

KORUMBURRA SECONDARY SCHOOL COUNCIL MINUTES

20th March, 2018@ 5:30pm

Members: John Wilson, Kamron Whyte, Samantha Norrey, Russell Trewin, Matt Row, Cherie Douglas, Sally Henry, Bekk Anthony, Susan Lloyd, Sasha Boys, Lachlan Snooks, Isabelle Mann

Apologies: Kamron Whyte, Russell Trewin, Cherie Douglas, Susan Lloyd, Isabelle Mann

Meeting opened:

Motion:	That School Council is satisfied that our quorum requirements have been met.		
Moved:	Sam Norrey	Seconded:	Sally Henry
			Carried

Previous Minutes:

Motion:	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 20.02.2018		
Moved:	Bekk Anthony	Seconded:	Sam Norrey
			Carried

Business Arising from Previous Minutes :

<ul style="list-style-type: none"> ▪ None 	
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Correspondence In:

Details/ Discussion	
<ul style="list-style-type: none"> • 60th Reunion coming up this year. • 	

General Business:

	Action
<ul style="list-style-type: none"> • 60th Reunion to be followed up. 	JW to discuss with Gayle Patterson asap
<ul style="list-style-type: none"> • New building outfitting funding was discussed. Discussion had about how to outfit the new building. \$8k Community Engagement Group, \$8k School fund. Many options for how to spend the money was discussed. 	Explore opening up canteen space. JW to speak to RH. Question to be taken to staff.
<ul style="list-style-type: none"> • Rerunning of Prom Country Cheese fundraising evening. Alternative dates are discussed. • 	Sam Norrey to look at alternative date.

Reports:

Details/ Discussion	Action
Principal's Report – NA	
Wellbeing Sub Committee Report - NA	NA
Teaching and Learning Sub Committee Report - NA	NA

Community Action Group – Tabled: funding for legacy project with Bunnings barbeques later in the year.	
Finance - NA	

CAMPS AND EXCURSIONS

Details/ Discussion	Action
<ul style="list-style-type: none"> China 	Risk assessment approved
<ul style="list-style-type: none"> Year 9 Outdoor Ed 	Risk assessment approved
<ul style="list-style-type: none"> Year 11 Camp 	Risk assessment approved

All risk assessments approved: Moved Sasha Boys, Seconded Matt Row

GENERAL BUSINESS

Academic Awards:

Gift voucher with the award linked with external businesses

JW to review process

Question relating to supporting local community businesses

Does Korumburra Business Association have a voucher/card?

Next School Council meeting 8th May 2018 @ 5.30pm

Next Sub Committee meetings

Meeting closed:6.24pm

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.	<p>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></p> <p>Moved: Secinded: Accepted:</p>
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.	<p>Recommendation: <i>"That 2018 School Council approve the 2018 trading operation within the School to operate as an (Input Tax).Canteen"</i></p> <p>Moved: Secinded: Accepted:</p>
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.	<p>Recommendation: <i>"That School Council approve and endorse the following policy/policies:</i></p> <p><i>Cash Handling</i> <i>Eftpos</i> <i>Fundraising</i> <i>Internet banking</i> <i>Investment</i> <i>Purchasing</i> <i>Refund</i></p> <p>Moved: Secinded: Accepted:</p>
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	<p>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></p> <p><i>and insurance sighted and kept on file."</i></p> <p>Moved: Secinded: Accepted:</p>
	\$10 million Public Liability Insurance.	<p>Recommendation: <i>"That School Council approve and endorse The following staff to sign and authorise purchasing of goods and services: Janice Dunn Kim Cross</i></p> <p>Moved: Secinded: Accepted:</p>

