

AITKEN HILL PRIMARY SCHOOL School Council Agenda



DATE:	21 May 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,,		
MINUTE TAKER:	Kathryn Adams		
OBSERVERS:	Deb Wilson (Business Manager)		
APOLOGIES:	Fanny Elliott, Sam Sendag, Murray Subramaniam		
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	<ul style="list-style-type: none">Fanny Elliott, Sam Sendag, Murray Subramaniam	
3. Quorum	<ul style="list-style-type: none">Yes	
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 19th March be accepted.	<p>Motion: "That the Minutes of the meeting held on 19th March be accepted</p> <p>Moved: Heyam Seconded: Kate</p>
6. Business arising from the minutes		

7. REPORTS

7.1 PRINCIPALS REPORT

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-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

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

STAFFING UPDATE:

Two new maintenance staff employed on part time basis due to Ian's retirement and Luigi being on sick leave. Will Clark and Heath Hart both started last week.

STEM teacher employed to replace Trevor who returned to USA - Yurani Perera started Monday 20th May. New part time classroom teacher in Year 4 - Rebecca Harman started Monday 20th May. Disability Inclusion Leader interviews were held on Friday 17th May. Hired Annabel Barbara.

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

18th June

20th August

17th September

15th October

19th November

10th / 17th December

Term Dates:

Term 2, 2024	Monday 15 April	Friday 28 June
	Friday 24 May	Curriculum Day
	Friday 7 June	Yr 4 Ceres excursion
	Monday 10 June	King's Birthday Public Holiday
	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

Proposing 24th July Pupil free day to run Parent Teacher Interviews 11am-7pm.

Moved: Venu

Seconded: Heyam

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

FINANCE REPORT - FINANCE COMMITTEE MEETING WEDNESDAY 8TH MAY 9AM

7.2 End of month financial reports for the month of March 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 20/04/2024

Actions:

- 1. Bank Reconciliation for Official Account be endorsed for March 2024**
- 2. Bank Reconciliation for High Yield Account be endorsed for March 2024**
- 3. Payments for the month of March \$188188.36 as per Cash Payments Report March 2024**

Direct Deposit Creditors	185885.93
CSEF Transfers	232.00

Coles Card Account June purchases	0.00
Bank Charges – Merchant Fees / CommBiz	21.10
Family Payments	0.00
Purchase Card payment	2049.33
Total Payments	188188.36

4. **Transfer of funds from High Yield to Official \$175000 to cover above payments as per Bank Account Movements Report be endorsed.**
5. **Invoices awaiting payment \$20528.25 be paid in April as per March report.**
6. **Family Credit Notes Report – Duplicate charge reversal**
7. **Sundry Debtors Credit Notes Report - Nil**

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

General Business:

Fringe Benefits tax payable year ended 31/03/2024

Report submitted 18th April 2024 - Staff end of year function school part payment 40 staff @ \$30 per head finger food and venue hire. \$1200 less GST \$109.09 net FBT payable on \$1173.23.

School subsidy of staff function approved in November 2023 meeting.

8. **School council to endorse FBT statement year ended 31/03/2024 as detailed**

Moved Heyam

Seconded Kate

Confirmed Cash Budget received from DET 28/03/2024 based on enrolment census figures.

Updated cash budget attached for endorsement:

Note: Census enrolment audit to be conducted on 30/04/2024 so confirmed budget may change depending on outcome.

9. **Master cash budget document to be endorsed as presented.**

School Council to endorse cash budget document as presented.

Moved: Heyam

Seconded: Venu

APRIL 2024 FINANCE REPORTS – FINANCE COMMITTEE MEETING 8TH MAY

DISTRIBUTION: Pete Hansen, Heyam Masri, Sam Sendag

End of month financial reports for the month of April 2024

- **Balance Sheet**
- **Operating Statement**
- **Cash Receipts**
- **Cash Payments**
- **Cancelled Receipts Report**
- **Cancelled Payments Report**
- **Journal Report**
- **Cash Flow Statement**
- **Bank Account Movement**
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- **Invoices Awaiting Payment**
- **Family Credit Notes Report**
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- **Bank Reconciliations for all bank accounts**
- **New or modified creditors reports (new report)**

SRP Report 20/04/2024

Actions:

- 1. Bank Reconciliation for Official Account be endorsed for April 2024**
- 2. Bank Reconciliation for High Yield Account be endorsed for April 2024**
- 3. Payments for the month of April \$58409.01 as per Cash Payments Report April 2024**

Direct Deposit Creditors	55165.92
CSEF Transfers	14.00
Coles Card Account June purchases	0.00
Bank Charges – Merchant Fees / CommBiz	15.88
Family Payments	0.00
Purchase Card payment	3213.21
Total Payments	58409.01

4. Transfer of funds from High Yield to Official \$15000 to cover above payments as per Bank Account Movements Report be endorsed.
5. Invoices awaiting payment \$24572.37 be paid in May as per April report.
6. Family Credit Notes Report – Duplicate charge reversal
7. Sundry Debtors Credit Notes Report - Nil

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

General Business:

Profit & Loss statement Year 3 Chinese Museum incursion

PROFIT AND LOSS REPORT YEAR 3 LANTERN MAKING INCURSION		
REVENUE		
117 Invoiced		\$1,872
LESS CREDIT NTS SUPPRESSED		0
EXPENSES		
IncurSION Cost		\$1,658
PROFIT/LOSS	PROFIT	\$214.00
COST TO STUDENTS BASED ON 85% ATTENDANCE		

PROFIT AND LOSS REPORT YEAR 3 LANTERN MAKING INCURSION		
REVENUE		
117 Invoiced		\$1,872
LESS CREDIT NTS SUPPRESSED		0
EXPENSES		
IncurSION Cost		\$1,658
PROFIT/LOSS	PROFIT	\$214.00
FEE CODE SUMMARY REPORT		
SUB PROGRAM ACCOUNT TRANSACTION REPORT		

Service Provider discounted pricing after incurSION due to them arriving late for first session. This resulted in profit balance of \$214 which will be utilised in later events for this cohort.

Profit & Loss statement Year 2 History Box incurSION

PROFIT AND LOSS REPORT YEAR 2 HISTORY BOX INCURSION		
REVENUE		
131 invoiced		\$1,834
LESS CREDIT NTS SUPPRESSED		0
EXPENSES		
IncurSION Cost		\$1,749
PROFIT/LOSS	PROFIT	\$85.00

COST TO STUDENTS BASED ON 85% ATTENDANCE		
FEE CODE SUMMARY REPORT		
SUB PROGRAM ACCOUNT TRANSACTION REPORT		

School Council to endorse profit/loss statements for incursions above

Moved: Kate

Seconded: Venu

7.3 Building works continuing - Walls going up, roof on, brick work

**Building and
Grounds /
Facilities**

New maintenance staff employed.

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

sub-committee

7.4
Education

Sub-committee

5 Week Plan

Professional Learning Communities

- Working with regional coach Michelle Hyde
- Visit to PLC Link School Sunbury Primary this week
- PLC School Improvement Team meet every fortnight

Reading

- Year 2 Reading unit of work with Teaching Partners

Numeracy

- Action Team working on implementing Mathematics 2.0 Victorian Curriculum

Student Wellbeing

- Wellbeing School Improvement Team meet every fortnight
- Students in Year 4 - 6 completing Student Attitudes to School Survey
- School Wide Positive Behaviour Support
 - Working with Regional Coach
 - SWPBS School Improvement Team meet every fortnight

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

8.1

-

Can we build networking opportunities between families?

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

Possible questions:

- Are families interested in engaging/participating in social events with other families outside of school?
- If yes, what are your preferred times/days?
- What are some events you would like to attend when networking with other families outside of school?
- I am interested in participating in: events with other parents/carers/adults, family friendly events, both?
- Would you like to be involved in a committee coordinating these events?

Fundraising:

- Need to present to families what we are fundraising for. eg. When we raise enough money we will get 'x'.
- Gold coin donation events
- Open classroom involving some sort of fundraising?
- Family picnic? Performances? Sausage sizzle?
- Timing? During or straight after school.

9. Correspondence

9.1 Incoming

9.2 Out-going

-

Tuesday 18th June 2024

10. Next Meeting:

- The chairperson declared the meeting closed at 6:46pm.

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