

## AITKEN HILL PRIMARY SCHOOL School Council Agenda



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<b>DATE:</b>	18th June 2024	<b>TIME:</b>	6pm
<b>VENUE:</b>	Aitken Hill Primary School		
<b>CHAIR:</b>	Peter Hansen		
<b>ATTENDEES:</b>	Peter Hansen (Principal), Kathryn Adams, Heyam Masri, Kate Gayfer, Murray Subramaniam,,		
<b>MINUTE TAKER:</b>	Kathryn Adams		
<b>OBSERVERS:</b>	Deb Wilson (Business Manager)		
<b>APOLOGIES:</b>	Venu Venreddy, Sam Sendag		
<b>CONFLICT OF INTEREST:</b>	-		

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### **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	<ul style="list-style-type: none"><li>• Venu, Sam</li></ul>	
3. Quorum	<ul style="list-style-type: none"><li>• Yes</li></ul>	
4. Conflict of interest	<ul style="list-style-type: none"><li>• N/A</li></ul>	
5. Minutes of the previous meeting	<ul style="list-style-type: none"><li>• Minutes of the meeting held on 21st May be accepted.</li></ul>	<p><b><u>Motion:</u></b> "That the Minutes of the meeting held on 21 May be accepted"</p> <p>Moved: Heyam Seconded: Kate</p>
6. Business arising from the minutes	Parent Survey - to be discussed in Principal's report	

## 7. REPORTS

### 7.1 PRINCIPALS REPORT

Code of Conduct for school councillors

[https://docs.google.com/document/d/1Nn7ny5ollwKcq2bBpBHX7Npbq9\\_f8D2V9PeymfCqT5w/e/dit#heading=h.gjdgxs](https://docs.google.com/document/d/1Nn7ny5ollwKcq2bBpBHX7Npbq9_f8D2V9PeymfCqT5w/e/dit#heading=h.gjdgxs)

Standing Orders: <https://drive.google.com/drive/folders/1IC9xE7eOg17I-kOQFg6CD18VqP9jLv5y>

#### CURRENT ENROLMENTS

• Total	831	
• Prep	129	Ratio 1:18.4
• Year 1	126	Ratio 1: 21
• Year 2	136	Ratio 1: 22.6
• Year 3	127	Ratio 1: 25.4
• Year 4	127	Ratio 1: 25.4
• Year 5	114	Ratio 1: 28.5
• Year 6	72	Ratio 1: 24.0
• P-2	391 – 19 teachers	Ratio 1:20.6
• Prep – 6	831 – 36 teachers	Ratio 1: 23.1

DET - ratio overall 1:26

**Annual Report** - to be distributed to school council members with minutes of this meeting by the end of term. Presented to the school community next term.

**Parent Survey** - Questions to be developed with School Council

Proposed questions around:

- Parent engagement in current events eg. Open afternoons, coffee van on Tuesdays, Parent Teacher Interviews, volunteer for Excursions/Camps etc.
- Parent engagement in future proposed events eg. Science evening, Maths afternoon, Art Shows, Performing Arts Showcase, STEM competitions, Opening of new building event, Parent Helper opportunities etc.
- Interest in socialising/networking with other families outside of school hours.
- Suggestions of events/activities that families would like to engage in.

- New Building  
<https://drive.google.com/drive/folders/1oQ8ubtutWdlnkwyJzHwmDD94Vc41JWlp>
  - Works are progressing as expected: Tracking to finish in October 2024.

### STAFFING UPDATE:

**Leading Teacher Disability & Inclusion** - Annabel Barbara to start 24th June.  
 Prep classroom teacher has been re advertised to cover family leave.

### 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

20th August

17th September

15th October

19th November

10th / 17th December

### Term Dates:

Term 2, 2024	Monday 15 April	Friday 28 June
	Wed 19 - Frid 21 June	Year 5/6 Camp Campaspe`
	Monday 24 June - 27 June	Yr 3 swimming program
	Friday 28 June	Last day of term 2.30pm dismissal
Term 3, 2024	Monday 15 July	Friday 20 September
	Wednesday 24th July	Parent Teacher Interviews No classes on this day

<b>Motion:</b>	<b>Principal Report tabled is accepted and recommendations endorsed</b>	<b>Moved: Heyam</b>	<b>Seconded: Kate</b>
<b>Carried: All</b>			

**FINANCE REPORT - FINANCE COMMITTEE MEETING**

**7.2 End of month financial reports for the month of May 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 30/05/2024**

**Actions:**

1. Bank Reconciliation for Official Account be endorsed for May 2024
2. Bank Reconciliation for High Yield Account be endorsed for May 2024
3. Payments for the month of May \$130354.25 as per Cash Payments Report May 2024

<b>Direct Deposit Creditors</b>	<b>127423.66</b>
<b>CSEF Transfers</b>	<b>1574.50</b>
<b>Coles Card Account purchases</b>	<b>0.00</b>

<b>Bank Charges – Merchant Fees / CommBiz</b>	<b>25.15</b>
<b>Family Payments</b>	<b>0.00</b>
<b>Purchase Card payment</b>	<b>1330.94</b>
<b>Total Payments</b>	<b>130354.25</b>

4. Transfer of funds from High Yield to Official \$100000.00 to cover above payments as per Bank Account Movements Report be endorsed.
5. Invoices awaiting payment \$40118.02 be paid in June as per May report.
6. Family Credit Notes Report – Duplicate charge reversal / Camp payment reversal student no longer attending
7. Sundry Debtors Credit Notes Report - Nil

**School Council to endorse financial statements above 1 – 7 for May 2024.**

Moved: Fanny Seconded: Kate

**General Business:**

**MOTHER'S DAY PROFIT/LOSS REPORT 2024**

**REVENUE**

**PRE ORDERED GIFT BAGS \$3880**

**CASH PURCHASES \$ 235**

**LESS EXPENSES:**

**CROWN GIFTS \$1,340**

**SCHOOL GIFTS \$1,471.25**

**TOTAL FUNDRAISING PROFIT \$1303.75**

<b>PROFIT AND LOSS REPORT CROSS COUNTRY</b>			
<b>REVENUE</b>			
<b>51 Invoiced</b>			<b>\$510</b>

<b>LESS CREDIT NTS SUPPRESSED</b>			<b>0</b>
<b>EXPENSES</b>			
Bus Travel			<b>\$485</b>
<b>PROFIT/LOSS</b>		<b>PROFIT</b>	<b>\$25.00</b>
<b>COST TO STUDENTS BASED ON 85% ATTENDANCE</b>			
<b>FEE CODE SUMMARY REPORT</b>			
<b>SUB PROGRAM ACCOUNT TRANSACTION REPORT</b>			

<b>PROFIT AND LOSS REPORT FAIRYTALE COOKBOOK INCURSION</b>		
<b>REVENUE</b>		
384 Invoiced		<b>\$4,617</b>
<b>LESS CREDIT NTS SUPPRESSED</b>		<b>\$12</b>
<b>EXPENSES</b>		
IncurSION Cost		<b>\$5,000</b>
<b>PROFIT/LOSS</b>	<b>LOSS</b>	<b>\$395.00</b>
Charged on 95% attendance 87% paid		
School to cover loss		

**School Council to endorse financial statements for Mothers Day, Cross Country and Yr 3-6 Fairytale incursion as above.**

**Moved: Murray**

**Seconded: Kate**

**Credit to Cash budget transfer of \$470,000 as per our master cash budget document presented last meeting has been approved by DET. Report attached.**



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7.3

**Building and  
Grounds /  
Facilities**

<https://drive.google.com/drive/folders/1oQ8subtutWdlnkwyJzHwmDD94Vc41JWlp>

**sub-committee**

New Kinder rooms being installed next door

- new paths and gate
- community centre car park and entrance will be affected
- before school care and after school care will be affected
- Community will receive information by mail from Hume Council.

Health and Will (maintenance) have worked hard to organise and tidy the yard, manage ongoing projects.

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7.4

**Education**

Department of Education news - Phonics announcement

**Sub-committee**

- updated Victorian Teaching and Learning Model starting 2025
- explicit teaching at its core
- P-2 students taught using systematic synthetic phonics approach
  - help students break up words into individual sounds
  - explicit teaching of the relationship between sounds and letters to read words
  - 25 minutes a day
  - schools and teachers will be supported to implement these approaches through the provision of high-quality, practical lesson plans
  - this is designed to also reduce teacher workload
- <https://www.premier.vic.gov.au/making-best-practice-common-practice-education-state>
- <https://www.youtube.com/watch?v=KOG6teawxls>

-More information will be communicated with families as it becomes available.

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**8. General  
business**

Fundraising: Chocolate Drive \$60 per box. The school makes \$20 per box. All prepaid by families

8.1



Suggestion to present ideas to families on how they could engage. eg. share a box with another family or bring box into work to sell! Or eat all by yourself!

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**9. Correspondence**

**9.1 Incoming**

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9.2 **Out-going**

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Tuesday 20th August 2024

10. Next Meeting:

11. Closure of meeting

- The chairperson declared the meeting closed at 6:37pm.

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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