

KINGSBURY PRIMARY SCHOOL

DATE: THURSDAY 16st June 2016

Time: 7:30pm

Venue: Staff room

MINUTES OF SCHOOL COUNCIL MEETING

Present: Barb Hinsley, Wayne Bolton, Matt Mackenzie-McHarg, Chris Hinsley Stephen Muir, Nigel Proctor, Christel Lemmon, Christopher Brown, Cathy Valkanis, Nicholas Herriman, Mark Olszewski,

Apologies: Irene Athanasopoulos

Chair: Nigel Proctor

Minute Taker: Christopher Hinsley

Item No.	Item	Discussion Point Raised	Action	Person
1.	Welcomes and Apologies	Irene Athanasopoulos		
2.	Minutes of Previous meeting	True and correct.	Moved: Seconded:	Nigel Nick
3.	Business arising from previous minutes	Discussion Have we heard anything back re: grant from Barnardos? It is due tomorrow and another which is due on the 20 th June. Have we heard anything about the alumni meeting? Report to follow. Policies are supposed to be attached to minutes for signature.	Moved: Seconded:	Nigel Nick
4.	Correspondence	<ul style="list-style-type: none"> • Cherry Energy – Audit and potential savings needs to be further review, yet Legal Branch will more than likely say, do not enter into a contract. • Passive Garden – Design issues and flaws, questions raised • Darebin Library • DET emails • Comradeship – monies going to 2/14th from • AEC – use of the school as a polling place. AEC to be contacted and it is to be done in the Isurava building. • OSHC holiday program budget. Finance committee has had consultation about areas for OSHC improvement. • Food Bank – starting next term, calling for donations. • All correspondence tabled. 		
5.	Business Arising from Correspondence	<ul style="list-style-type: none"> • None 		
6.	Reports			
6.1	Principal's Report	as tabled	No election day BBQ – Donations are	

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			welcome.																										
6.2	Buildings and grounds	As tabled in principals report																											
6.3	Community relations	Alumni report – as tabled in Principal’s Report																											
6.4	Parents & Friends	Have been moved, no report tabled.																											
6.5	Canteen	Canteen and Uniform Shop have not yet been asked to hand in their half year reports to ensure they are running in a surplus not a deficit.	Barb will ask both groups to submit a half year report for school Council in July																										
6.6	Education Report	Timeline for school review. We are not allowed to have a previous school reviewer as there is a conflict of interest. They will be looking at all aspects of the school. There will be reference groups, discussions, interviews, analysis of data sets to form an informed reflections of the current School Strategic Plan. Semester 2 (Term 4)- School Self Audit 2017- Formal review will be conducted.	Barb to send out school review timelines and relevant documents regarding school council’s role in our school review.																										
6.7	Uniform	See item 6.5																											
6.8	OSHC	Holiday Program schedule and budget has been tabled																											
6.9	Reports Finance	<p>Notes for the Month of May 2016</p> <p>We have operated May 2016 (GL21151-Cash Flow) with an operating deficit of \$107,401.31 after total receipts of \$41,402.49 and expenditure of \$148,803.80, this represents a deficit of \$8,679.61 on business activities if we exclude the refurbishment payment of \$98,721.70.</p> <p>At the end of May 2016 the account balances total was \$360,027.94 as follows:</p> <table border="1"> <thead> <tr> <th></th> <th><u>HYIA</u></th> <th><u>Official Acc</u></th> <th><u>VTMB TDs</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>1 May 2016</td> <td>\$258,422.32</td> <td>\$ 33,460.86</td> <td>\$175,546.07</td> <td>\$467,429.25</td> </tr> <tr> <td>Revenue</td> <td>\$ 647.76</td> <td>\$ 40,754.73</td> <td>\$ 0.00</td> <td>\$ 41,402.49</td> </tr> <tr> <td>Expenses</td> <td>\$ 0.00</td> <td>-\$148,803.80</td> <td>\$ 0.00</td> <td>-\$148,803.80</td> </tr> <tr> <td>Transfers</td> <td>-\$100,000.00</td> <td>\$100,000.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> </tr> </tbody> </table>		<u>HYIA</u>	<u>Official Acc</u>	<u>VTMB TDs</u>	<u>Total</u>	1 May 2016	\$258,422.32	\$ 33,460.86	\$175,546.07	\$467,429.25	Revenue	\$ 647.76	\$ 40,754.73	\$ 0.00	\$ 41,402.49	Expenses	\$ 0.00	-\$148,803.80	\$ 0.00	-\$148,803.80	Transfers	-\$100,000.00	\$100,000.00	\$ 0.00	\$ 0.00		
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31 May 2016 \$159,070.08 \$ 25,411.79 \$175,546.07 \$360,027.94

Accounts Processing

Committee requests that Council passes for payment the accounts indicated by direct payments and cheques numbered 18351 to 18354 for May 2016 to a total value of \$148,803.80.

This includes:	<u>May 2016</u>
Employee payroll:	\$ 14,949.01
Superannuation:	\$ 1,790.74
Other Direct Payments:	\$131,016.77 (includes \$98,721.70 for AA Turner & \$4,657.60 for CC)
Cheques:	\$ 962.41
<u>Bank Charges:</u>	<u>\$ 84.87</u>
Total	\$148,803.80

Funds Transfer

Council is advised that the approved funds transfer of \$100,000 from the HYIA to the Official Account occurred on 23rd of May to cover the 2nd payment to AA Turner. Another transfer of \$80,000 was done this week to cover the final payment to AA Turner, netbook payments, payroll, super and some other bills.

General Business

KPS OSHC-staffing needs to be rationalised. There seem to be too many staff members on between 5.30 pm and 6pm. Also the staffing budget for excursion days in the holiday programme seems to be the same as for non-excursion days. On excursion days they plan for 50 children and on non-excursion days they plan for 40 children. The staff rations for excursion days are also different, with more staff being needed on excursion days for the same number of children.

The school has now a 'Successful Accessible Buildings program' acquittal form for the \$40,000 for the ramp. \$55,000 is allowed for in the budget for this ramp to be built by AA Turner.

Plans for the assembly area Garden were presented. This garden will be paid for from a Department grant (\$68,000) and the works are due to commence on the 1st of July 2016.

Cherry-Broking (on behalf of Choice Energy) has now approached KPS with the LED lighting proposal after an audit of the school. They claim that KPS can save \$2092 on the electricity bill and this would amount to \$33,000 over 10 years. The upfront costs would be \$2,878 and the company claims that there will be savings within 11 months of investment.

KPS has now investigated new arrangements for waste disposal. As of the 1st of July Premier Waste will be

Moved
Seconded

Christel
Chris B

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	<p>able to handle all waste instead of 4 companies who do this at the moment upon School Council approval. This will save \$200 per month.</p> <p>Term deposit has been renewed for another period of 120 days. We believe that we have a suitable buffer on the HYIA. The 100k term deposit comes up in 2 months. We may need some of that money to be dispersed into other accounts. Actions to be made closer to the date of maturity for that HYIA.</p>	Moved Seconded	Nick Mark
General Business	<ul style="list-style-type: none"> - In next week's newsletter place an open invitation/request for a cot. N Herriman <p>Camp budgets</p> <ul style="list-style-type: none"> - 1/2 Camp– if coming in under the budgeted amount in parent compulsory fees, School council will approve 1/2 camp as long as any surplus is redirected into an excursion or incursion in the same calendar year for those students who have paid the required \$50. Notice needs to have further amendments made before it is distributed. - 3/4 Camp – In principle we agree that this camp is to be organised but we require further details regarding food costings inclusive of GST amounts and budget amounts from the camp. The final amount due by parents is to only be \$150, any deficit will be taken from the cohort's classroom budget. It is the teacher's decision to check if they have the capacity to cover the costs, or make alternate camp arrangements. After the provision of more detail, Finance sub-committee will make a final decision and inform school council of their findings. - Curriculum Day 15th August (approved) 	Moved Seconded	Nigel Chris B

All Reports have been accepted	Moved Seconded	Christel Stephen
Motion for extension 10minutes.	Moved Seconded	Mark Stephen

Meeting Closed at 9.40pm

Next meeting: Thursday 21 July 2016