

KORUMBURRA SECONDARY SCHOOL COUNCIL MINUTES

8TH May, 2018 @ 5.30pm

Member

John Wilson, Kamron Whyte, Samantha Norrey, Russell Trewin, Matt Row, Cherie Douglas, Sally Henry, Bekk Anthony, Susan Lloyd, Ellen Sorrell, Jodie Matthews, Helen Lindton, Lachlan Snooks, Isabelle Mann

Apologies: Lachlan Snooks, Bekk Anthony

Meeting opened:

Motion:	That School Council is satisfied that our quorum requirements have been met.		
Moved:	<i>Matt Row</i>	Seconded:	<i>Kam Whyte</i> Carried

Previous Minutes:

Motion:	<i>That the minutes of previous meeting be signed by the Principal and President as verification that they are a True and Correct presentation and accurately describe recommendations, actions and motions of the last meeting 20.3.2018</i>		
Moved:	<i>Sam Norrey</i>	Seconded:	<i>Sally Henry</i> Carried

Business Arising from Previous Minutes :

<ul style="list-style-type: none"> ▪ 60th Reunion to be followed up • New building funding. How to outfit new building. \$8k Community Engagement Group, \$8k School fund. Options discussed • Rerunning of Prom Country Cheese fundraising evening. Alternative dates to be discussed • Sub Committee Membership 	<p>JW to discuss with Gayle Patterson</p> <p>JW continuing to work through this</p> <p>JW spoke with RH – RH investigating further. Other option to look into other uses. Can be used as a storage space until a purpose is identified.</p> <p>Sam Norrey to investigate</p> <p>Sam – no alternate date available</p> <p>Sub Committee – Ellen Sorrell (wellbeing)</p> <p>Helen Lindton (Teaching and Learning)</p> <p>Jodie Matthews (Teaching and Learning)</p> <p>Belle Mann (Wellbeing)</p> <p>Cherie Douglas (Wellbeing)</p> <p>Bekk Anthony (Wellbeing)</p>
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Correspondence In:

Details/ Discussion	
Nil	Nil

General Business:

	Action
<ul style="list-style-type: none"> Canteen 	<p>Canteen running at a loss Linda offering tabs for students Linda on extended leave until close to the end of term JW to speak to Linda on return Suggestions: Café in town to facilitate Year 12 to volunteer and support canteen at lunch and recess Reduction of days Mon, Tues, Thur Linda is ongoing Need a manager, unable to rely on just parent volunteers Do we still need a canteen? Primary school has gone to 3 weeks: didn't create more sales as it was same students purchasing each day.</p> <p>Can we document the takings for reach day. (data) Kelly Dorling is replacing Linda for the time</p> <p>Mindful of students have food access – Breakfast club running on days of canteen closed to ensure students having food access</p>

Reports:

Details/ Discussion	Action
Principal's Report – Attached	<p>School Improvement: no state funding budget this year. Danny Obrien was vocal re: not getting the funding Our message to the local media was positive about proactive initiatives EG Sam Norrey discussed with Grow Lightly School run is highly recognized across schools Youth Access clinic is growing with more resources</p> <p>Processes in the college: Payment and consent for activities. Reminder to students and notification Building student accountability and responsibility</p> <p>Due Dates of assessment tasks: Developing consistent routines and practices regarding Common Assessment Tasks Building student independence and accountability</p>
Wellbeing Sub Committee Report - TBA	JW/JP and CC – action plan for respectful

	relationships. Anna and Chris Cronin
Teaching and Learning Sub Committee Report - TBA	Review 2017 work – T&L handbook AIP goals and the work aligned in the college
Community Action Group - Mothers day stall approval 10 and 11 th of May	Raised to date \$19608.85 Plaques funding to go towards whatever we decide to do with the canteen space in the future. Prom Country cheese to be open to whole school – parent and staff Mothers Day stall – thurs/Fri A1 Compass Alert for families tomorrow New date for Bunnings – student leadership group to raise funds for Legacy Project 9/9/2018 IGA double points for October Grow Lightly initiative: market garden to sell to grow lightly. Possibility grow to Agriculture arm of the college.
Finance - Attached	Discussed earlier in meeting Mothers Day Stall – Sam, JW, all in favour Finance Minutes: Matt and Cherie moved , all in favour

CAMPS AND EXCURSIONS

Details/ Discussion	Action
• Nil	Moved
• Nil	Seconded

Next School Council meeting 5th June @ 5.30pm

Next Sub Committee meetings

Meeting closed: 7.59am

ITEM	DETAILS	ACTION
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Trading Operations

Recommendation:
“That School Council approve the 2017 Trading Operation. School Council accept and endorse the Profit and Loss for the 2017 Trading Operation for the year ending 2017. As noted there was a loss of \$3838. (If a loss has occurred please note School Councils’ acceptance of supporting the loss is required and if a profit is made please note how the profit will be spent).
 Moved:
 Seconded:
 Accepted:

Permission to Write Off Charges

*“That School Council accept the presented Balance Day adjustment Journals pertaining to revenue received in advance \$132003.80 and/or prepaid expenditure \$4613.47
 Moved:
 Seconded:
 Accepted:*

Recommendation:
“That School Council approve the writing off of outstanding charges”
 Moved:
 Seconded:
 Accepted:

Written Off Charges (once complete)

Recommendation:
*“That School Council approve the writing off of the following charges and amounts
 - fees – \$38319.90*
 Moved:
 Seconded:
 Accepted:

Signatories Authority

Recommendation:
“That School Council approve and endorse the following signatories for the listed bank accounts:
*(a) High Yield – 10001 –
 (Westpac)
 (i) John Wilson
 (ii) Sally Henry
 (iii) Remove Abigail Graham*
*(b) Official Account – 10002
 Bank australia
 (i) John Wilson
 (ii) Sally Henry
 (iii) Remove Abigail Graham
 (iv) Add Jo Parsons*
 Moved:
 Seconded:
 Accepted:

ITEM	DETAILS	ACTION
Approve proposed fundraising events and GST treatment for each event for the year.		
Approve any proposed fundraising for the year	Fundraising and GST treatment for each event/activity should be approved by School Council on either an annual (if known) or monthly basis (as required). If funds are raised for a purpose, schools must use the funds for that purpose.	Recommendation: <i>"That School Council approve the following fundraising events for the 2018 School year:CEG – GST treatment NPSE – no GST applicable to revenue or expenditure."</i> Moved: Secinded: Accepted:
GST Treatment for Trading Operations		
School Councils need to declare the GST treatment for all trading operations within the School.	Inform School Councils of the type of trading operation being undertaken and the GST treatment of each individual trading operation, eg canteen, uniform - if no motion then trading operation should be fully taxable.	Recommendation: <i>"That 2018 School Council approve the 2018 trading operation within the School to operate as an (Input Tax).Canteen"</i> Moved: Secinded: Accepted:
Policies		
Approve all updated and new finance polices. Finance Manual 2.2.1.4 8.2.1.7	List and approve all required finance polices. This will vary depending on your school setting. Some have been listed but it is not limited to these.	Recommendation: <i>"That School Council approve and endorse the following policy/policies: Cash Handling Eftpos Fundraising Internet banking Investment Purchasing Refund"</i> Moved: Secinded: Accepted:
Hire of Facilities		
Report to School Council the hire of School facilities, cost per hour of hiring and agreements with hiring. Finance Manual 9.8.1.2 2.2.1.2 (maintain assets)	School Council should be informed and agree upon the hiring conditions of the School Facilities, the agreed amount for hiring and terms and conditions associated with the hiring process. Any activities that are undertaken for Not For Profit organizations must provide proof that they have \$10 million Public Liability Insurance.	Recommendation: <i>"That School Council approve the hiring of Pac and gym (facility) at a rate of \$25 per hour. Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement</i>
		<i>and insurance sighted and kept on file."</i> Moved: Secinded: Accepted:
		Recommendation: "That School Council approve and endorse The following staff to sign and authorise purchasing of goods and services: Janice Dunn Kim Cross Moved: Secinded: Accepted:

