

DATE:	March 2nd 2022	TIME:	6.05pm
VENUE:	Via Webex Aitken Hill Primary School		
CHAIR:	Venu Venreddy - School Council President - 2021		
ATTENDEES:	Venu Venreddy, Heyam Masri, Pete Hansen, Rachel Griffiths		
MINUTE TAKER:	Rachel Griffiths		
OBSERVERS:	Deb Wilson (Bus Mgr)		
APOLOGIES:	Fanny Elliott		
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.



Item	Details	Actions/ Recommendations
1. Welcome		
2. Apologies	•	
3. Quorum	•	Quorum
4. Conflict of interest	•	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 24 November 2021 be accepted. 	<p>Motion: “That the Minutes of the meeting held on 24 November 2021 be accepted”.</p> <p>Moved: Venu</p> <p>Seconded: Heyam</p>
6. Business arising from the minutes		



7. Reports

7.1

Principal's report

CURRENT ENROLMENTS

- Total 703
- Prep 143 Ratio 1:20.4
- 1/2s 244 Ratio 1:20.3
- 3/4s 184 Ratio 1:26.2
- 5/6s 132 Ratio 1:26.4
- P-2 387 students 19 teachers Ratio 1 : 20.3
- P-6 703 students 31 teachers Ratio 1 : 22.6

DET - ratio 1:26

Could be an impact on enrolments with the borders opening

NEW VICTORIAN SCHOOLS AGREEMENT

2022

- 1% base salary increase for all staff every six months from 1 January 2022 to 1 July 2025, plus an additional annual allowance, equivalent to 1% of salary for most employees.
- Adjustments to salary structures delivering further salary increases to most employees.
- Significant improvements to classification structures and salary progressions for Education Support Staff as well as the provision of laptops.
- A new salary structure for principals and assistant principals
- A one-hour reduction in face-to-face teaching time next year, with a further 30 minute reduction in 2024.
- Time-in-lieu arrangements for out of hours work.
- Greater autonomy around the use of non-teaching time
- A further increase to the graduate teacher salary rates
- Parental leave increases – 16 weeks paid primary carer leave (up from 14



weeks, or 8 for adoption leave), and an increase in paid partner leave from 1 week to 4.

STRATEGIC PLAN: GOALS

- To improve student learning outcomes for every student in literacy and numeracy
- To strengthen student engagement in learning
- To strengthen students' resilience and wellbeing

2022 Initiatives

- Teaching Partners
- Berry Street Training (curriculum days March 25 and Semester 2 date)
- Literacy Pilot - currently carrying out assessments (English Online Interview). Teachers will be involved in professional learning to improve their teaching of literacy
- Refugee Education Support Program RESP
- NAPLAN - online
- Tutoring Initiative

SCHOOL COUNCIL TRAINING

- Induction Video <https://bit.ly/2CUjVxV> -
- online training and modules
 - <https://lms.learneyo.com/DETSC/>
 - <https://www.synergistiq.com/counciltraining/>
- Face to face training may be an option once restrictions lift

SCHOOL COUNCIL ELECTIONS

7 February : Call for Nominations parent & DET categories



14 February: Nominations closed

Parent Vacancies: 2

Noms received: 2

DET vacancies: 1

Noms received: 1

Casual Vacancies: 2

To replace Geoff D'Alessandro & Jacui Gluyas

New Parent Members: Kate Gayfer/Krunal Sheth

DET Member: Fanny Elliott

Casual Members: Heyam Masri
Ravichandran RAGUPATHY

Community Member: Vacant

Motion: SC to endorse parent nominations of Kate and Krunal for 2 Year positions as per guidelines

Moved: Venu

Seconded: Rachel

Motion: SC to endorse Heyam Masri and Ravichandran RAGUPATHY to fill casual vacancies due to families leaving AHPS in 2021 for 1 Year duration.

Moved: Rachel

Seconded: Venu

DATES

2022

Term 1 - Monday January 31 - Friday April 8

- Public Holiday - Labour Day - Monday March 14
- 22 March ALPHA productions
King Arthur - Performing Arts whole school
- Curriculum Day # 2 - Friday 25 March Berry Street training with Elevation Secondary & Keelonith Primary School

Term 2 - Tuesday April 26 - Friday June 24

- Monday April 25 Anzac Day
- Curriculum Day # 3 - Friday 10 June Berry Street training with Elevation Secondary & Keelonith Primary School
- Public Holiday - Queen's Birthday - Monday June 13

Motion:
"That the report as tabled is accepted and recommendations endorsed".

Moved: Rachel
Seconded: Heyam



Term 3 - Monday July 11 - Friday September 16

Term 4 - Monday October 3 - Tuesday December 20

- Curriculum Day # 4 Monday October 31
- Public Holiday - Melbourne Cup Day Tuesday November 1



FINANCE REPORT

End of month financial reports for the month of November / December 2021 & January 2022

- 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

SRP Report as at 26/02/2022

Actions:

November

1. Bank Reconciliation for Official Account be endorsed for November 2021
2. Bank Reconciliation for High Yield Account be endorsed for November 2021



3. Payments for the month of November 2021 \$34941.30 as per Cash Payments Report November

Direct Deposit Creditors	44708.56
CSEF Transfers to other schools	0
Coles Card Account December purchases	0
Bank Charges – Merchant Fees / CommBiz	54.56
Purchase Card payment	5291.27
Total Payments	50054.39

4. Transfer of funds from High Yield to Official \$55000 in November to cover above payments as per Bank Account Movements Report be endorsed.
5. Invoices awaiting payment \$19370.80 be paid in December as per November report

Financial Statements 1 – 5 - November reports be endorsed.

Moved: Venu

Seconded: Rachel

December

6. Bank Reconciliation for Official Account be endorsed for December 2021
7. Bank Reconciliation for High Yield Account be endorsed for December 2021



8. Payments for the month of
December as per Cash Payments Report
December

Direct Deposit Creditors	69035.00
CSEF Transfers to other schools/family refunds	115.00
Coles Card Account December purchases	135.04
Bank Charges – Merchant Fees / CommBiz	56.27
Purchase Card payment	437.02
Total Payments	69778.33

9. Transfer of funds from High Yield to
Official \$55000 December to cover
above payments as per Bank Account
Movements Report be endorsed.

10. Invoices awaiting payment \$9130.01
be paid in January as per December
report

11. Year 5/6 Swimming Financial
Statement as attached to be
endorsed. Shortfall is covered by
DET funding for swimming program.

12. Financial Commitment Summary to
be endorsed as per report

Details:

Other Recurrent expenditure \$9130.01
(Invoices awaiting payment)



Revenue received in advance \$31036.70
(CSEF held over + incur payments held over due to covid)

School based programs \$10000
(English (Equity) carried over from 2021)

Short Term Capital works \$7000
(security fencing – maintenance shed)

Grounds \$13000
(Ride on mower – stock not available due to covid)

January 2022

13. Bank Reconciliation for Official
Account be endorsed for January
2022

14. Bank Reconciliation for High Yield
Account be endorsed for January
2022

15. Payments for the month of January
2022 of \$1995.44 as per Cash
Payments Report January 2022

Direct Deposit Creditors	0.00
CSEF Transfers to other schools	273.00
Coles Card Account December purchases	31.80
Bank Charges – Merchant Fees / CommBiz	36.10
Purchase Card payment	1654.54
Total Payments	1995.44

Financial statements 6-12 to be
endorsed for December.

Moved: Venu

Seconded: Heyam



16. Transfer of funds from High Yield to Official was NIL in January as per Bank Account Movements Report
17. Invoices awaiting payment \$51753.95 be paid in February as per January report
18. Balance Day adjustments processed (2021 -2022) – Alpha Productions incursion previously scheduled for 2021 and parent payments receipted adjusted to reflect in 2022 financials as event has been rescheduled for later this year.

Staff Macbook Air purchases ordered and paid for in 2021 for 2022 new staff adjusted to reflect in 2022 to enable reimbursement from DET when Teacher Notebook Program Tranche 22.1 opens in February 2022.

School Council to endorse financial statements from 13-18 for January.

moved: Rachel
Seconded: Venu

GENERAL BUSINESS ENDORSEMENTS FOR 2022

1. Bank Signatories

- 1.1 High Yield Account – BSB 033 210 A/c 121581 Peter Hansen (Principal), Rachel Griffiths Assistant Principal) remain authorized signatories of the Westpac High Yield account along with Venu Venreddy – School council President. Note: Samantha Kenely (Assistant principal) remains as an authorized signatory but is currently on secondment to another school in a Principal role. She will be removed should the temporary



transfer become permanent. This will be minuted at the school council meeting following that permanent promotion if applicable. (No change from 2021)

- 1.2 Official Account – 063788 10150814 Peter Hansen (Principal), Rachel Griffiths (Assistant Principal) remain authorized signatories of the Westpac High Yield account along with Venu Venreddy – School council President. Note: Samantha Kenely (Assistant principal) remains as an authorized signatory but is currently on secondment to another school in a Principal role. She will be removed should the temporary transfer become permanent. This will be minuted at the school council meeting following that permanent promotion if applicable. (No change from 2021)

School Council endorse bank account signatories as stated (no change from 2021)

Moved: Heyam

Seconded: Venu

2. Purchase orders authorisations

Endorse Peter Hansen (Principal) to be authorising officer of all school purchase orders logged in Compass except those orders submitted by him. In this case Rachel Griffiths (Assistant Principals) will be the authorising officer for the school purchase order.

Rachel Griffiths (Assistant Principal) and Daniel Xuereb (Assistant Principal) will be authorised to approve school purchase orders in the Principal's absence if required.

School Council endorses Deb Wilson as business Manager to approve sub program lines in purchase order system and Pete Hansen (Principal) to be final approver for 2022. Rachel Griffiths & Daniel Xuereb (Assistant Principals) to be final approvers in Pete's absence.



The purchase order computer program in Compass is set up with a 2 approval process with Deb Wilson (Business Manager) being the preliminary approver and Principal Peter Hansen being final approver with stipulations as mentioned above.

Moved Venu
Seconded: Heyam

3. Fundraising GST

Endorse the treatment of GST on any fundraising events for the 2022 school year to be input taxed on all transactions including revenue and expenses.

School Council endorse the fundraising activities planned for 2022 and endorse the treatment of GST for all fundraising expenses and revenue be coded as "input taxed."

These Input Taxed events are planned to be conducted by Aitken Hill PS in the year ended 31 December 2022 and all relevant financial transactions will be accordingly recorded in the schools accounting and taxation records as input-taxed for BAS reporting purposes.

Moved: Venu
Seconded: Heyam

The Council notes that the record of this decision must be retained for 5 years and that this election cannot be revoked for 12 months.

The council notes that the transactions of each Input Taxed event will have separate accounting records and that the annual turnover of Input taxed event will be no more than \$150,000.

Planned fundraising events to date are as follows:

Cadbury Chocolate Drive	February 2022
Mothers Day stall	May 2022
Fathers Day Stall	September 2022
An "Athon"	
eg. Readathon, walkathon	TBA

4. Finance Policies to be endorsed for 2022

Cash Handling
Parent Payments Arrangements
(Parent Letter 2022 including refund policy)
School Investments



Electronic Funds Management
School Purchase Card
Fundraising

School Council to endorse finance policies as tabled for 2022
Moved Rachel
Seconded Venu

5. New Creditor Listings

Endorse the current creditors paid by direct credit as attached.

School council endorse current creditor listings as tabled.
Moved Venu
Seconded Rachel

6. School Purchase Card

Endorse the current school purchase card register

School Council endorse school purchase card register for 2022.
Moved Heyam
Seconded: Rachel



7.3

Building and
Grounds /
Facilities

Maintenance shed completed with security fencing,
and electricity connected.

sub-committee

Shade Sails Grant 2021 has been approved for up to
\$25000. Submission attached. Funding must be
used for shade over outdoor potential learning
spaces not for play equipment. Quote totals



	<p>\$38500 for 2 structures, 1 at each end of the learning street including anti climbing poles for safety purposes.</p> <p>Additional Staff toilet block has arrived for installation in front of portable classrooms</p> <p>Security fencing has been installed at rear of oval and double gates placed off driveway side for easy access for mowing</p> <p>New parking and gates via Rhyolite Drive and Waterview Boulevard.</p>	
<p>7.4 Education</p> <p>Sub-committee</p>	<p>Child Safety</p> <p>VRQA - Policies currently being worked on for updating. At completion will be available in Compass school resources tab</p>	
<p>8. General business</p> <p>8.1</p>	<p>Parent Communication:</p> <p>Survey to obtain feedback on what information parents want and how often. Options are updates through compass, weekly newsletters with photos and overview of what students are working on. Possibly on site parent sessions/visits once DET restrictions are further eased.</p> <p>Communication to parents regarding our DET Operations Guide instructions so they are aware of why we have particular processes in place. e.g. parents not permitted in buildings unless they are fully vaccinated - due to the difficulty managing this at present we are asking parents to remain in the grounds and not enter the buildings unless prior arrangements have been made.</p> <p>Need to continually promote Compass to parents as this is our communication tool and this is how we contact parents, record student absences, complete student reports, provide excursion/incursion information and permission forms and payments. If parents are not using this app they may be missing out on important information.</p>	



	School Crossing: Can we request that supervisor lets more cars through the crossing before stopping traffic to help with traffic flow.	Contact to be made with Hume Council to ascertain if this is possible / find out if supervisors have specific instructions on traffic flow management at the crossing.
8.2		
8.3		
9. Correspondence		Motion: "That the Inwards Correspondence be received and actions endorsed. " - No action required
9.1 Incoming	<ul style="list-style-type: none"> 	Moved: Seconded:
9.2 Out-going		
10. Next Meeting:	1st Meeting of new school council including AGM to appoint members to executive positions within school council March 30th 6pm	
11. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed at 7.26pm. 	

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

