

School Council Meeting Minutes

Date: Thursday 12th September, 2024
Venue: Via Webex or in person
Time: 2:30pm start
Chair: Thanh Truong

1. Welcome

Attendance

1.1 Present: Guido Zorzenon, Thanh Truong, Elio Mazzeo, Lynne Ord-Oraniuk, Debbie David, Manjit Bains & Zora Milosevic.

1.2 Apologies: Lisa Taverna, Melissa Day, Tracie Quigley, Isabel Debono & 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 8th August, 2024 as a true and correct account of the meeting.

Moved: Elio Mazzeo

Seconded: Thanh Truong

Carried

2.2 Business Arising from Minutes

3. Correspondence

3.1 Inwards – Nil

3.2 Outwards - Nil

Motion:

Moved:

Seconded:

Carried

4. Reports

4.1 Principals Report: See attached report.

4.2 Finance Report:

4.2.1 Ratify Payments

Motion: That the payments totalling \$61,636.92 in August be accepted.

Moved: *Thanh Truong*

Seconded: *Elio Mazzeo*

Carried

4.2.2 Financial Reports

The following reports were tabled and accepted for August 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
- Invoices Awaiting Payment Report
- Family Credit Notes Report
- Sundry Debtors Credit Notes Report
- SRP Budget Management Report
- Balances: HIYA @ 31/08/2024 - \$217,851.01
 Operating @ 31/08/2024 - \$52,815.69
- Amounts held for other programs: District Sports \$ 2,410.62
 Principal Network Funds: \$24,153.31
 TOTAL: **\$26,656.93**

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 24 June – 22 July and 23 July – 22 August, 2024 were tabled and accepted.

Moved: *Thanh Truong*

Seconded: *Elio Mazzeo*

Carried

Motion: That School Council approve the writing off any outstanding charges.

Moved: *Thanh Truong*

Seconded: *Elio Mazzeo*

Carried

Motion: The Profit and Loss statements for the following activities were presented to School Council:

- Year 3/4 Camp
- Year 5/6 Camp
- Father's Day Stall

Moved: *Elio Mazzeo*

Seconded: *Thanh Truong*

Carried

Motion: That School Council approve the purchase of a \$250 gift voucher being a retirement gift for Lorraine Bell (Monmia PS Principal) using the Keilor/St Albans Principal Network Funds as requested by Effie Sultana, Network Chair.

Moved: *Guido Zorzenon*

Seconded: *Thanh Truong*

Carried

Motion: That School Council approve the Credit to Cash transfer of the 2023 Cash Surplus.

Moved: *Thanh Truong*

Seconded: *Guido Zorzenon*

Carried

5. General Business

5.1 Tyrone Santos and Cassie Balmer form OSCH Club presented their proposal to commence before school care. The program will be called 'Rise & Shine' and will begin early next term.

6. Accountability

6.1 Standing Orders

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

Moved: *Lynne Ord-Oraniuk*

Seconded: *Debbie David*

Carried

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

Moved: *Elio Mazzeo*

Seconded: *Manjit Bains*

Carried

7. Confirmation of Next Meeting

10th October, 2024 at 2:30pm via Webex or in person.

8. Meeting Closed at: 3:20pm
