

School Council Meeting Minutes

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

1. Welcome

Attendance

1.1 Present: Thanh Truong, Guido Zorzenon, Lis Surace, Tracie Quigley, Zora Milosevic, Mainul Ahsan

1.2 Apologies: Jan Thomas, Joanne Richmond, Kass Tran

2. Minutes from Previous Meeting

2.1 Confirmation of Minutes

Motion: That School Council approve the minutes of the previous meeting held on the 5th December, 2023 as a true and correct account of the meeting.

Moved: Guido Zorzenon

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 \$100,723.41 in December and \$37,769.79 in January be accepted.

Moved: Thanh Truong **Seconded:** Lis Surace **Carried**

4.2.2 Financial Reports

The following reports were tabled and accepted for November, December 2023 & January 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 @ 31/01/2024 - \$325,170.83
 Operating @ 31/01/2024 - \$53,226.40
- Amounts held for other programs: District Sports \$ -209.47
 Principal Network Funds: \$38,079.77
 TOTAL: **\$37,870.30**

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

Moved: Guido Zorzenon **Seconded:** Lis Surace **Carried**

Motion: School Council approves the following Fundraising Events for 2024

- Mothers Day Stall
- Fathers Day Stall
- Easter Raffle
- Christmas Raffle
- School Concert
- Year 5/6 Market Day

Moved: Guido Zorzenon **Seconded:** Lis Surace **Carried**

Motion: That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services:

- Joanne Richmond
- Tracie Quigley
- Elio Mazzeo
- Melissa Day

Moved: Thanh Truong **Seconded:** Guido Zorzenon **Carried**

Motion: That School Council approve and endorse the following signatories for the listed bank accounts:
(a) High Yield – 10001 – (Westpac) (i) Joanne Richmond
(ii) Tracie Quigley
(b) Official Account – 10002 (CBA) (i) Joanne Richmond
(ii) Tracie Quigley
(iii) Elio Mazzeo
(iv) Melissa Day

Moved: *Lis Surace* **Seconded:** *Thanh Truong* **Carried**

Motion: School Council approve for all fundraising revenue to be input taxed.

Moved: *Guido Zorzenon* **Seconded:** *Lis Surace* **Carried**

Motion: That School Council approve the Uniform Shop trading operation within the School to operate as Input Taxed Operations.

Moved: *Thanh Truong* **Seconded:** *Tracie Quigley* **Carried**

Motion: The School Council approve the Financial Commitment Summary, Balance Sheet and Operating Statement for the previous year as presented.

Moved: *Guido Zorzenon* **Seconded:** *Elio Mazzeo* **Carried**

Motion: School Council approves for the following to be subsidised by the school:

- 5/6 Camp
- 3/4 Camp
- 5/6 Sport travel
- Swimming
- State Schools Spectacular
- Staff Association

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

Motion: School Council endorse the attached School Internet Banking Policy.

Moved: *Guido Zorzenon* **Seconded:** *Lis Surace* **Carried**

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

- Joanne Richmond
- Tracie Quigley
- Elio Mazzeo
- Melissa Day

Moved: *Guido Zorzenon* **Seconded:** *Lis Surace* **Carried**

Motion: School Council endorses the attached School Purchasing Card Policy.

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

Motion: School Council endorses the attached School Purchasing Card Register.

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

Motion: The Parent Payment policy was tabled.

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

Motion: That School Council approve the 2023 Uniform Shop Trading Operation. School Council accept and endorse the Profit and Loss for the Uniform Shop Trading Operation for the year ending 2023. As noted, there was a loss of \$2,158.03.

Moved: Lis Surace

Seconded: Thanh Truong

Carried

Motion: School Council approves the following volunteers working in the school:

- ES Placements
- ES Volunteers
- The Smith Family – Homework Club
- The Views – breakfast club volunteers
- Work Experience students

Moved: Lis Surace

Seconded: Thanh Truong

Carried

5. General Business

5.1 Dates for School Council Meetings in 2024:

8th February
14th March
9th May
13th June
8th August
12th September
10th October
14th November
5th December

5.2 The Annual General Meeting will be held in March.

6. Confirmation of Next Meeting

14th March, 2024 at 2:30pm via Webex or in person.

7. Meeting Closed at:
