

School Council Meeting Minutes

Date: Thursday 8th August, 2024
Venue: Via Webex or in person
Time: 2:30pm start
Chair: Thanh Truong

1. Welcome

Attendance

1.1 Present: Guido Zorzenon, Thanh Truong, Isabel Debono, Melissa Day, Elio Mazzeo, Lynne Ord-Oraniuk, Manjit Bains & Zora Milosevic.

1.2 Apologies: Lisa Taverna, Debby David, Tracie Quigley & Mainul Ashan.

2. Minutes from Previous Meeting

2.1 Confirmation of Minutes

Motion: That School Council approve the minutes of the previous meeting held on the 13th June, 2024 as a true and correct account of the meeting.

Moved: *Melissa day*

Seconded: *Elio Mazzeo*

Carried

2.2 Business Arising from Minutes
NA

3. Correspondence

3.1 Inwards – Online canteen orders

Commencing 21st August running every Wednesday & Friday.
No cost to the school.

Motion: *To trial online canteen*

Moved: *Isabel Debono*

Seconded: *Melissa Day*

Carried

3.2 Outwards - Nil

4. Reports

4.1 Principals Report: See attached report.

4.2 Finance Report:

4.2.1 Ratify Payments

Motion: That the payments totalling \$161,455.48 in June and \$95,203.65 in July be accepted.

Moved: Elio Mazzeo

Seconded: Thanh Truong

Carried

4.2.2 Financial Reports

The following reports were tabled and accepted for June & July 2024:

- Bank Reconciliation
- Bank Account Movements
- Balance Sheet
- Operating Statement
- Cash Flow Statement
- Annual Sub Program Report
- Cash Receipts Report
- Cash Payments Report
- Cancelled Payments Report
- Cancelled Receipts Report
- Journal Report
- Family Credit Notes Report
- Sundry Debtors Credit Notes Report
- Invoices Awaiting Payment Report
- SRP Budget Management Report
- Balances: HIYA @ 31/07/2024 - \$291,873.19
Operating @ 31/07/2024 - \$21,164.59
- Amounts held for other programs: District Sports \$ 2,410.62
Principal Network Funds: \$24,559.22
TOTAL: **\$26,969.84**

Motion: The above reports were tabled and accepted by School Council.

Moved: Thanh Truong

Seconded: Elio Mazzeo

Carried

Motion: The Purchasing Card statement for the period of 23 May – 23 June, 2024 was tabled and accepted.

Moved: Thanh Truong

Seconded: Elio Mazzeo

Carried

Motion: That School Council approve and endorse the following signatories for the listed bank accounts:

- (a) High Yield – 10001 – (Westpac) (i) Lynne Ord-Oraniuk
(ii) Tracie Quigley
- (b) Official Account – 10002 (CBA) (i) Lynne Ord-Oraniuk
(ii) Tracie Quigley
(iii) Elio Mazzeo

Moved: Elio Mazzeo

Seconded: Thanh Truong

Carried

Motion: School Council endorses the changes to the financial delegation authority within the school, as follows:

- Lynne Ord-Oraniuk
- Tracie Quigley
- Elio Mazzeo

Moved: Elio Mazzeo

Seconded: Melissa Day

Carried

5. General Business

5.1 NA

6. Accountability

6.1 Standing Orders

Child Safe: St Albans Primary School is committed to being a Child Safe School.

Moved: Thanh Truong

Seconded: Elio Mazzeo

Carried

OHS: St Albans Primary School is committed to being a safe work place for everyone.

Moved: Thanh Truong

Seconded: Elio Mazzeo

Carried

7. Confirmation of Next Meeting

12th September, 2024 at 2:30pm via Webex or in person.

8. Meeting Closed at: 3:15pm
