

# Foster Primary School Council Minutes

Meeting: **Wednesday, 5th May, at 6.30pm**

**Foster Primary School Staffroom**



Item	Details	Actions/ Recommendations
as		
1. Welcome	<ul style="list-style-type: none"> <li>Welcomed all members.</li> </ul>	
2. Apologies	<ul style="list-style-type: none"> <li>Mary Fitzgerald, Sue Duggan.</li> </ul>	
3. Quorum	<ul style="list-style-type: none"> <li>Matt Wallis, Marion Paulet, Jane Power, Scott Moorhouse, Jenny Voros, Elisha Nudleman, Jess Johnston, Lucy Allsop, Kimberly White, Kate Nangle.</li> </ul>	
4. Conflict of interest	<ul style="list-style-type: none"> <li></li> </ul>	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> <li>Minutes of the meeting held on 21<sup>st</sup> April were previously distributed.</li> <li></li> </ul>	<p>Motion:                      "That the Minutes of the meeting held on April 21<sup>st</sup> be accepted".                      Moved: Jane Power                      Seconded: Lucy Allsop                      Carried</p>
6. Business arising from the minutes	<ul style="list-style-type: none"> <li>None</li> </ul>	
6.1		
6.2	<ul style="list-style-type: none"> <li>Matt advised that Geoff Treloar has resigned his position on School Council, mainly due to ongoing Health issues, he feels it's time for him to finish up. He is grateful to have been part of the School Council. We are very sorry to see him go and will present him with a thank you gift</li> </ul>	
7. Priority Items	<ul style="list-style-type: none"> <li>A brief update to be provided by Scott- annual report was emailed by Matt after being completed by school.</li> </ul>	
7.1 Strategic Plan / Annual Implementation Plan		

7.2 Policy Review	<ul style="list-style-type: none"> <li>• Distribution of child safe standards policy. Scott discussed the child safe standards policy, we are currently working on this in conjunction with other schools. Does not need to be completed fully until the end of the year, which will give us plenty of time.</li> </ul>	
8. Reports 8.1 Principal's report	<p>School Annual report presented.</p> <ul style="list-style-type: none"> <li>• Distributed by Scott &amp; Matt. Scott and staff have discussed at staff meeting.</li> <li>• Sue our learning specialist will be implementing an instructional model program that teachers will use to structure lessons in their classrooms. Focusing on the "I Do" part of the program.</li> <li>• PLC – target approach to learning across the whole school. This approach assists to identify and find solutions to learning problems with a high degree of specificity.</li> <li>• Annual report – will be uploaded to school website now it is completed.</li> </ul>	
8.2 Finance Inc. Camps and Excursions	<ul style="list-style-type: none"> <li>• Attached to agenda</li> <li>• Report attached-</li> <li>• Balance Sheet (GL21161)</li> <li>• Operating Statement (GL21150)</li> <li>• Cash Receipts Report (GL21002)</li> <li>• Cash Payments Report (GL21003)</li> <li>• Cancelled Receipts Report (GL21004)</li> <li>• Cancelled Payments Report (GL21005)</li> <li>• Journal Report (GL21006)</li> <li>• Cash Flow Statement (GL21151)</li> <li>• Bank Account Movements (GL21152)</li> <li>• Annual Subprogram Budget Report</li> <li>• Invoices Awaiting Payment Report</li> <li>• Family Credit Note Report (DF21309)</li> <li>• School Budget Management Report</li> <li>• SRP report</li> <li>• Family Credit note report –</li> <li>• Bank reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Attached to agenda</li> <li>• Reports presented and discussed, SRP deficit explained.</li> <li>• Moved: Jenny Voros</li> <li>• Seconded: Lucy Allsop</li> </ul> <p>Carried</p>
8.3 Building and Grounds	<ul style="list-style-type: none"> <li>• Emailed previously</li> <li>• Discussion regarding large difference in quotes for dividing doors room 3 &amp; 5 – we need a solution to the problem that is temporary and removable that will do the job, the lower quote will achieve this.</li> </ul>	
8.4 Curriculum	<ul style="list-style-type: none"> <li>• Jane discussed – current curriculum model of planning being used by the teaching staff and new processes that are being tried out.</li> </ul>	

	<ul style="list-style-type: none"> <li>NAPLAN next week- ours is an online process which hopefully will run smoothly.</li> </ul>	
8.5 Parents and Friends	<ul style="list-style-type: none"> <li>Balance \$2600, due to BBQ's and hot food day. Quite a few "blue" forms returned, which gives a larger volunteer base for use at market stall and helping with other fundraisers.</li> <li>Tiffany Whiteman is organizing a movie night on behalf of the P &amp; F group a date to be set. Movie will be Lion King in conjunction with our end of year production.</li> <li>Matt mentioned his concern regarding copy right issues with movie night, could be a concern especially as it is a Disney production. Very low risk, Scott will get in touch with legal department.</li> <li>Mother's Day stall will be held on Friday, have received many goods already, so should be a successful fundraiser.</li> </ul>	
8.5 Plantation	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
9. General business 9.1	<ul style="list-style-type: none"> <li>OHSC Care – update. Scott advised that we were ineligible for funding as we already have vacation program running on this site. A couple of options were discussed by Councilors. Scott has been in touch with "Bear Care" a third party group who could run the program without receiving Government funding, currently negotiating hours and student numbers with them. To be revisited by Council when Scott has further information. The possibility of creating a committee for this was discussed.</li> <li>We have not yet elected a Vice President for Council. Nominations were called for. Matt nominated Lucy Allsop who accepted his nomination, which was seconded by Scott. No further nominations for the position. Congratulations Lucy.</li> <li>Casual vacancy will need to be advertised to replace Geoff due to his resignation.</li> </ul>	
9.2	<ul style="list-style-type: none"> <li></li> </ul>	
10. 10.1 Correspondence Incoming	<ul style="list-style-type: none"> <li>Brief details of each item</li> <li>Donation of \$100 from Foster Toora Blue Light Disco, letter advising of closing of this branch of the operation.</li> </ul>	<p>Motion: "That the Inwards Correspondence be received and actions endorsed. "</p>

		Moved: Jess Johnston Seconded: Kim White Carried
10.2 Out-going	<ul style="list-style-type: none"> <li>Brief details of each item</li> <li>Thank you letter to Foster Toora Blue Light Disco</li> </ul>	Motion: "That the Outwards Correspondence be endorsed". Moved: Marion Seconded: Elisa Carried
11. Next Meeting:	<ul style="list-style-type: none"> <li>Next Council Meeting to be held on June 9<sup>th</sup> 2021</li> </ul>	
12. Closure of meeting	<ul style="list-style-type: none"> <li>The chairperson declared the meeting closed.</li> </ul>	Time : 7.30pm

Signed by the Chairperson: \_\_\_\_\_

President or person who presided at the previous meeting to sign once minutes have been approved by school council

Date: \_\_\_\_\_

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