AITKEN HILL PRIMARY SCHOOL
School Council Agenda

DATE:	13th May 2026	**TIME:**	9.39am
VENUE:	Webex		
CHAIR:	Peter Hansen		
ATTENDEES:	Peter Hansen (Principal), Heyam Masri (written response), Kate Gayfer, Sam Sendag, Murray Subramaniam (written response), 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	• Heyam & Murray unable to log on. Responded to agenda items via email	
3. Quorum		equal numbers DET & Parent. Additional parents responded via emal
4. Conflict of interest		no
5. Minutes of the previous meeting	• Minutes of the previous meeting to be accepted in the June meeting	Moved: Chris Seconded: Fanny
6. Business arising from the minutes	n/a	

7. REPORTS

7.1 **PRINCIPALS REPORT**

2025 Annual Report Draft to be endorsed

Please refer to the document emailed to all members on Tuesday 5th May 2026.

Notes: Naplan results improving, growth b/n years and in some cases we are above similar schools in our network

Wellbeing: Has been a challenge - student surveys / student voice used to collect data

bullying: No change, no decline, but no improvement so more work to do

SWPBS: Continuing to work on the program in conjunction with other areas of DET

Social Skills: Therapy Dog program, wellbeing hub and extension of classroom teaching

Attendance: Still needs improvement - we have met with region to gather information and utilise support. There is evidence of a "hangover" from covid and "staying home" We are also dealing with a large number of late arrivals on a daily basis.

School Council members to endorse the 2025 Aitken Hill Primary School Annual Report

Moved: Kate

Seconded: Chris

7.2 Finance - 2026 Cash Budget confirmed

Please refer to the document emailed to all members on Tuesday 5th May.

Note: Final budget balance of -$54583 is not the nett cash balance held it is the nett balance below our recommended operating reserve of $200000. All budgets across the school will be monitored closely and all available funding reimbursements will be submitted to the Department to move towards reducing the difference between our expected operating reserve and our actual operating reserve at the end of the 2026 year.

The school council members endorse the 2026 cash budget document presented.

Moved: Chris

Seconded: Sam

7.3 **Building and Grounds / Facilities** **sub-committee**	N/A this meeting
7.4 Education **Sub-committee**	N/a this meeting
8. General business 8.1 •	. N/A this meeting
9. Correspondence 9.1 **Incoming**	
9.2 **Out-going** •	
10. Next Meeting:	Tuesday 9th June 6pm
11. Closure of meeting	• The chairperson declared the meeting closed at 9:53am

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