Meeting Opened at: 6:50pm

1.0 Present: Kerrie Slaymaker, Brian Hill, Michelene Ryan, Heidi Morgan, Irene Johnstone, Emily Camilleri, Erin Wardley, Brian Reynolds

2.0 Apologies: Nicolle Brown, Ross Preston

3.0 Minutes of Previous Meeting
Motion: To accept the minutes from December meeting as tabled.
Moved: B Hill
Seconded: M Ryan

4.0 Business Arising from Previous Meeting:

Correspondence:
4.1 Inwards:
- Letter from Lila Gray – thank you
- DE&T bulletins

4.2 Outwards: as tabled

Motion: To accept the correspondence as tabled
Moved: K Slaymaker
Seconded: M Ryan

5.0 Business Arising from Correspondence: n/a

6.0 Reports
6.1 Executive Officer: as tabled

6.2 President’s Report: n/a

6.3 Parents’ Association:
- $13,906.97
- PA held their first meeting on Monday 2\textsuperscript{nd} Feb.
- The fundraising focuses for term 1 are the hot cross bun drive, Easter raffle and they are considering what they are going to do for the Student disco. They will also be purchasing gifts for the Mother’s Day Stall
- PA has been successful in gaining a place for the Bunning sausage sizzle. The date is very late in the year on Saturday 12\textsuperscript{th} December but it should be a very profitable time for us.
- PA will be holding their AGM on Monday 2\textsuperscript{nd} March.

7.0 Education Committee:
- The BYOD ipad program is being rolled out with year 5 students having their iPad set up last week and year 4’s and 3’s to follow.
- Parent Teacher Interviews for Yr 1-6 students- Monday 23\textsuperscript{rd} February
- All year levels will be providing parents with a basic curriculum guide for term 1. This will be available on our website.
7.1 Finance: as tabled

RECOMMENDATIONS
That the cash payment report for January 2015 be ratified and passed for payment
Moved: B Hill
Seconded: I Johnstone

That the balance sheet and operating statement for January 2015 be accepted.
Moved: B Hill
Seconded: A White

That the cash payment report for December 2014 be ratified and passed for payment
Moved: B Hill
Seconded: M Ryan

That the balance sheet and operating statement for December 2014 be accepted.
Moved: B Hill
Seconded: E Wardley

A representative from Paul Sadler Swimland did not attend this finance meeting.

7.2 Buildings and Grounds: n/a

7.3 Fundraising Committee:
• Final profit for the 2014 mini-fete $7,707. That was a very pleasing result.
• Fundraising for 2014 (fete, book fair, lapathon, hall hire) netted a total of $19,053

7.4 Canteen:
• Canteen balance: $5,042.86
• The canteen has been painted, the range installation completed and power point has been installed above the central work bench. It looks fantastic.
• Leanne has had a positive start in the canteen, however we will need to continue working on building a reliable bank of parent helpers.
• Leanne has already had a surprise Health Inspector visit last week which went very well except for a couple of minor issues that she has now attended to.

7.5 Student Leadership Group:
- School Captains were chosen at the end of last year and presented at assembly – Ram & Cody
- Students nominating for House Team captains presented their “speeches” to their house teams on Monday and the successful candidates will be presented at assembly on Friday.
- Student Leaders will be chosen after that.

Motion: to accept all of the reports
Moved: E Camilleri
Seconded: B Hill
8.0 General Business:
- **School Council elections**
  School Council election process is underway.

- **20th Anniversary Celebrations:**
  Term 1 – Family Movie & picnic Night, Friday 20th March 2015

- **2015 curriculum days**
  **Motion:** To approve the following curriculum days for 2015:
  - Thursday 16th July – Reporting to parents
  - Monday 2nd November – Professional Learning
  **Moved:** I Johnstone
  **Seconded:** A White

- **Year 4 excursion**
  **Motion:** To approve the Year 4 Excursion to the Melbourne Zoo on Wednesday 11th March as set out in the tabled risk assessment and planner.
  **Moved:** M Ryan
  **Seconded:** B Hill

- **2015 Finance actions**
  The following actions are hereby submitted for approval by Westgrove Primary School Council for 2015.
  **Motion:** That the fundraising activities listed below be nominated as input taxed events for GST purposes:
  - canteen
  - fete
  - walkathon
  **Moved:** K Slaymaker
  **Seconded:** A White

  These Input Taxed events are planned to be conducted by Westgrove Primary School in the year ended 31 December 2015 and all relevant transactions will be recorded in the school's records as “G13 and G04” for CASES 21. That is, included on the BAS for reporting purposes but no GST remitted or claimed. The Council notes that the transactions of each Input Taxed event will have separate accounting records.

  **Motion for the GST component of all any other fundraising activities to be determined by use of the Fundraising Wheel available on the Tax Unit website.**
  **Motion:** A motion is hereby placed before Westgrove Primary School Council for the use of the fundraising wheel to determine the treatment of the GST component for all other fundraising events by Westgrove Primary School.
  **Moved:** B Hill
  **Seconded:** M Ryan

  **Motion:** To endorse the following list of officers approved to sign official order forms:
  - Heidi Morgan
  - Kerrie Slaymaker
  - Brooke Barnes (where the officers above are unavailable)
  **Moved:** E Camilleri
  **Seconded:** B Hill

All camps and excursions arranged by Westgrove Primary School will be fully funded by the families of the students involved.
Motion: To approve the Westgrove Primary School Investment Policy as tabled.
Moved: B Hill
Seconded: B Reynolds

Motion: To approve the Westgrove Primary School Internet Banking Policy as tabled.
Moved: B Hill
Seconded: B Reynolds

Motion: To approve the Westgrove Primary School Purchasing Card register as tabled.
Moved: E Camilleri
Seconded: I Johnstone

When a cardholder uses a purchasing card to acquire goods and services related to the school’s activities, the transaction signifies the cardholder’s authority to incur a liability on behalf of the school.

Motion: For the purchasing cardholders to have financial delegation equal to the terms and conditions outlined in each cardholders ‘Undertaking by the Cardholder’ document. This document is retained for audit purposes in the School Purchasing Card folder in the Business Manager’s office, and is signed by the cardholder, and the School Council President before the purchasing card is issued.

Moved: K Slaymaker
Seconded: M Ryan

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

Meeting Closed at: 8:00pm

Next meeting: Tuesday 10th March, 2015 - 6:30pm