

## School Council Meeting Minutes

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**Date:** Thursday 9<sup>th</sup> May, 2024  
**Venue:** Via Webex or in person  
**Time:** 2:30pm start  
**Chair:** Thanh Truong

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### 1. Welcome

#### Attendance

**1.1 Present:** Elio Mazzeo, Melissa Day, Isabel DeBono, Lisa Taverna, Guido Zorzenon, Manjit Bains, Thanh Truong

**1.2 Apologies:** Tracie Quigley, Deb David, Zora Milosevic, Jan Thomas

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### 2. Minutes from Previous Meeting

#### 2.1 Confirmation of Minutes

**Motion:** That School Council approve the minutes of the previous meeting held on the 14<sup>th</sup> March, 2024 as a true and correct account of the meeting.

**Moved:** Guido Zorzenon

**Seconded:** Melissa Day

**Carried**

#### 2.2 Business Arising from Minutes

- Quotes from Glenn- repairs completed over the holidays
- 5/6 room is completed except a small section of lino, cannot get a match when there is more money in the budget the whole floor will be replaced

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### 3. Correspondence

#### 3.1 Inwards - Nil

#### 3.2 Outwards - Nil

**Motion:**

**Moved:**

**Seconded:**

**Carried**

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### 4. Reports

**4.1 Principals Report:** See attached report.

- Follow up \$400 proposed grant for 5/6 camp

## 4.2 Finance Report:

### 4.2.1 Ratify Payments

**Motion:** That the payments totalling \$139,114.25 in March and \$92,441.56 in April be accepted.

**1.1 Moved:** Thanh Truong      **Seconded:** Isabel De Bono      **Carried**

### 4.2.2 Financial Reports

The following reports were tabled and accepted for March & April 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 @ 30/04/2024 - \$251,425.18  
                                 Operating @ 30/04/2024 - \$37,150.54
- Amounts held for other programs:      District Sports      \$ 2,410.62  
   Principal Network Funds:      \$51,502.49  
   **TOTAL:**      **\$53,913.11**

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

**Moved:** Guido Zorzenon      **Seconded:** Melissa Day      **Carried**

**Motion:** The Purchasing Card statements for the period of 25 March – 22 April, 2024 were tabled and accepted.

**Moved:** Elio Mazzeo      **Seconded:** Thanh Truong      **Carried**

**Motion:** School Council accept and endorse the confirmed cash budget for St Albans Primary School for 2024.

**Moved:** Elio Mazzeo      **Seconded:** Lisa Taverna      **Carried**

**Motion:** School Council moved the motion that a retirement gift may be purchased using Staff Association funds for Miriam Cricchiola who is long standing employee at St Albans Primary School.

**Moved:** Elio Mazzeo      **Seconded:** Melissa Day      **Carried**

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## 5. General Business

### 5.1 Nil

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6. Accountability

6.1 Standing Orders

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

**Moved:** Melissa Day      **Seconded:** Isabel De Bono      **Carried**

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

**Moved:** Lisa Tavera      **Seconded:** Elio Mazzeo      **Carried**

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7. Confirmation of Next Meeting

13<sup>th</sup> June, 2024 at 2:30pm via Webex or in person.

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8. Meeting Closed at:

3:17pm

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Signed:

ACTING PRINCIPAL:



SCHOOL COUNCIL PRESIDENT:

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