

**DROUIN WEST PRIMARY SCHOOL NO. 1417**  
**'Nurture, Enrich, Inspire, Achieve'**  
**SCHOOL COUNCIL MEETING – 7:30pm Tuesday, 11<sup>th</sup> September 2018**  
**MINUTES**

**1. ATTENDANCE**

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

- 3.2.1 Second quote for hand dryer replacement from Malady Electricals for \$575.85.

School Council agreed to accept this quote.

3.2.2 Jacket for student uniform. Still continuing to investigate this item. Will consider the possibility of a rain jacket.

3.2.3 Fundraising for farmers. Possibility of donating through the Heyfield Lions Club. Students will be able to dress up as a farmer. The Fundraising Committee will consider proving baked potatoes using local produce.

- 3.2.4 Lunch order review. Larna Easton will speak with parents to develop new menu ideas.

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

**4. CORRESPONDENCE**

4.1 Inwards: School Councillors each received an email from DET regarding the new School Council DET newsletter. Discussion was held in regard to the content.

4.2 Outwards: NIL

Moved: Karl Joiner, seconded Duane Cunnington: *"That no inwards correspondence was received and no outwards correspondence was sent for the month of September."*

Carried

**5. PRINCIPAL'S REPORT**

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

**6. FINANCE**

- 6.1.1 Moved Angela Patten, seconded Kim Vanderplight: *"That School Council endorse and ratify payments of the cheques and direct debits from the School Council Official Account for August of \$27,750.17 as per the Cash Payments Reports and Bank Account Movements Report."*

Carried

- 6.1.2 Moved Angela Patten, seconded Kim Vanderplight: *"that School Council endorse and accepts the bank account balances as presented for August 2018."*

Carried

- 6.1.3 Moved Angela Patten, seconded Kim Vanderplight: *"that the Operating Statement for month ended August 2018 be endorsed and accepted"*

Carried

- 6.1.4 Moved Larna Easton, seconded Angela Patten: *"that the Balance Sheet for month ended August 2018 be endorsed and accepted"*

Carried

- 6.1.5 Moved Larna Easton, seconded Kim Vanderplight: *"that page 1 of the SRP Budget Management Report dated 1<sup>st</sup> September 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 1<sup>st</sup> September the estimated balance for 2018 will be approximately \$13,207."*

Carried

## **BUILDINGS AND GROUNDS**

7.1 Slides in the playground – Replacements have been ordered and will be installed during the school holidays.

## **8. CHAPLAINCY**

No Report

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

No Report. Follow up with Peta Watson regarding the enrolments for 2019 and staffing requirements.

## **10 GENERAL BUSINESS**

### 10.1 Fundraising:

#### 10.1.1 Father's Day stall Profit and Loss:

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

Moved Angela Patten, seconded Karl Joiner: "*that School Council accept and endorse the profit and loss statement for the Father's Day stall.*" Carried

#### 10.1.2 Footy Day budget:

Revenue \$785, Expenditure \$242, Profit \$543

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

10.2 Grade 3 Sleepover: To be held on Friday 16<sup>th</sup> November from 5:30pm until collection of students at 8:30am on Saturday 17<sup>th</sup> November. Approved

## **11 FUTURE AGENDA ITEMS:**

11.1 OSHC

11.2 Lunch order menu

11.3 School Jacket

**NEXT MEETING:** 7:30pm Tuesday, November 20<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.

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