenue \$810, Expenditure \$790, Profit \$20.00 which equates to 23 cents per student. Profit will be retained by the school.
- Moved Karl Joiner, seconded Angela Patten: "*that School Council accept and endorse the profit and loss statements for the Winter Sports, Divisional Winter Sports, Woorabinda Camp, Science Discover Dome and the Disco.*"  
Carried

## **BUILDINGS AND GROUNDS**

- 7.1 Update on proposed shelter – Due to unforeseen expenses with extensive water damage to the senior classroom block it will be necessary to put the proposed shelter on hold at this current time.
- 7.2 Slides in the playground – Due to DET Maintenance Audit it was necessary to organize for replacement of 3 slides. Exposure to the weather has eroded the paint layer over time leaving the fiberglass exposed, that may cause injury to users.
- 7.3 Trees – Recent storms caused damage to the tree near the Healing Garden. Greater Gippsland arborist attended the site, cleaned up the fallen branches and secured the large damaged branch in the tree.

## **8. CHAPLAINCY**

Report as tabled

## **9. OUT OF SCHOOL HOURS CARE**

Report as tabled

## **10 GENERAL BUSINESS**

### 10.1 Fundraising:

#### 10.1.1 Soup Day Profit and Loss:

Revenue \$738, Expenditure \$166.42, Profit \$571.58

#### 10.1.2 Crazy Hair Day Profit and Loss:

Revenue \$839, Expenditure \$202.91, Profit \$636.09

Moved Angela Patten, seconded Karl Joiner: "*that School Council accept and endorse the profit and loss statement for the Soup Day and Crazy Hair Day.*"  
Carried

#### 10.1.3 Father's Day Stall budget:

Revenue \$1,750, Expenditure \$1,214, Profit \$536

Moved Angela Patten, seconded Larna Easton: "*that School Council accept and endorse the budget for the Father's Day stall.*"  
Carried

- 10.1.4 Moved Larna Easton, seconded Kim Vanderplight: "*that School Council approve the Fundraising Committee to hold a B.B.Q and Car Boot Sale at the school on Saturday 24<sup>th</sup> November the State Election day with profits to be used to for the Science room.*" Carried
- 10.2 Due to a change of circumstances no update for Nayook camp was required.
- 10.3 Fundraising to support the farmers - Suggested that we hold a Farmer dress up day in term 4 with the profits to go to the Gippsland farming community rather than NSW. Rhiannon Trimble will follow this up to find out the most appropriate charity for the donation.
- 10.4 School Review – FISO Continuum – Kerry Ware spoke through the Matrix with School Council.
- 10.5 School Review – Policy updates - Moved Karl Joiner, seconded Duane Cunnington: "*that School Council endorse and approve the Child Safety Standards, Statement of Values and School Philosophy and Volunteers policies.*" Carried
- 10.6 Student Attitudes to School Survey 2018 – Kerry Ware spoke through the results of the survey.
- 10.7 Year 5/6 Excursion – Grade 5/6A, 5/6B and 5/6C propose to attend the Melbourne Museum on Monday 10<sup>th</sup> September. Approved
- 10.8 Curriculum Day Term 4 – Mental Health First Aid – Monday 5<sup>th</sup> November and Wednesday 7<sup>th</sup> November. Monday would be staffed by CRT's and Wednesday be held as a curriculum day. Approved
- 10.9 Review of the lunch order system – Kerry Ware to arrange a meeting with the manager of Jackson's on Albert to discuss the price list and menu items.

## **11 FUTURE AGENDA ITEMS:**

School Review update

**NEXT MEETING:** 7:30pm Tuesday, September 11<sup>th</sup> 2018

Signed by the Chairperson: \_\_\_\_\_

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

Date: \_\_\_\_\_

Signed by the School Principal: \_\_\_\_\_

Date: \_\_\_\_\_

### **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.

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