



BOURCHIER STREET PRIMARY SCHOOL

Meeting – 6.00pm

<https://us02web.zoom.us/j/4742474247?pwd=RFuT0h6bXlOZVBBVEhJaERRU2JlUT09>

Meeting ID: 474 247 4247 Passcode: 4742

School Council Minutes

Date:	26/10/2022
Time:	From 6 hour: 02 minute pm to 7 hour: 15 minute pm
Venue:	1-19 Bourchier Street, Shepparton 3630
Chair:	Annie Manning – School Council President
Attendees:	G D'Arma, E Grass, D Howley, F Hodgson, M Seymour, P White & J Willoughby
Minute taker:	D Osborn
Apologies:	J Parker
Visitor:	NIL
Conflict of Interest:	NIL

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	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. 	
2. Apologies	<ul style="list-style-type: none"> 	
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"> 	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 31st August 2022 were previously distributed via email. 	<p>Recommendation:</p> <p>“That the Minutes of the meeting held on 31st August 2022 be accepted”.</p> <p>Moved: G D’Arma</p> <p>Seconded: F Hudgson</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. New requirements regarding School Owned Vehicles Who is responsible? G D’Arma 	<p>Action: More investigation required</p>
7. Priority Items		
7.1 Strategic Plan / Annual Implementation Plan	<ul style="list-style-type: none"> Strategic Plan – still in progress AIP – still in progress 	

7.2 Policies

Policies due for Reviewed in 2022 (all emailed)

- **WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE** (formerly “Procedure to Maintain Working With Children Register”) – Template updated
- **YARD DUTY & SUPERVISION POLICY** – note included regarding “School Hours”

Recommendation:

“That School Council approve and endorse the listed Policies”.

Moved: P White

Seconded: M Seymour

Carried/ Not Carried: C

7.3 School Governance

Child Safe Standards

- STANDARDS (emailed)

Discuss – All Standards discussed at 2022.08 School Council Meeting

DET Values

- DET Values
Discuss – Next Meeting

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. Final results & recommendations pending.

Finance Reports

Finance Reports for August & September 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 202203, 202204, 202205 & 202206
- School Purchasing Card Statements for the month of August & September 2022:
D Howley
G D'Arma

Bank Account
Balance

- Bank Balances as at 31st August 2022
High Yield Investment Account (HYIA)
Westpac - \$2,102,553.69
Official Account CBA – \$29,958.13
- Bank Balances as at 30th September 2022
High Yield Investment Account (HYIA)
Westpac - \$2,062,596.28
Official Account CBA – \$13,662.87

- CSEF
Total CSEF allocated as at 31st August 2022 - \$15,865.95
Total CSEF allocated as at 30th September 2022 - \$15,865.95

Total CSEF received for 2022 - \$36,750

Confirmed Cash
Budget

- 2022 Confirmed SRP Budget received
- Cash Flow Budget presented
- Current Enrolment – 620. Indicative Budget was based on 594.6.

Recommendation:

That school council move \$105,903.31 payments be endorsed & \$50,000 transfers be ratified for August, and \$101,141.55 payments be endorsed & \$60,000 transfers be ratified for September, and all presented reports accepted as a true and correct depiction of the Bouchier Street Primary School school finances for the months of August & September 2022".

Moved: A Manning

Seconded: J Willoughby

Carried/ Not Carried: C

ENDORSED 27th April 2022

Budget Changes

INCOME

- **Subprogram 6502 Grounds - \$5,575**
Donation from IGA Community Chest
- **Subprogram 8433 Major Excursion – Junior School – \$2,600** Foundation Zoo Excursion added to Budget
- **Subprogram 8433 Major Excursion – Junior School – \$1,600** Grade 1 Zoo Excursion added to Budget
- **Subprogram 8520 - \$3,400** not received for Term 4 Sporting Schools
- **Subprogram 8601 Casual Relief Teachers – \$866.84** CRT Reimbursement for NAPLAN Online Training
- **Subprogram 8601 Casual Relief Teachers – \$14,677.94** ECRT Reimbursement for LSL Replacement
- **Subprogram**

EXPENDITURE

- **Subprogram 6502 Grounds - \$5,575**
Donation from IGA Community Chest for Grounds improvements.
- **Subprogram 7001 Administration - \$26,000** moved from SP7010 for Furniture
- **Subprogram 7010 Professional Development - \$11,800** moved from "Sporting Schools" for Blueearth Program
- **Subprogram 7010 Professional Development - \$7,000** moved from "CRT GL Code" to "Non-Curriculum Consumables GL Code" for "Top Ten Mathematics" Teacher Resources
- **Subprogram 7010 Professional Development - \$26,000** moved to SP7001 for Furniture
- **Subprogram 8433 Major Excursion – Junior School – \$2,600** Foundation Zoo Excursion added to Budget
- **Subprogram 8433 Major Excursion – Junior School – \$1,600** Grade 1 Zoo Excursion added to Budget

Recommendation:

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

Moved: D Howley

Seconded: P White

Carried/ Not Carried: C

For further information see:

[School financial guidelines](#)

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

2022 Parent
Payment
Arrangements

- \$58,059.33 collected to 31/08/2022 compared to \$86,684.68 receipted up to 31/08/2021. Budget - \$58,000
- \$59,319.33 collected to 30/09/2022 compared to \$89,017.53 receipted up to 30/09/2021. Budget - \$58,000
- Outstanding Excursion Levies have been forwarded to families so that payment can be finalized prior to the "End Of Year" activities.

Trading Operations –
Canteen

- 2022 Profit and Loss Statement presented – Canteen Operations as 31st August 2022 - \$17,998.25 Profit (emailed)
- 2022 Profit and Loss Statement presented – Canteen Operations as 30th September 2022 - \$20,251.61 Profit (emailed)
- Chicken Burgers have been discontinued from Inghams so Shepparton Food Services can no longer provide these. An alternative will be investigated.

Recommendation:

"That School Council approve the Canteen Trading Operation. School Council accept and endorse the Profit and Loss for the Canteen Trading Operation for August and September 2022".

Moved: E Grass

Seconded: M Seymour

Carried/ Not Carried: C

**8.2 Camps &
Excursions**

- **2022 Grade 3 Melbourne Museum & IMAX Excursion**
111 Students
102 Attended
Final Costing = \$40.06 per Student
Credit \$40 applied to 9 Family Statements
- **2022 Foundation Zoo Excursion Friday 18th November**
Tickets - \$20 Students
- \$30 Parents
The Buses will be paid for using the Excursion Levy

Recommendation:

"That School Council approve the Credits for the 2022 Grade 3 Melbourne Museum & IMAX Excursion".

Moved: A Manning

Seconded: F Hudson

Carried/ Not Carried: C

Recommendation:

"That School Council approve the 2022 Foundation Zoo Excursion".

Moved: P White

Seconded: J Willoughby

Carried/ Not Carried: C

- **2022 Grade 1 Zoo Excursion Thursday 27th October**
Tickets - \$20 Students
The Buses will be paid for using the Excursion Levy

Recommendation:

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

Moved: E Grass

Seconded: F Hudgson

Carried/ Not Carried: C

- **2022 Grade 6 Canberra Camp – CHANGE OF DATE (again)**
Due to Grade 6 Transition being a week later than expected the Camp will now run from Tuesday 6th – Friday 9th December.
86 Students - 70 Students have either paid in full or paid a deposit.
- **2023 Grade 3 Gundiwindi Camp –**
Wednesday 15th to Friday 17th March
Now on the “Positive Start” free camp list. This is being investigated
- **2023 Grade 4 Sovereign Hill Ballarat –**
Monday 20th to Wednesday 22nd March
Not on the “Positive Start” free camp list.
- **2023 Grade 5 Angahook Camp –**
Wednesday 22nd to Friday 24th March
Now on the “Positive Start” free camp list. This is being investigated
- **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.

Budgets for 2023 Camps are being finalized at present. They will be presented at the November Meeting.

8.3 Fundraising Events

- **2022 Chocolate Drive**
Still a few remaining in the Office from the extra boxes that were ordered. The Profit/Loss will be presented at the November Meeting

	<ul style="list-style-type: none"> • “Footy Colours Day” \$226.60 was raised on “Footy Colours Day” – this was donated to the GV Health Foundation. 	
8.4 School Operations	<ul style="list-style-type: none"> • School Operations Report attached to Agenda & emailed 	<p>Recommendation: “That School Council accept the School Operations Report”.</p> <p>Moved: E Grass Secinded: P White Carried/ Not Carried: C</p>
9. General business		
9.1	<ul style="list-style-type: none"> • 2023 Curriculum (Student-Free) Days – Total of 4 Proposed dates: Friday 27th January - Staff Professional Development Monday 30th January - Staff Professional Development Tuesday 31st January - Staff Professional Development Monday 6th November – Report Writing Day 	<p>Recommendation: “That School Council approve the proposed Curriculum Days for 2023”.</p> <p>Moved: M Seymour Secinded: G D’Arma Carried/ Not Carried: C</p>
9.2	<ul style="list-style-type: none"> • 2023 Financial Budget – Indicative (emailed) Notes regarding Budget <ol style="list-style-type: none"> 1. All “Carry Forward” figures are based on the funds in the Budget at present – this may change 2. The “IT – Long Term Budget” does not have an increase of \$45,000 at the end of 2023 at present – there are significant funds already allocated to this Budget that have not been spent in previous years, mostly due to the school no longer leasing Notebooks 3. There are still significant funds remaining in the “Swimming & Water Safety” Program, with another \$270 per Grade 6 student to be received in 2023. Swimming has been included in the Budget, but this may not be required. 	<p>Recommendation: “That School Council accept and endorse the 2023 Financial Budget – Indicative Bouchier Street Primary School”.</p> <p>Moved: P White Secinded: J Willoughby Carried/ Not Carried: C</p>

4. 2023 Camps have not been included in the Budget at present as they have not been finalised. This will be updated once all costings are received.
5. 2022 Parent Payments are currently at 48% - this may decrease in future years so the collection rate has been reduced to 45%
6. "Parent Payment" contributions have been increased to \$220 from \$200 due to the rising costs of supplies.

9.3

- **2023 Parent Payment Arrangements**
DET have supplied a new Template for the 2023 Parent Payment Arrangements. This has not been updated as yet, but will be forwarded to School Council in early November ready for approval at the final meeting.

9.4

- **2022 November Meeting – Thursday 17th**
November Meeting & Dinner venue need to be confirmed –
 1. **Teller Collective**
\$50 Room Hire
Semi set Menu \$70pp – 3 Courses
Shared Entrees & choice of Main & Dessert
 2. **Zoom Meeting followed by Dinner**
There would not be a requirement for a private room with this option
 3. **Other**
Carrington - we have previously been to the Carrington – this venue has not been contacted as yet.
Other options?

Recommendation:

Teller Collective

10.
Correspondence

10.1 Incoming

- 2022.10.04 – Emails from GV Health Foundation thanking Bouchier St PS for the Donation from "Footy Colours Day"

Recommendation:


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

Moved: D Howley

Seconded: A Manning

Carried/ Not Carried: C

10.1a	<ul style="list-style-type: none"> 2022.10.07 Email from DET Policy & Advisory Library regarding "Working With Children's Check/Clearance". 	
10.2 <u>Out-going</u>	<ul style="list-style-type: none"> 2022.10.07 Email to DET Policy & Advisory Library regarding "Working With Children's Check/Clearance". 	<p>Recommendation: "That the Outwards Correspondence be endorsed".</p> <p>Moved: F Hudson Seconded: G D'Arma Carried/ Not Carried: C</p>
10.2a	<ul style="list-style-type: none"> 2022.10.10 Email to School Council regarding "Working With Children's Check/Clearance". 	
10.2b	<ul style="list-style-type: none"> 2022.10.12 Email to School Council regarding Governance & Finance Training for Term 4 	
11. Next Meeting:	<ul style="list-style-type: none"> Next Council Meeting to be held on Thursday 17th November 2022 at the Teller Collective – 6pm 	
12. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed. 	Time : 7:15pm

Signed by the Chairperson: 

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

Date: 17/11/22

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.