

# MINUTES

## Poowong Consolidated School Council

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**Date** 15th June 2022

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### Meeting Opened

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15<sup>th</sup> June 2022 at 7:38pm

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### Attendance - Online

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Cate McKenzie (Principal), Andrew Holman (President), Kylie Walton (Secretary), Kate Matthyssen (Treasurer), Jane Adams, Natalie Cole, Heather Pinder, Caroline Wilson, Deb Watson

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### Apologies

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Michael Kendall (Vice President), Charlene Donnison

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### Approval of Minutes from Previous Meeting

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Minutes of May meeting True and Correct

**Moved by: Natalie Cole | Seconded: Kate Matthyssen**

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### Business Arising from Previous Minutes

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- Abattoirs donation to be returned with letter as previously discussed by Heather & Cate
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### Principals Report

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**As per Principal Cate McKenzie's report attached:**

#### **BUILDINGS & GROUNDS**

- The \$375,000 toilet gutting and renovating must be completed by June 2024 and is being arranged by the VSBA/VRQA.
- We have received an additional \$299,000 (increase from previous \$70,000) to complete repairs on the main building, toilet block and BER buildings - this includes complete replacement of all windows along the playground side of the main building (this will happen in the September school holidays), replacement of a skylight in the BER building, replacement of a window to the toilet block, roofing of the library and several other jobs on the 'to do list'.

## STAFFING

- Covering absent staff members due to illness (COVID, flu and others) has begun to have a big input on our CRT budgets. We need to develop a policy for teacher coverages. Your feedback would be very helpful (Cate to facilitate feedback discussion - draft will be sent to School Council before the school holidays for review and approval before the next meeting).
- 2 days after our last meeting, Chloe received an offer from South Gippsland Shire Council and requested long service leave and then the remainder of 12 months leave without pay. Heather has stepped up to take on the Business Manager role, 2 days per week.
- Emily Beaton has been hired on a 12 month contract to replace Jesse in the office.
- Glenn Methven has tendered his resignation, effective at the end of the term. Mrs Brew will move across from Grade 5, 2 days per week, Jen Hallyburton will be returning full time in Grade 5, and we are currently advertising a 3 day per week position to begin at the beginning of next term. As a backup plan, Michelle Turner will start the term 3 days a week (M-W) in Grade 6 if there are no applicants to this position - it closes midnight tomorrow.
- Meg Drysdale has announced her pregnancy news and will be finishing up at the start of Term 4. We will begin recruiting for this position at the beginning of next term as a 12 month position to cover the preps for 2023.
- Aliesha Wrigley has been in a couple of days in the Grade 4 classroom, getting to know the kids. She is so excited and has been loving getting to know the kids.

## CURRICULUM

- Reports are nearly ready to go out to parents. We will put out a Sentral post to parents, in case they would like a hard copy of their child's reports.
- The Grade 5/6 excursion to the Immigration Museum and the Chinese Museum has set the scene for their Inquiry learning about settlement, invasion and immigration next term.
- Camps are all set for Term 3 - please see Treasurer's Report below for further details.
- From the beginning of Term 3, Mrs Mandemaker will be getting groups of students, the choir and grades to present their musical/art items at assembly! We can't wait to have this back FINALLY!

## OTHER

- Grandparents, Parents and Special Friends morning in Term 3
- Open Day for new families for 2023 next Tuesday
- Prep Transition starting mid-next term

- Prep Packs have been delivered to kinders (thanks Nat) - I still have to drop off a couple at Karmai Children's Centre
- New Staff Agreement and impact on camps - specifically time-in-lieu (discussion and feedback needed). For each staff member that goes on camp, we have to provide 2 days in-lieu per day within 2 weeks of camp. We are currently discussing plans for future camps/staffing/costs etc. This year should not be affected but expect changes next year.

## BUDGET REVIEW

- Changes due to census numbers presented to School Council as attached. Our enrollment numbers have decreased - significantly in the junior school.
- Revised budget as presented - excess proposed to be put aside for future additional CRT funds and upcoming potential costs associated with building projects listed above.

Revised Budget approved by School Council

**Moved by: Kate Matthyssen | Seconded by: Heather Pinder | Approved by all**

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## Presidents Report

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- Nil

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## Treasurers Report

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### As per May 2022 reports attached:

- General Ledger Operating Statement ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- General Ledger Balance Sheet ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Bank account movements ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Cash flow statement ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Cash payments report ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Cash payments cancellations report ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen

- Cash receipts report ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Cash receipts cancellations report ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Annual sub program budget report ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- Journal report ending May 31st  
Moved by: Kylie Walton | Seconded: Kate Matthyssen
- All financial expenses for June/July as discussed approved  
**Moved by: Kylie Walton | Approved by all**

## BUDGET REVIEW

Ongoing budget discussed & reviewed as per reports provided.  
Changes due to census numbers discussed as above.

## SCHOOL CAMPS

- Grade 3/4 Camp - Mill Valley Ranch - Term 3  
Quotes from Mill Valley were not updated from 2021 - so our payment/information forms that were distributed out to parents were incorrect.  
We are short approx \$4,000 - \$290 per student, plus bus costs

We move that the School will cover the difference in cost for this camp  
**Moved by: Kylie Walton | Seconded by: Deb Watson | Approved by all**

- **FOR FUTURE CONSIDERATION**
  - We will reconsider using this camp for future years.
  - We need to fully inspect all camp contracts in future.
  - We must review finances/terms/conditions of all camps in future prior to sending out forms to parents.

- Nil

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## Building and Grounds

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### SHADE SAIL PROGRESS

- May deadline extended to end of September
- New quotes for replacement sails haven't come back yet

### WORKING BEE

- date TBA
- Maintenance list to be compiled by Cate & Heather, to be distributed amongst school community to seek volunteers for works

### ONGOING

- Car park for parents - will become unusable after our 5 year licensed agreement.
- Parent carpark subcommittee proposed - Cate, Andrew, Michael & Kylie
- Can new toilets be repositioned to allow more car park space?

### PROPOSED SOLUTION/ALTERNATIVE TO INVESTIGATE

We could have an entry one way off Ranceby Road, one way traffic flow, drive up around the back of the oval, self opening/closing gates at top and bottom entry point on timer so school is secure, possible shelters around the oval for meeting points for pick-ups. Look at removing unsuitable trees and replacing them with suitable trees/vegetation.

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## Fundraising

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### OUTDOOR CINEMA

Saturday 3rd September

Upfront cost \$2000, deposit 50% needed

Ticket prices to be decided closer to the date - thinking \$10 each

Movie: Encanto

Raffle on the night too - many businesses already donating gifts

Tickets \$2 each or 3 for \$5.

Wood raffle?

Food sales onsite - sausage sizzle/soft drink/lolly bags/zooper doopers

No food vans - except maybe hot drinks/soup?

Donations already received total \$1600

Food donations have been promised too

\*\*Facebook post now acknowledging the businesses already involved.

## PIE DRIVE

- Hard copies to be sent out this week

## FUTURE IDEAS

- Fun Run/Colour Run

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## General Business

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### WINTER UNIFORMS

- Addition to winter uniforms for girls:  
Navy pinafore; with white skivvy or long sleeve school polo; and navy tights or socks.

Motion to add uniform detailed above to Beleza uniform list

**Moved by: Natalie Cole | Approved by all**

- Heather & Cate to look into cost for navy raincoat with school logo

### FUTURE PROJECTS

- PCCC - 150 year celebrations 2024 - can a representative from the school be involved on the committee, can the school organise an event as part of the project?  
We have notified the PCCC that we are happy to be involved but no response yet.
- PCCC - Tidy Towns - Heather & environmental team to become involved

### FUTURE GRANTS WE WOULD LIKE TO LOOK FOR:

- Air Conditioner for shed
- Sensory Play/Inclusion space - we already have designs
- Tracey would like to have the floor of the shed resurfaced - but it would need to be funded by a grant.
- Kiss & Go loop

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## Correspondence Incoming

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- Nil

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### Correspondence Outgoing

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- Nil

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### Next Meetings

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July 27th\*, August 24th\*, October 12th, November 16th  
Dinner meeting November 30th

\*Online meetings due to weather conditions

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### Meeting Closed

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15<sup>th</sup> June 2022 at 8:46pm