AITKEN HILL PRIMARY SCHOOL
School Council Agenda

DATE:	17th March 2026	**TIME:**	6.00pm
VENUE:	Webex		
CHAIR:	Peter Hansen		
ATTENDEES:	Peter Hansen (Principal), Heyam Masri, Kate Gayfer, Sam Sendag, Murray Subramaniam, Fanny Elliott, Chris James		
MINUTE TAKER:	Deb Wilson		
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

2. Apologies	•	
3. Quorum		Yes
4. Conflict of interest	N/A	None
5. Minutes of the previous meeting	• Minutes of the meeting held on the 17th February 2026 be accepted.	**Motion:** "That the Minutes of the meeting held on17th February be accepted Moved: Murray Seconded: Fanny
6. Business arising from the minutes	Homework policy - leaders are following this up and information will be put out to parents.	

7. REPORTS

7.1 PRINCIPALS REPORT

NEW SCHOOL COUNCIL 2026

PARENT MEMBERS

Heyam Masri, Kate Gayfer, Venu Venreddy, Sam Sendag, Murray Subramaniam + 1 vacancy

DET MEMBERS

Fanny Elliott, Chris James

EXECUTIVE OFFICER

Peter Hansen (Principal)

Nominations and Voting for Office Bearers

Office bearers: School council positions of responsibility

Office bearers are elected by school council members at the first council meeting after the declaration of the election poll.

Office bearers hold office until they resign as an office bearer or until they cease to hold office as a council member or until the next election of office bearers, whichever occurs first.

Office bearers serve a one-year term of office.

Office bearer positions

President

- President: parent member (non-department employee) or community member who is chairperson of school council meetings – reads agenda items and requests endorsements / signs official school docs when required

Vice President

Other positions Vice president: parent member (non-department employee) or community member – steps in to president role when president is unavailable

Treasurer

- Treasurer: elected from council members, preferably a parent member or community member. The business manager/bursar cannot hold this position. The treasurer may also be appointed as the convenor of the finance subcommittee – attends finance meetings to endorse finance report**s**

Secretary (Minute Taker)

- Minute taker/secretary: the councillor undertaking this role records the actions and discussion in council meetings. It can be filled by any member of school council

(other than a student member) or a non-council member. Records actions in online live google doc

	President	Vice President	Treasurer	Secretary (minute taker)
2025	Heyam	Sam	Murray	Deb Ryan
2026	**President**	**Vice President**	**Treasurer**	**Secretary (minute taker)**
Nomination	Heyam	Sam	Murray	Chris
Elected	Heyam	Sam	Murray	Chris
Moved	Kate	KATE	Kate	Kate
Seconded	Murray	Murray	Murray	Murray

Code of Conduct for school councillors

https://docs.google.com/document/d/1Nn7ny5oIlwKcq2bBpBHX7Npbq9_f8D2V9PeymfCqT5w/edit#heading=h.gjdgxs

Standing Orders:

https://docs.google.com/document/d/1f17DTog7FhSNrZhTKE5_izInd-R5wD-6AA6EQDc-RQo/edit?tab=t.0

Confidentiality Statement 2026 School Councillors emailed to members last week - to be read, signed and returned to Principal via email to Business Manager

CURRENT ENROLMENTS

• Total	869	
• Prep (6) •	105	Ratio 1:17.5
• Year 1 (5)	99	Ratio 1: 19.8
• Year 2 (6)	133	Ratio 1: 22.2
• Year 3 (5)	128	Ratio 1: 25.6
• Year 4 (6)	138	Ratio 1: 23
• Year 5 (5)	131	Ratio 1: 26.2
• Year 6 (6)	135	Ratio 1: 22.5
• P-2	345 (17 classes)	Ratio 1:19.8
• Prep – 6	869 (39 classes)	Ratio 1:22.3

DET - ratio overall 1:26

Advertised positions:

- None

Stop Work Industrial Action Australian Education Union

- union members will strike on Tuesday 24th March
- Parents will be notified on Monday 23rd by 2pm if their child's class is affected

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

2026 - 19th May

9th June TBC

28th July

16th September

13th October

10th November

December date TBC

Term Dates: 1

School Photo day	Friday 27th February	
Week 10 Tuesday 31st March	Student Free day - parent student conferences	
End of Term 1	Thursday 2nd April	early dismissal 2.30pm
Term 2 begins	Monday 20th April	

Motion :	**Principal Report tabled is accepted and recommendations endorsed**	**Moved: Murray**	**Seconded: Sam**	
Carried:				

7.2 Finance Committee

End of month financial reports for the month of February 2026

- 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

SRP Report 19/02/2026

Actions:

1. Bank Reconciliation for Official Account be endorsed for February 2026
2. Bank Reconciliation for High Yield Account be endorsed for February 2026

3. **Payments for the month of February $125906.11 as per Cash Payments Report February 2026**

Direct Deposit Creditors	102145.03
CSEF Transfers / Family payments refunds	23731.58
Bank Charges – Merchant Fees / CommBiz	29.50
Purchase Card payment	0.00
Total Payments	125906.11

4. Transfer of funds from High Yield to Official $100000 to cover above payments as per Bank Account Movements Report be endorsed.
5. Invoices awaiting payment $99910.78 be paid in March as per February report.

6. Family Credit Notes Report – credit to school for exited families to unknown destinations- these funds are placed in a sub program which is used for families experiencing financial hardship and unable to pay for excursions/camps/activities.

7. Sundry Debtors Credit Notes Report –Nil

School Council to endorse financial statements above 1 – 7 for February 2026.

Moved: Sam

Seconded: Murray

General Business:

Budget Sub Program Variances – February

1320 – ICT

86404 – coding for leased equipment

Orders Totalling $76845

Expenditure budget currently $26200

Anticipated costing for 2026 $100000

Leased equipment budget will need to be increased once we have our confirmed funding from DET due to a new lease of student netbooks ordered for naplan.

The old devices were 4 years old and at end of lease and the payout figure to purchase was excessive.

A new lease with DET approved supplier was arranged in February.

4252 – Inter school sport

86803 – coding for Affiliations

Budget - $0

Exp - $1592

2026 membership to School Sport Victoria not allocated in indicative figures will be added to confirmed budget in April

4400 – Mathematics

86105 – Computer applications

Budget – Zero

Exp - $1250

T2L education subscription funds moved within sub program from curriculum consumables.

No additional costs to overall budget.

4801 – Library

Purchase order for additional library furniture coded incorrectly to plant and equipment to be moved to furniture and fittings. No additional costs to overall budget.

6001 – Building & Utilities

86501 – coding for sanitation

Budget – zero

Orders - $5105

Costings not included in indicative budget will be updated and added to confirmed budget document in April.

7001 – Administration

89204 – coding for Service Provider

Budget – zero

Exp - $2150

Funds from Computer applications moved to Service Provider to cover. No additional costing to overall budget.

7060 – Loose Furniture/Equip LC3

86401 & 86404

Incorrect coding for Sub Program – expenditure moved to admin furniture/fittings.

No additional cost to overall budget figures.

8427 – Yr 6 excursions – Inactive program code

89302 – camps/excursions

Deposit for life-ed coded to incorrect inactive program moved to 8436. No additional costing to overall budget.

9055 – Materials & Requisites general

86104 – curriculum consumables

Expenditure $68391 + 6459 orders

Budget $70000

Additional supplies for extra STEM specialist class not previously budgeted for.

Will be updated when the confirmed budget is finalised in April.

ASSET DISPOSAL – Scrap

Asset No. 540 – Hisense 65 inch TV purchased August 2023.

Cracked screen unserviceable

Motion:

All budget variances detailed above and disposal of broken TV be endorsed by School Council

Moved: Murray

Seconded: Fanny

7.3 **Building and Grounds / Facilities** **sub-committee**	Boiler / Hot water unit in the Gym has had to be replaced due to multiple failures in parts - pump, wall panel etc. Cost $7290. Gym floor to be sanded and resurfaced during term break. This hasn't been done in 6 years so well overdue. Cost $4500.
7.4 Education **Sub-committee**	Child Safety - 11 Child Safety Standards https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/#TOC-1 **Standard 1** Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued. *Our Marrung Leaders, Leading Teachers Alex and Michelle support our students in this area* Click here for details about Child Safe Standard 1 - Child Safety - School Council Training https://www.vic.gov.au/child-safe-standards-training-material
8. General business 8.1 ●	.
9. Correspondence 9.1 **Incoming**	
9.2 **Out-going** ●	None
10. Next Meeting:	Tuesday 19th May 2026 6pm

11. Closure of meeting	• The chairperson declared the meeting closed at 6.30pm

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