

School Council Meeting Minutes

Date: Thursday 13th June, 2024
Venue: Via Webex or in person
Time: 2:30pm start
Chair: Thanh Truong

1. Welcome

Attendance

1.1 Present: Thanh Truong, Elio Mazzeo, Tracie Quigley, Guido Zorzenon, Manjit Bains.

1.2 Apologies: Lisa Taverna, Deb David, Isabel Debono, Melissa Day, Zora Miosevic , Manuil Ahsan.

2. Minutes from Previous Meeting

2.1 Confirmation of Minutes

Motion: That School Council approve the minutes of the previous meeting held on the 9th May, 2024 as a true and correct account of the meeting.

Moved: Guido Zorzenon

Seconded: Elio Mazzeo

Carried

2.2 Business Arising from Minutes

NA

3. Correspondence

3.1 Inwards

- Email from “TK Tuckshop” – lunch delivery for staff and students

3.2 Outwards - Nil

Motion: To trial Tuckshop lunch delivery next term.

Moved: Tracie Quigley

Seconded: Elio Mazzeo

Carried

4. Reports

4.1 Principals Report: See attached report.

4.2 Finance Report:

4.2.1 Ratify Payments

Motion: That the payments totalling \$66,299.67 in May be accepted.

Moved: Thanh Truong

Seconded: Tracie Quigley

Carried

4.2.2 Financial Reports

The following reports were tabled and accepted for May 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 @ 31/05/2024 - \$251,425.18
Operating @ 31/05/2024 - \$37,150.54
- Amounts held for other programs: District Sports \$ 2,410.62
Principal Network Funds: \$23,160.13
TOTAL: **\$25,570.75**

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

Moved: Elio Mazzeo

Seconded: Thanh Truong

Carried

Motion: The Purchasing Card statements for the period of 23 April – 22 May, 2024 and the 25 March – 22 April, 2024 were tabled and accepted.

Moved: Elio Mazzeo

Seconded: Thanh Truong

Carried

5. General Business

5.1 Received a quote from Bradmac - approximately \$10,000 to install split systems in the Performing Arts Room, C1&2 and C3&4 pods. These rooms are the only 3 in the school without a split system. The pods have no heating.

Motion: School Council agree to install split systems in the rooms mentioned and accept the quote from Bradmac.

Moved: Tracie Quigley

Seconded: Elio Mazzeo

Carried

5.2 The VSBA have gone out to tender to contractors for the works required to rectify items listed in our Condition Assessment Report which is a part of the Rolling Facilities Evaluation.

5.3 A discussion was held about the student absences data.

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**

8th August, 2024 at 2:30pm via Webex or in person.

8. **Meeting Closed at: 3:15pm**

Signed:

ACTING PRINCIPAL:



SCHOOL COUNCIL PRESIDENT:
