

AITKEN HILL PRIMARY SCHOOL School Council Agenda



DATE:	19th March 2024	TIME:	6pm
VENUE:	Aitken Hill Primary School		
CHAIR:	Peter Hansen		
ATTENDEES:	Peter Hansen (Principal), Kathryn Adams, Heyam Masri, Venu Venreddy, Kate Gayfer, Sam Sendag, Murray Subramaniam, Fanny Elliott,		
MINUTE TAKER:	Kathryn Adams		
OBSERVERS:	Deb Wilson (Business Manager)		
APOLOGIES:	-		
CONFLICT OF INTEREST:	-		

QUORUM REQUIREMENTS:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

CONFLICT OF INTEREST:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

1. Welcome

Welcome to our newly elected members:

Pete Hansen to chair meeting of new council for 2024 until office bearers are confirmed in this meeting

2. Apologies	<ul style="list-style-type: none">N/A	
3. Quorum	<ul style="list-style-type: none">Y	
4. Conflict of interest	<ul style="list-style-type: none">N/A	
5. Minutes of the previous meeting	<ul style="list-style-type: none">Minutes of the meeting held on 20th February be accepted.	<p>Motion: "That the Minutes of the meeting held on 20th February be accepted</p> <p>Moved: Kate Seconded: Venu Carried: All</p>
6. Business arising from the minutes	N/A	

7. REPORTS

7.1 PRINCIPALS REPORT

NEW SCHOOL COUNCIL 2024:

PARENT MEMBERS

Heyam Masri

Kate Gayfer

Venu Venreddy

Sam Sendag

Murray Subramaniam

DET MEMBERS

Kathryn Adams

Fanny Elliott

EXECUTIVE OFFICER

Peter Hansen (Principal)

COMMUNITY MEMBER

VACANT POSITION – Co-opted position – Candidate to be put forward _____

_____ is endorsed as the 2024 Community Member by the school council.

Moved:

Seconded:

Nominations and Voting for Office Bearers

Office bearer positions

President

Vice President

Treasurer

Secretary (Minute Taker)

Call for nominations for School Council President

Nominations: Heyam

Vote if applicable

Result: School Council President 2024: Heyam

Moved: Kate

Seconded: Venu

Vice President

Call for nominations for School Council Vice President

Nominations: Kate

Vote if applicable

Result: School Council Vice President 2024: Kate

Moved: Heyam

Seconded: Fanny

Call for nominations for School Council Treasurer

Nominations: Sam

Vote if applicable

Result: School Council Treasurer 2024: Sam

Moved: Heyam

Seconded: Venu

Call for nominations School Council Secretary (Minute Taker) 2024:

Nominations: Kathryn

Vote if applicable

Results: School Council Secretary 2024: Kathryn

Moved: Fanny

Seconded: Kate

Code of Conduct for school councillors

https://docs.google.com/document/d/1Nn7ny5ollwKcq2bBpBHX7Npbq9_f8D2V9PeymfCqT5w/e/dit#heading=h.gjdqxs

Standing Orders: <https://drive.google.com/drive/folders/1IC9xE7eOg17l-kQQFg6CD18VqP9jLv5y>

Confidentiality Statement 2024 School Councillors - to be read, signed and returned to Principal

CURRENT ENROLMENTS

• Total	834	
• Prep	128	Ratio 1:18,3
• Year 1	127	Ratio 1: 21.2
• Year 2	139	Ratio 1: 23.2
• Year 3	128	Ratio 1: 25.6
• Year 4	124	Ratio 1: 24.8
• Year 5	113	Ratio 1: 22.6
• Year 6	75	Ratio 1: 25
• P-2	394 – 19 teachers	Ratio 1:20.7
• Prep – 6	834 – 37 teachers	Ratio 1: 22.5

DET - ratio overall 1:26

- New Building
 - <https://drive.google.com/drive/folders/1oQ8ubtutWdlnkwyJzHwmDD94Vc41JWlp>
 - Works are progressing as expected: Tracking to finish in October 2024.
- New Playground works
 - Well under way scheduled to finish end of term.
 - Still waiting on final plans to see how it will meet up with new building.
- NAPLAN

SCHOOL COUNCIL MEMBERSHIP AND TRAINING

- Induction Video <https://bit.ly/2CUjVxV> -
- online modules
 - <https://lms.learneyo.com/DETSC/>
- training
 - <https://www.synergistiq.com/councillortraining>

MEETING DATES FOR SCHOOL COUNCIL

3rd Tuesday of the month in school terms: - 8 meetings required

19th March - First meeting of new school council elected.

21st May

18th June

20th August

17th September
 15th October
 19th November
 10th / 17th December

Term Dates:

Term 1, 2024	Monday 29 January	Thursday 28 March
	Thursday 7 March	Curriculum Day - Staff PD off site
	Friday 8 March	Curriculum Day - Staff PD off site
	Monday 11 March	Labour Day public holiday
	Thursday 28th March	Last Day of Term 1
Term 2, 2024	Monday 15 April	Friday 28 June
	Thursday 25 April	Anzac Day Public Holiday
	Friday 26 April	Year 3 incursion - Chinese Museum
	Tuesday 30 April	Year 2 incursion- The History Box
	Friday 24 May	Curriculum Day
	Monday 10 June	King's Birthday Public Holiday
	Wed 19 - Frid 21 June	Year 5/6 Camp Campaspe`
	Friday 28 June	Last day of term 2.30pm dismissal

Motion:	Principal Report tabled is accepted and recommendations endorsed	Moved: Venu	Seconded: Sam
Carried: All			

FINANCE REPORT

7.2 End of month financial reports for the month of February 2024

- **Balance Sheet**
- **Operating Statement**
- **Cash Receipts**
- **Cash Payments**
- **Cancelled Receipts Report**
- **Cancelled Payments Report**
- **Journal Report**
- **Cash Flow Statement**

- Bank Account Movement
- Annual Sub Program Budget Report
- Invoices Awaiting Payment
- Family Credit Notes Report
- Sundry Debtors Credit Notes Report
- Bank Reconciliations for all bank accounts
- New or modified creditors reports (new report)

SRP Report 09/03/2024 Surplus \$271862

Actions:

1. Bank Reconciliation for Official Account be endorsed for February 2024
2. Bank Reconciliation for High Yield Account be endorsed for February 2024
3. Payments for the month of February \$199997.10 as per Cash Payments Report February 2024

Direct Deposit Creditors	193598.30
CSEF Transfers	6385.30
Coles Card Account February purchases	0
Bank Charges – Merchant Fees / CommBiz	13.50
Family Payments	0
Purchase Card payment	0
Total Payments	199997.10

4. Transfer of funds from High Yield to Official \$150000 to cover above payments as per Bank Account Movements Report be endorsed.
5. Invoices awaiting payment \$31692.68 be paid in March as per February report.
6. Family Credit Notes Report – Duplicate payment of school contributions from Sanam family – reports and statement attached.
7. Sundry Debtors Credit Notes Report - Nil

General Business:

None to report this meeting.

Update agenda item:

Parent Contributions received as at 19th March:

Total curriculum contributions received: 19795 - 10.5%

Total other contributions received: 4460 - 8.2%

School Council to endorse financial statements 1 – 7 for February 2024.

Moved: Heyam

Seconded: Kate

7.3 Building works continuing - concrete slab poured. Walls going up

**Building and
Grounds /
Facilities**

Playground project has begun and should take around a month to complete. Extra fencing is up around these work sites.

sub-committee

<https://drive.google.com/drive/folders/1oQ8ubtutWdlnkwyJzHwmDD94Vc41JWlp>

Sub-committee

- AIP
 - To improve student learning outcomes for every student in literacy and numeracy
 - Build teacher capacity to use data to inform teaching, learning and assessment at the student's point of need.
 - Strengthen the model of PLCs to build teacher capability to implement evidence based teaching and learning strategies in order to improve student learning outcomes.
 - To strengthen student engagement in learning.
 - Develop a consistent whole school understanding and approach to student agency and voice in learning
 - Develop student capability to set goals, monitor and reflect on their learning progress.
 - To strengthen students' resilience and wellbeing
 - Strengthen and embed the school's practices for resilience, wellbeing and sense of inclusion.
 - Strengthen partnerships and engagement with parents, carers and families
- Reading focus
 - reading model
 - classroom practice
 - planning
 - conferencing
 - working with regional staff to support teachers
 - home reading
 - classroom libraries
- Numeracy
 - implementing new State Wide curriculum
- School Wide Positive Behaviour Support
 - continue to implement model supported by the Department
 - working with regional staff
 - https://www.youtube.com/watch?v=x_KDFb_SSc0
- Berry Street - trauma informed practice
 - revisit our previous learning
 - focus on The Body - Increasing students' capacity for physical and emotional regulation of the stress response, de-escalation and focus.

- [video](#)

- Student Voice
 - building on our Student Leadership model to include other year levels
 - Curriculum Day with Lane Clark will focus on students being more involved in their learning and also our inquiry learning
 - <https://laneclark.ca/keynotes/>
- Communication
 - developing a plan to communicate more often with families
 - newsletters, Compass, SeeSaw

Policies

- updating Yard Duty and Supervision policy due to new council playground

Child Safety

- staff attended a professional learning session on child safety reminding them of their responsibility
- focus was also on support for staff when they are concerned
 - Anything that teachers find out that is of concern is reported to leaders and then the school seeks advice regarding next steps. Including staffing checks.
 - Mental Health and Wellbeing Leader, Lucinda, will be working with us and supporting presentations around this content.

8. General business

Can we build networking opportunities between families?

- Survey families regarding engagement in events out of school hours.

8.1

-

9. Correspondence

9.1 Incoming

9.2 Out-going

-

Tuesday 21 May 2024

10. Next Meeting:

- The chairperson declared the meeting closed at 7:01pm

11. Closure of meeting

Signed by the Chairperson: _____

President or person who presided at the previous meeting to sign once minutes have been approved by school council

Date: _____

NOTE: RECORDS AND INFORMATION MANAGEMENT

School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy version must be kept for audit purposes