



BOURCHIER STREET PRIMARY SCHOOL

Meeting – 6.00pm

<https://us02web.zoom.us/j/4742474247?pwd=RlFuT0h6bXlOZVBBVEhJaERRU2JlUT09>

Meeting ID: 474 247 4247 Passcode: 4742

School Council Minutes

Date:	17/11/2022
Time:	From 6 hour: 05 minute pm to 7 hour: 30 minute pm
Venue:	Teller Collective, Fryers Street, Shepparton 3630
Chair:	Annie Manning – School Council President
Attendees:	G D'Arma, E Grass, D Howley, F Hudgson, J Parker, M Seymour, P White & J Willoughby
Minute taker:	D Osborn
Apologies:	Nil
Visitor:	Paul Tozer
Conflict of Interest:	Name/s

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

Item	Details	Actions/ Recommendations
1. Welcome 1.1	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. Paul Tozer, Senior Education Improvement Leader (SEIL), to explain the Principal Selection process G D'Arma appointed as Acting Principal for Term 1 2023 	
2. Apologies	<ul style="list-style-type: none"> NIL 	
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 26th October 2022 were previously distributed via email. 	<p>Recommendation:</p> <p>"That the Minutes of the meeting held on 26th October 2022 be accepted".</p> <p>Moved: J Willoughby</p> <p>Seconded: P White</p> <p>Carried/ Not Carried: C</p>
6. Business arising from the minutes 6.1	<ul style="list-style-type: none"> School Vehicle The purchase of a School Vehicle will be investigated – any updates? Proposal from Fords Bus Company to donate a Bus – School Council is very appreciative of the generosity of Keith Ford and approve this offer based on all DET requirements being met. Who is responsible? G D'Arma 	<p>Action:</p> <ul style="list-style-type: none"> G D'Arma will contact Fords D Howley will contact the DET Regional Director to gain information regarding the process

7. Priority Items

7.1 Strategic Plan / Annual Implementation Plan

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7.2 Policies

Policies due for Reviewed in 2022 (all emailed)

- **NIL**

7.3 School Governance

Child Safe Standards

- STANDARDS (emailed)

Discuss – All Standards discussed at
2022.08 School Council Meeting

DET Values

- DET Values
Discussed

8. Reports

Preferably in writing
and sent with the
agenda.

8.1 Finance

School Council Financial Responsibilities

Audits

- “Agreed-upon Procedures” (AUPs) Audit
conducted the last week of Term 3. Still
awaiting Final results & recommendations.

Finance Reports

- Finance Reports for October 2022
- Annual Initiative Budget Variance
(KGLINIT21003)
 - Bank Reconciliation

- Balance Sheet Specific Period (GL21161S)
- Operating Statement (GL21150)
- Cash Flow Report (attached to the Confirmed Budget)
- Cash Flow Statement (GL21151)
- Bank Account Movements Detailed (GL21152)
- Annual Subprogram Budget Report (GL21157)
- Cash Receipts Report (GL21002)
- Cash Payments Report (GL21003)
- Cancelled Receipts Report (GL21004)
- Cancelled Payments Report (GL21005)
- Journal Report (GL21006)
- Invoices Awaiting Payment (CR21118)
- Family Credit Notes Report (DF21309)
- Sundry Debtors Credit Notes Report (DR21309)
- Aged Debtors – No current Debtors over 90 Days
- School Budget Management 202207 & 202208
- School Purchasing Card Statements for the month of October 2022:
 - D Howley
 - G D'Arma

Bank Account
Balance

- Bank Balances as at 31st October 2022
High Yield Investment Account (HYIA)
Westpac - \$2,102,553.69 which includes
Term 4 SRP of \$443,841.24
Official Account CBA – \$45,751.76
- CSEF
Total CSEF allocated as at 31st October
2022 - \$16,131.40

Total CSEF received for 2022 - \$36,750

Recommendation:

That school council move \$105,903.31 payments be endorsed & \$120,000 transfers be ratified for October, and \$131,154.29, and all presented reports accepted as a true and correct depiction of the Bouchier Street Primary School school finances for the month of October 2022".

Moved: M Seymour

Seconded: A Manning

Carried/ Not Carried: C

Confirmed Cash Budget

- 2022 Confirmed SRP Budget received
- Cash Flow Budget presented
- Current Enrolment – 628. Indicative Budget was based on 594.6.

ENDORSED 27th April 2022

Budget Changes

- INCOME**
- **Subprogram 6502 Grounds - \$10,000** DET Flood Clean Up Payment
 - **Subprogram 7053 Staffing - \$10,279.47** Wage Subsidy for 3 Trainees extended to July-Sept
 - **Subprogram 8601 Casual Relief Staff - \$4,783.51** Reimbursement for CRT Replacements for LSL

Recommendation:

“That School Council approve the additional revenue/adjustment/note over/under expenditure as per reasons provided”.

Moved: E Grass

Seconded: J Parker

Carried/ Not Carried: C

- EXPENDITURE**
- **Subprogram 6502 Grounds - \$10,000** DET Flood Clean Up Payment
 - **Subprogram 7053 Staffing - \$10,279.47** Wage Subsidy for 3 Trainees extended to July-Sept. Placed “Outside the Budget” for future Trainees

For further information see:

[School financial guidelines](#)

For further information see: [Guide to School Council Financial Motions](#)

2022 Parent Payment Arrangements

- \$60,809.33 collected to 31/10/2022 compared to \$90,430.53 receipted up to 31/10/2021. Budget - \$58,000 (based on 580 Students)
- Outstanding Excursion Levies have been forwarded to families so that payment can be finalized prior to the “End of Year” activities. Teachers are following this up.

2023 Parent Payment Arrangements

- 2023 Parent Payment Arrangements (emailed)**
- Curriculum Contributions increased to \$220 to cover the significant price rise in supplies
 - Quotes requested from –
 - Complete Office Supplies (COS)
 - WINC
 - Maxim

Recommendation:

“That School Council approve the 2023 Parent Payment Arrangements for Bourchier Street Primary School”.

Moved: J Parker

Seconded: J Willoughby

- After discussions with teachers Art Smocks & Library Bags have been removed. There are still a few at the Office which can be purchased if anyone asks.
- 2023 Parent Payment Arrangements will not be distributed until February after the start of Term 1. This makes it easier to include all new families. Anyone requesting to pay will still be able to make these contributions prior to the end of the year.

Carried/ Not Carried: C

Trading Operations –
Canteen

- 2022 Profit and Loss Statement presented – Canteen Operations as 31st October 2022 - \$22,885.16 Profit (emailed)

Recommendation:

“That School Council approve the Canteen Trading Operation. School Council accept and endorse the Profit and Loss for the Canteen Trading Operation for October 2022”.

Moved: P White

Seconded: F Hudgson

Carried/ Not Carried: C

**8.2 Camps &
Excursions**

- **2022 Grade 1 Zoo Excursion Thursday 27th October**
89 Students
18 Did not attend
Zoo Tickets = \$20
The Buses paid using the Excursion Levy
2 x CRTs required to cover extra Teachers
Final Costing from Excursions Levy = \$31.41 per Student
Credit \$30 applied to 18 Family Statements
- **2022 Grade 6 Canberra Camp –**
Tuesday 6th – Friday 9th December.
86 Students
71 Students have paid in full
12 Students have made no payment and of these 9 have indicated they will not be attending
- **2023 Grade 3 Gundiwindi Camp –**
Wednesday 15th to Friday 17th March
“Positive Start Camp” – No Charge to Families

Recommendation:

“That School Council approve the Credits for the 2022 Grade 1 Zoo Excursion”.

Moved: E Grass

Seconded: M Seymour

Carried/ Not Carried: C

- **2023 Grade 4 Melbourne Camp –**
Monday 8th to Wednesday 10th May
“Positive Start Camp” – No Charge to Families
- **2023 Grade 5 Angahook Camp –**
Wednesday 22nd to Friday 24th March
“Positive Start Camp” – Minimum Charge to Families for “Bounce” which was already booked, but not included in the “Positive Start”
- **2023 Grade 6 Canberra Camp – CHANGE OF DATE–**
Tuesday 28th November to Friday 1st December
Due to difficulties booking activities in March the Camp has been postponed until later in the year. Budget cannot be finalized until all activities are booked
- **2023 Grade 6 Bayplay Adventure Camp (Leadership) –**
Monday 27th to Friday 31st March
“Positive Start Camp” – No Charge to Families
- **2024 Grade 3 Gundiwindi Camp –**
Wednesday 13th to Friday 15th March
Deposit of \$1,000 paid. Budget will be prepared in 2023 once costings have been received.
- **2024 Grade 4 Sovereign Hill Camp –**
Negotiations are underway with Sovereign Hill to transfer the 2023 Booking (and Deposit of \$500) – no confirmed dates at present.
- **2024 Grade 5 Angahook Camp –**
Wednesday 20th to Friday 24th March 22nd
Deposit of \$2,200 paid. Budget will be prepared in 2023 once costings have been received.

8.3 Fundraising Events

- **2022 Chocolate Drive**
Still a few left in the Office from the extra boxes that were ordered. The Profit/Loss will be presented next year. Profit to date is \$2,123.67 (which includes \$323.50 from 2021 Chocolate Sales processed this year.
- **“Day for Daniel”**
\$317.70 was raised for “Day for Daniel”

8.4 School Operations

- School Operations Report attached to agenda & emailed

Recommendation:

“That School Council accept the School Operations Report”.

Moved: A Manning

Seconded: G D’Arma

Carried/ Not Carried: C

9. General business

9.1

- **2023 Grade 6 T-Shirts (emailed)**
A Quote has been sought from SCD Apparel for the 2023 Grade 6 T-Shirts. The Logo needs to be removed as “Branding” is prohibited for school items. Student Voice should be consulted regarding the addition of names. Details to be followed up and emailed to School Council for approval

Recommendation:

“That School Council Accept/Reject the Quote from SCD Apparel for the 2023 Grade 6 T-Shirts”

Moved:

Seconded:

Carried/ Not Carried:

9.2

- Who is responsible?
D Hueston/P White

9.3

10. Correspondence

10.1 Incoming

- 2022.10.27 – Email from Denise Howley informing School Council of her resignation

Recommendation:

“That the Inwards Correspondence be received and actions endorsed. “

Moved: G D’Arma

Seconded: A Manning

Carried/ Not Carried: C

10.1a

10.2 Out-going

- NIL

10.2a

-

10.2b

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11. **Next Meeting:**

- Next Council Meeting to be held on Wednesday 22nd February 2023

12. **Closure of meeting**

- The chairperson declared the meeting closed.

Time : 7:30pm

Signed by the Chairperson: 

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

Date: 22/02/2023

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.

