

Albion Primary School Council

Minutes of regular meeting – 15/5/2017

Meeting Opened: 6:00pm

Agenda Item	Business discussed	Action Arising
Present	Diane Hanmer, Naomi Harper, Lupe Fiu, Mat Holmes, Jann Turner, Belinda Pollard, Mohammed Sheikh, Florian Cadua, Andrea Murray, Adrienne Williamson, Bridey Lokhurst-Blight	
Visitors	Jnr School Council representatives – Mudrik, Taha, Eben, Cindy	
Presiding Officer	Mat Holmes (President)	
Apologies	Andrea Murray	
Suspension to Standing Orders	<i>It was moved that Standing Orders be suspended so that the JSC members can give their report. Moved – Adrienne Seconded – Jann CARRIED.</i>	
Junior School Council report	Jnr School Council – four junior school council reps present. June – Red Nose Day (fundraiser) (Raising money for charities) Had ANAZC Day badges and raised money for the Royal Children’s Hospital	
Standing Orders resumed	Standing Orders were resumed at 6:15pm The JSC members left at this time.	
Minutes of previous meeting	<i>It was moved that the minutes of the previous meeting, held on 20/3/2017 are a true and accurate record of the meeting. Moved - Belinda Seconded - Jann CARRIED</i>	Need to follow up on insurance information.
Correspondence	As per listing on agenda –outgoing to Nusrat <i>It was moved that correspondence be approved. Moved - Dianne Seconded - Matt</i>	
Business Arising from Correspondence	Nil	

Financial Report		Targeted initiative																
	<p>Financial records for the month of March 2017 were presented.</p> <p>It was noted that the bank balances are as follows:</p> <table border="0"> <tr> <td>High Yield Account 10001 balance of \$74616.99</td> <td>Official Account 10002 balance of \$290.07</td> </tr> <tr> <td>Term Deposit i4 Account 10010 Balance of \$23947.41</td> <td>Term Deposit i5.2 Account 10011 balance of \$47168.50</td> </tr> <tr> <td>Term Deposit i4.1 Account 10012 balance of \$0</td> <td>Term Deposit i5.1 Account 10013 balance of \$0</td> </tr> <tr> <td>Term Deposit i5 Account 10014 balance of \$158472.69 (SSS funds, not school funds)</td> <td></td> </tr> </table> <p>as at end of 31st March 2017 and the total school funds as at that date was \$146022.90 and that these figures had been ratified.</p> <p>It was also noted that payment of accounts from the official account by direct deposits and EFT totalled \$195 081.06 for March 2017 were ratified.</p> <p>Report GLBANK21002 was signed by the School Council President and School Principal.</p> <p>The General Ledger Balance Sheet as at 31st March 2017 was accepted as a true and fair representation of the school's financial position as at that date.</p> <p>Report GL21161 was signed by School Council President and School Principal.</p> <p>The General Ledger Operating Statement-Detail as at 31st March was accepted as a true and fair representation of the school's financial performance for the period ending 31st March 2017.</p> <p>Report GL21150 as presented was signed by the School Council President and School Principal.</p> <p>Financial records for the month of April 2017 were presented.</p> <p>It was noted that the bank balances are as follows:</p> <table border="0"> <tr> <td>High Yield Account 10001 balance of \$399624.16</td> <td>Official Account 10002 balance of \$16276.60</td> </tr> <tr> <td>Term Deposit i4 Account 10010 Balance of \$23947.41</td> <td>Term Deposit i5.2 Account 10011 balance of \$47168.50</td> </tr> <tr> <td>Term Deposit i4.1 Account 10012 balance of \$0</td> <td>Term Deposit i5.1 Account 10013 balance of \$0</td> </tr> <tr> <td>Term Deposit i5 Account 10014 balance of \$158472.69 (SSS funds, not school funds)</td> <td></td> </tr> </table> <p>as at end of 30th April 2017 and the total school funds as at that date was \$487016.60 and that these figures had been ratified.</p> <p>It was also noted that payment of accounts from the official account by direct deposits and EFT totalled \$34 688.03 for April 2017 were ratified.</p> <p>Report GLBANK21002 was signed by the School Council President and School Principal.</p> <p>The General Ledger Balance Sheet as at 30th April 2017 was accepted as a true and fair representation of the school's financial position as at that date.</p> <p>Report GL21161 was signed by School Council President and School Principal.</p> <p>The General Ledger Operating Statement-Detail as at 30th April was accepted as a true and fair representation of the school's financial performance for the period ending 30th April 2017.</p> <p>Report GL21150 as presented was signed by the School Council President and School Principal.</p>	High Yield Account 10001 balance of \$74616.99	Official Account 10002 balance of \$290.07	Term Deposit i4 Account 10010 Balance of \$23947.41	Term Deposit i5.2 Account 10011 balance of \$47168.50	Term Deposit i4.1 Account 10012 balance of \$0	Term Deposit i5.1 Account 10013 balance of \$0	Term Deposit i5 Account 10014 balance of \$158472.69 (SSS funds, not school funds)		High Yield Account 10001 balance of \$399624.16	Official Account 10002 balance of \$16276.60	Term Deposit i4 Account 10010 Balance of \$23947.41	Term Deposit i5.2 Account 10011 balance of \$47168.50	Term Deposit i4.1 Account 10012 balance of \$0	Term Deposit i5.1 Account 10013 balance of \$0	Term Deposit i5 Account 10014 balance of \$158472.69 (SSS funds, not school funds)		
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	<p>We have our confirmed cash component.</p> <p>Some of the budget is used for Literacy and Numeracy support and resources.</p> <p><i>It was moved that the financial reports for March and April be accepted and approved.</i> <i>Moved Mohammed</i> <i>Seconded Jann</i> <i>CARRIED</i></p> <p>The 2017 confirmed school council budget was presented. Discussion was held around some of the figures – Equity funding, grounds, mobility. <i>It was moved that the 2017 confirmed school council budget be approved.</i> <i>Moved Diane</i> <i>Seconded Matt</i> <i>CARRIED</i></p>	
Reports	<p>Principal's Report As per written report</p>	
	<p>Parents' Club</p> <ul style="list-style-type: none"> - Mother stall raised \$298.60 - Morning tea – for Biggest Morning Tea for Cancer Council - Freddo fundraising - Bunnings BBQ cancelled (due to being on a Monday) have requested a weekend date - Supporting book week with bank mascot - Father's Day Stall - Fun run <p><i>It was moved that Freddo fundraiser will be optional so parents can opt in or out and the Biggest Morning Tea fundraiser will go ahead.</i></p> <p><i>Moved – Florian</i> <i>Seconded – Jann</i> <i>CARRIED</i></p>	<p>Suggested we combined the staff and parent morning tea.</p>
	<p>SPAM As per written report</p> <p><i>It was moved that the Mobile Phones, Junior School Council, Yard Duty, Cash Handling and Parent Payment policies are accepted and approved</i></p>	

	<p><i>Moved - Diane</i> <i>Secoded – Naomi</i> CARRIED</p>	
	<p>Buildings & Grounds As per written report</p> <p><i>It was moved that SC give approval for Adrienne to go ahead and organise the works that are required as listed on the report.</i></p> <p><i>Moved Belinda</i> <i>Secoded Jann</i> CARRIED</p>	<p>Leaking roof in the multipurpose room. New carpet in rooms 2,3,and 4.</p> <p>Follow up on running track.</p> <p>Get quotes for high fence for oval.</p>
	<p>Junior School Council Jnr School Council – four junior school council reps present. June – Red Nose Day (fundraiser) (Raising money for charities)</p>	
<p><i>It was moved that all reports be accepted and that all recommendations from reports be approved.</i></p> <p><i>Moved Jann</i> <i>Secoded Bridie</i> CARRIED</p>		
General Business	<p>Bikes and scooters Still in the process of writing policy and still trying to work out best place for bike racks.</p>	Bike racks and policy
	<p>Banking Signatories With Matt Coughlan retiring, Mat Holmes now SC President, we need to change/add signatories to School Council bank accounts. <i>It was moved that Mat Homes and Jann Turner be added signatories to school council bank accounts and that Jann Turner be added as a person to authorise B-Pay and electronic funds transfer payments.</i> <i>Moved – Adrienne</i> <i>Secoded – Diane</i> CARRIED</p>	Mat and Jann to be added as signatories

	<p>Pupil Free Days Staff are entitled to four pupil free days throughout the year. The first two days of the year were pupil free days. It is proposed that Monday 16th July 2017 be set aside as a pupil free day for staff to work on curriculum documents for half a day and the other half day to be used to get an expert in to work with staff on using iPads with students. It is also proposed that the Monday before Melbourne Cup Day – 6th November 2017, be set aside as a pupil free day for staff to work on assessment and reporting.</p> <p><i>It was moved that Monday 16th July and Monday 6th November be set aside as the remaining pupil free days for 2017.</i> <i>Moved – Mohammed</i> <i>Seconded – Diane</i> CARRIED</p>	<p>Parents to be notified ASAP about pupil free days – Adrienne.</p>
	<p>Toy Library Toy library would like to open on Sunday the 28th May from 11am – 3pm. Toy library open, selling second hand toys and free face painting.</p> <p><i>It was moved that opening the toy library on the 28th May was approved and accepted.</i> <i>Moved Bridey</i> <i>Seconded Florian</i> CARRIED</p>	<p>Adrienne and Bridey to work out logistics re opening, etc.</p>

Meeting Closed: 7:25pm

Date of next meeting: 19th June @ 6pm