Change Over Council Meeting.
Expected Attendance:
Councillors:
2015: Brian Reynolds, Brian Hill, Erin Wardley, Anthony White, Ross Preston, Lisa White, Alison Britt, Irene Johnstone, Emily Camilleri, Linda Attard, Heidi Morgan, Kerrie Slaymaker, Micheline Ryan, Helen Fraser
2016: Amber Vidler, Victoria Mahony, Anthony White, Samara Renton, Lisa White, Alison Britt, Irene Johnstone, Emily Camilleri, Linda Attard, Kerrie Slaymaker, Michelle Dolling, Brooke Costello and Helen Fraser
Visitors: Heidi Morgan, Brian Reynolds

Shared Light Meal: 6:00pm
Thank you and Farewell to outgoing Councillors. Welcome to new Councillors.

Council Meeting: 6:45 pm
Meeting Opened at: 6:40pm

CHAIRPERSON: Helen Fraser (Principal)

Welcome Everyone
1.0 Apologies: Irene Johnstone, Lisa White

2.0 Election of Office Bearers:

- **President**: Amber Vidler
  - Nominated: Allison Britt
  - Seconded: Brooke Costello

- **President**: Anthony White
  - Nominated: Sam Renton
  - Seconded: Emily Camilleri

Vote conducted to select a President
Amber Vidler was elected as President with a majority vote

- **Vice President**: Emily Camilleri
  - Nominated: Vicky Mahony
  - Seconded: Amber Vidler

Emily Camilleri elected as Vice President

- **Treasurer**: Anthony White
  - Nominated: Vicky Mahony
  - Seconded: Emily Camilleri

- **Treasurer**: Alison Britt
  - Nominated: Michelle Dolling
  - Seconded: Sam Renton

Alison Britt elected as Treasurer with a majority vote

- **Minute Secretary**: Kerrie Slaymaker
  - Nominated: Alison Britt
  - Seconded: Linda Attard

CHAIRPERSON As Nominated

1.0 Minutes
Motion: That the Minutes from School Council Meeting, Tuesday December 8, 2015 be accepted.
Moved: A Britt Seconded: L Attard

2.0 Business Arising from previous Council Meeting:

2.1 Linda reported on her dealings with JB Hi-Fi in relation to tech support for the BYOD program. A portal can be developed to support families in purchasing, leasing etc to support the BYOD program. Links attached for further information.

3.0 Correspondence:

3.1 Inwards: n/a
3.2 Outwards: n/a
3.3 Business Arising from Correspondence:
Moved: n/a Seconded: n/a
4.0 Sub Committee minutes and Reports

4.1 Finance - reports tabled/emails.

Recommendations:

- That the payments for December total $170,645, January total $45,468.27 as presented at Finance be ratified by School Council.
- That the 2016 Financial Commitment Summary as presented at Finance be ratified by School Council.
- That the 2015 Profit & Loss Statements for Canteen, Fundraising Events and Pool as presented at Finance be accepted by School Council.
- That the 2015/16 Assets Comparison report with asset write-downs as presented at Finance be accepted by School Council.
- That the 2016 Investment Policy as presented at Finance be accepted by School Council.
- That the 2016 Internet Banking Policy as presented at Finance be accepted by School Council.
- That the 2016 Parent/Carer Payment Policy as presented at Finance be accepted by School Council.
- That the 2016 Cash Handling Policy as presented at Finance be accepted by School Council.
- That the Purchasing Card Cardholder Register (to date) and the two nominated signatories of Kerrie Slaymaker and Heidi Morgan as presented at Finance be accepted by School Council. School Council to note that record of these decisions must be retained for 5 years and this election cannot be revoked for 12 months.
- That all transactions relating to Canteen expenditure continue to be Input Taxed.
- That all transactions relating to Fundraising continue to be Input Taxed.
- 2015 CRT costs as presented at Finance be noted. Intention to discuss at Consultative Committee.
- That the following 'External Users'; Danchelle School of Dance, Melbourne Sword Play Guild, Darley Music, Primary Music Institute and Quantin Binnah Community Centre legal requirements/compliance are in order.
- That the following signatories; Helen Fraser, Kerrie Slaymaker, Heidi Morgan and Brooke Barnes (where the other approved officers are unavailable) as presented at Finance be accepted by School Council.

4.2 President's Report: Welcome!

4.3 Principals' Report: (Helen, Kerrie & Heidi) as tabled

4.4 Parents' Association:

- $9,943.00 in account
- The 2016 AGM has been conducted. We welcome the new Executive as follows:
  - President: Lisa White
  - Vice President: Jessie Corney
  - Secretary: Alison Britt
  - Assistant Secretary: Aimee Verbene
  - Treasurer: Kerry Grimshaw
- PA is currently considering a name change with the thought of the new name being more inclusive and inviting. We hope to come to agreement at the next meeting. Westgrove Community Association - Helping Hands is a popular favourite at this stage.
- Term 1 fundraiser is the Hot Cross Bun drive. These orders are all due back at school by Friday 11th March.
- PA will be conducting the sausage sizzle at the SLG Disco on Tuesday 15th March. Please let me know if you would like to help.
- Preparations for the Mothers’ Day Stall in term 2 are well underway with a number of orders placed and some goods already arriving at school.

4.5 Canteen:

- Canteen balance: -$546.22 ($2,000 carry over from 2015)
- Leanne does have some new volunteers and is positive about the prospect of recruiting a few more in the future.
- Power tripped again over the holidays which affected the one freezer that was operating. Fortunately stock losses were minimised by the fact that Leanne had been running stock down significantly in the lead up to the holidays.
- The main fridge broke down on one of the hot days. We had the filter cleaned and a condenser and valve replacement to bring it back into perfect working order.
- Health Department conducted their annual check two weeks ago. This went very smoothly with the representative spending the majority of the time with Leanne explaining new guidelines, procedures and documentation for monitoring food temperature
- We will be running the breakfast program from the canteen in the mornings- we will need to consider installing a dishwasher to ensure that the breakfast club dishes are dealt with quickly before canteen operations start at 9:00am. The cost would be around $700 for a Bosch model that is currently in the staffroom

Motion: That the reports and recommendation/s as presented be accepted.

Moved: B Costello
Seconded: S Renton
5.0 Camps/Excursions/Incursions:
5.1 Camps/excursions/incursions for the School.
   Incursion and Excursion Risk Assessments completed for each
   • Incursion- Swim training – Paul Sadler 8th February
   • Excursion District Swim Carnival – 25th February
   • Excursion- SRC Forum – School Captains - 9th March
   • Incursion- term 1 swim program for Year 1
   • Excursion -Interschool Summer Sport Year 6 - 7 dates Terms 1-3
   • Excursion- Year 3-6 Athletics Carnival - 3rd March
   • Incursion- More than Rocket Science, Year 5 - 23rd March

   Moved: M Dolling Seconded: A Britt

6.0 General Business:
6.1 2016 Sub Committees (Helen)
   Proposal for consideration that for 2016/17 term sub committees are Finance and Policy & Procedures. Discussion item for next meeting, including membership.

   Motion: That for 2016 the School Council meeting dates are as above.
   Moved: B Costello Seconded: V Mahony

6.3 2106 Westgrove Primary School Emergency management Plan (overview given - Helen Fraser)
   Motion: That the 2016 Westgrove Emergency Management Plan as presented be accepted.
   Moved: L Attard Seconded: S Renton

6.4 2016 AIP (Annual Implementation Plan) (overview given - Helen Fraser)
   Motion: That the 2016 AIP as emailed be accepted.
   Moved: V Mahony Seconded: M Dolling

6.5 2016/2017 School Council Co-option membership Discussion.
   Community members can be co-opted to carry out important role on Council. Our constitution allows for two co-opted members. Do we want to co-opt anyone this year?
   Motion: To accept Brian Reynolds as a co-opted community member
   Moved: L Attard Seconded: A Vidler

Where possible, all information to be circulated to School Council members by the Friday before the School Council meetings.

Meeting Closed at: 8:05pm

8:05pm - 9:00pm

7.0 Principal Selection Process Briefing: Helen Hobley - Senior Education Improvement Leader (SEIL): Wyndham Network explained the process of Westgrove Primary School's upcoming Principal selection process.
   Advertised date: April 1
   Closing date: April 13
   Community Criterion developed

Next Meeting: April 12th.