

MINUTES

Poowong Consolidated School Council

Date 27th July 2022

Meeting Opened

27th July 2022 at 7:33pm

Attendance - Online

Michelle Turner (Principal), Andrew Holman (President), Michael Kendall (Vice President), Kylie Walton (Secretary), Natalie Cole, Heather Pinder, Caroline Wilson, Deb Watson

Apologies

Kate Matthyssen (Treasurer), Jane Adams, Charlene Donnison

Approval of Minutes from Previous Meeting

Minutes of May meeting True and Correct

Moved by: Natalie Cole | Seconded: Deb Watson

Business Arising from Previous Minutes

- Nil
-

Principals Report

As per Principal Michelle Turner's report attached:

BUILDINGS & GROUNDS

- Latrobe Valley Shade Sails have installed the shade sails between the main building and the shed. These will provide some much-needed shade in Summer.
- The \$375,000 toilet renovation must be completed by June 2024 and is being arranged by the VSBA. A project officer will be appointed and be in touch in the next couple of weeks. Then the architects will organise their plans and it will go out to tender.
- Solar System failed the inspection and will be replaced this term.
- Car Park – legal team update on public liability insurance. Shouldn't be too big an issue - waiting for more information.

STAFFING

- Covering absent staff members due to illness (COVID, flu and others) has begun to have a big input on our CRT budgets. Policy has been developed, tabled for approval.
- Ellyn Maykan has replaced Glenn in Grade 6 and all is going well. She is a very experienced teacher and comes to us from Korumburra Primary School.
- Meg Drysdale has announced her pregnancy news. We advertised this in the holidays but had no applicants so it has been readvertised with full year. Stay tuned!
- Aliesha Wrigley has replaced Katrina in Grade 4 and has had a smooth transition thanks to her volunteering and Katrina's handover.
- Kalina in 3 days to take on some curriculum/coaching backfilling Michelle. Also, in Grade 6 on Friday
- New Agreement and impact on camps- not in effect until 2023, other time in lieu being managed by CRTs for staff and time off without replacements for ES staff

CURRICULUM

- 3 Way Conferences held last week. Unfortunately we had a few cancellations and postponements due to Covid and colds/flu, some were via phone
- The Grade 5s spent the day at Korumburra Secondary College last Wed and had a great time.
- Camps coming up later this term.
- Family Life for Grade 5/6s has begun and parent night well attended, particularly by Grade 5 parents. 3/4 girls had one session. Looking at rolling this out to All year levels with age-appropriate subject matter.

OTHER

- Open Day for new families for 2023 – 3 families attended, 1 Grade 4 enrolment, 2 possible Preps
- Prep Transition starting mid-next term – Meg to do until new teacher appointed
- Poowong Garden Club celebrates their 50th birthday on Saturday 10th and Sunday 11th September at Poowong public hall. Some of our creative students have been using their lunchtimes to make felt flowers with Linda Harvey to decorate the hall.
- OHS – Michelle and Emily met with DET rep as a pre assessment session, lots to do but it is all under control. Professional Practice Day on Fri 5th August will be used to get ALL staff up to date with First Aid, including anaphylaxis and asthma.

Presidents Report

- Spoke to Karen Bowker (acting SEIL) - proposed Zoom meeting Wed 3rd August at 7:30pm for principal selection process overview
- Andrew has spoken to PJS (legal representatives) about public liability for parent car park and indication is it will not be too difficult
- Acknowledgment to Cate McKenzie for her 7 plus years of valued service at PCS

Treasurers Report

As per June 2022 reports attached:

- General Ledger Operating Statement ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- General Ledger Balance Sheet ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Bank account movements ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Cash flow statement ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Cash payments report ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Cash payments cancellations report ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Cash receipts report ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Cash receipts cancellations report ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Annual sub program budget report ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole
- Journal report ending June 30th
Moved by: Heather Pinder | Seconded: Natalie Cole

- All financial expenses for July/August as discussed approved
Moved by: Natalie Cole | Approved by all

BUDGET REVIEW

Ongoing budget discussed & reviewed as per reports provided.

SCHOOL BANKING

- Approval for Michelle Turner, Heather Pinder & Tracey Mandemaker to be added as signatures for banking and Cate McKenzie removed. This includes the Commonwealth Bank Official Account, Westpac High Yield Account and Westpac Purchase Card.
Moved by: Kylie Walton | Approved by all

- Beanie sales still continuing to come in

- Camp payments coming in
- Reimbursement to Kylie Walton for Cate McKenzie's farewell gift - \$285
Moved by: Andrew Holman | Seconded: Deb Watson

Policies and Procedures

- Staff Absence Policy - Michael has reviewed the policy and approves it.
Moved by: Michael Kendall | Seconded: Heather Pinder | Approved by all

Michelle will send out the new policy for all SC members to see also.

Building and Grounds

SHADE SAIL PROGRESS

- Poles are in and concreting done, sails to go up.
Approval to purchase 8x pole protectors \$3,800
- Shade Sail quote for playground \$16,335 +GST.
Approval needed to make up the shortfall, refund from other company was \$10,000

Shade sail expenses as detailed above approved

Moved by: Andrew Holman | Seconded: Deb Watson | Approved by all

WORKING BEE

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

CAR PARK

- Jim Pipi wants to invoke Clause 4 – public liability insurance.
Michelle has contacted DET Legal team, awaiting a reply.
Andrew has spoken to PJS (legal representatives) and indication is process will not be too difficult

ONGOING

- Car park for parents - will become unusable after our 5 year licensed agreement.
- Parent carpark subcommittee proposed - Michelle, 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.

Fundraising

OUTDOOR CINEMA

Saturday 3rd September

Upfront cost \$2000

Ticket prices \$10 each

Movie: Encanto

Raffle on the night too - many businesses already donating gifts

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

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

No food vans - except maybe hot drinks/soup?

Donations already received total \$2000

Food donations have been promised too

**Facebook post now acknowledging the businesses already involved.

PIE DRIVE

- Completed - \$288.60 raised

FUTURE IDEAS

- Stall at Poowong Little Market 20th November - show bags?
- Colour Run set-up by school staff and volunteers

General Business

PFA

- Natalie Cole would like to restart PFA - there are already parents interested in becoming involved.
- Natalie to start process for forming PFA

WINTER UNIFORMS

- Heather & Michelle to look into cost for navy raincoat with school logo
- Michelle will contact Beleza about adding a winter tunic for girls to the uniform list

FINISHING TERM 4 EARLY

Can School Council approve 2 curriculum days at the end of Term 4 for final Monday & Tuesday?
So school would finish on Friday 16th December.

SCHOOL COUNCIL ATTENDANCE

Unless PCS has their own unique School Council Standing Orders, we revert to using the default Department of Education School Council Standing Orders

These specify that members of School Council must not miss more than 3 meetings in a row - or they will be removed from School Council.

Attendance remotely via webex or tele-conference is acceptable.

FUTURE PROJECTS

- PCCC - 150 year celebrations 2024 – Tracey Mandemaker attended the meeting on Tuesday 19/7/2022, they are looking for committee members at this stage. Tracey politely declined but will be the school liaison person.
- 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

Correspondence Incoming

- Nil

Correspondence Outgoing

- Letter to GBP Australia returning the cheque

Next Meetings

August 3rd - Zoom meeting for principal selection process with Karen Bowker, Acting SEIL

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

*Online meetings due to weather conditions

Meeting Closed

27th July 2022 at 8:40pm