



# TOORAK PRIMARY SCHOOL

Canterbury Road Toorak Victoria 3142

Tel: (03)98272959

Email: toorak.ps@edumail.vic.gov.au

ABN: 42983436032

## SCHOOL COUNCIL MEETING

**Tuesday 27<sup>th</sup> April, 2021**

<i>School Council</i>	<i>Date and Time</i>	<i>Status</i>
	<b>7.00pm Tuesday 27<sup>th</sup> April</b>	<b><i>MINUTES</i></b>
Attendees	Julie Manallack, Jackie Middleton, Laura Murphy, Alicia Brown, Dr Claudia Haake, Lincoln Sweeney, David Loiacono, Mel Beynon, Sharon Wildermuth, Suada Dzaferovic, Aaron Jones, Toni Hillyer (Minutes Secretary).	
Apologies	Mihiri Paul, Leila Sheehan	
Visitors	Leila Sheehan	
Scheduled Future Meeting Date:	25 <sup>th</sup> May 2021	

### Agenda

<b>Item</b>	<b>Agenda</b>	<b>Time</b>	<b>Action/Motion Items</b>
1	<b>Approval of Minutes from last meeting.</b>	<b>1 mins</b>	<b>Moved: Alicia Brown Seconded: Lincoln Sweeney Passed unanimously</b>
2	<b>Conflict of Interest.</b> No conflicts were declared by the Council members.	<b>1 mins</b>	
3	<b>Child Safe Standards - Presented by Sharon Wildermuth</b> <ul style="list-style-type: none"> <li>Sharon presented a power point of the Child Safe Standards and discussed standard 1 and the principles of inclusion.</li> <li>School Council roll is to ensure that the school follows the standard.</li> </ul>	<b>2 mins</b>	
4	<b>Correspondence:</b> No correspondence presented.	<b>mins</b>	
5	<b>Review of Action Items.</b> No action items to review.		
6	<b>Junior School Council Report - Presented by Cienna Patel</b> Report as presented. <ul style="list-style-type: none"> <li>Some great ideas for fundraising such as book drive and free dress days.</li> <li>Money raised will go towards another water tank for Timor Leste.</li> </ul>	<b>5 mins</b>	
7	<b>Finance Report: Presented by Toni Hillyer</b> Report as presented. <ul style="list-style-type: none"> <li>Good result so far this year with Booklist collections.</li> <li>Confirmed budget to be presented at next meeting.</li> </ul> <b>Motion:</b> <ul style="list-style-type: none"> <li>That School Council move and approve payments of <b>\$192,278.28 November 2020, \$171,325.42 December 2020, \$18,872.62 January 2021, \$66,288.25 February 2021 and \$211,121.27 March 2021</b> and the amount of <b>\$100,000 for Nov 2020</b>, which has been transferred from the HYIA into the Official account be approved and the presented reports accepted as a true and correct depiction of the Toorak Primary school finances for the month Nov, Dec 2020 and Jan, Feb, Mar 2021.</li> </ul>	<b>5 mins</b>	<b>Moved: Alicia Brown Seconded: Lincoln Sweeney Passed unanimously</b>



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	<ul style="list-style-type: none"> <li>That School Council approve the reinvestment of the BankFirst Building Fund account and the BankFirst Library Fund account for Nov, Dec 2020 and Jan, Feb, Mar 2021.</li> <li>That School Council approve the Purchasing Card transactions as stated above.</li> <li>That School Council approve the Operating Statement and Balance Sheet for Nov, Dec 2020 and Jan, Feb, Mar 2021 and the Budget Management Report for Pay Period 202021.</li> <li>That School Council approve the financial policies as stated above.</li> <li>That School Council approve the Financial Commitments Summary for 2020.</li> <li>That School Council approve the writing off of the following charges and amounts: Booklist 2020 <b>\$112,486.00</b> Excursion Levy <b>\$29,861.50</b>.</li> <li>That School Council approve and endorse the following signatories for the Official Account – 10002 Bank Australia: Julie Manallack and Sharon Wildermuth.</li> <li>That School Council approve and endorse the following staff to sign and authorise purchasing of goods and services: Julie Manallack.</li> </ul>		
8	<p><b>Principal's Report: Presented by Julie Manallack</b></p> <p>Report as presented</p> <ul style="list-style-type: none"> <li>Discussion on School Council training.</li> <li>New music teacher appointed – Elizabeth Extintaris. Elizabeth is very keen and is already organising the musical.</li> <li>Discussion on new volunteers from Rotary.</li> </ul>	5 mins	
9	<p><b>Student Learning and Wellbeing – Presented by Suada Dzaferovic/Aaron Jones</b></p> <p>Report as presented.</p> <ul style="list-style-type: none"> <li>Start Up program is proving to be a great achievement. Julie complimented the program.</li> <li>Tutor program was received extremely well by the department representative.</li> <li>Aaron gave an outline of how the wellbeing program will continue going forward.</li> <li>Respectful relationships achieved a Gold Award from the network.</li> <li>Curriculum Day – presented by Misty on improving the craft of writing.</li> </ul>	5 mins	
10	<p><b>Events, Fundraising and Marketing – Jackie Middleton</b></p> <p>Report as presented.</p> <ul style="list-style-type: none"> <li>Current chair for the EFM committee is Angela Kelly.</li> <li>Recruiting new parents is a priority.</li> <li>Julie has chosen 3 art pieces for the badges for selling at the Mother's Day Stall.</li> <li>Discussion regarding the Volunteers award, Cake Lotto and Welcome BBQ.</li> </ul>	5 mins	
11	<p><b>Policy Review and Development: Presented by Sharon Wildermuth</b></p> <p>Report as presented.</p> <ul style="list-style-type: none"> <li>Yard Duty and Supervision policy, Asthma policy and Head Lice policy presented. Ratification by School Council not needed.</li> <li>Healthy Food policy to be investigated.</li> </ul>	5 mins	
12	<p><b>Buildings &amp; Grounds: Presented by Melanie Beynon/Lincoln Sweeney</b></p> <p>Report as presented.</p> <ul style="list-style-type: none"> <li>The playground is compliant, may need some paint and perhaps some new equipment added to the current one.</li> <li>Philip Alcock is catching up with Mel and Lincoln to discuss the quiet spaces and seating.</li> <li>Student voice to be included with the decisions made.</li> </ul>	5 mins	



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13	<p><b>General Business:</b></p> <p>Sean Hanneberry – Basketball Association</p> <ul style="list-style-type: none"> <li>• Presentation and discussion by Sean around the new arrangements for the Basketball Association.</li> </ul> <p>School Council Training information</p> <ul style="list-style-type: none"> <li>• Discussed in Julie’s report above.</li> </ul> <p>Annual Report – Community Presentation</p> <ul style="list-style-type: none"> <li>• Reporting on 2020 and the future direction of the school.</li> <li>• The report is entered on the school website for anyone to access.</li> </ul> <p>Standing Orders – feedback</p> <ul style="list-style-type: none"> <li>• The standing orders has a lot of information for councillors. Julie suggested referring to it when councillors are unsure of their responsibilities.</li> </ul> <p>Overview of School Strategic Plan (SSP)</p> <ul style="list-style-type: none"> <li>• The SSP is revised every 4 years. The school will be reviewed next year.</li> </ul> <p>Annual Implementation Plan (AIP)</p> <ul style="list-style-type: none"> <li>• Presentation and discussion by Sharon Wildermuth.</li> </ul> <p>School Council meeting times</p> <ul style="list-style-type: none"> <li>• School Council has all agreed to change the meeting times to 6.00pm to 8.00pm</li> </ul> <p><b>Motion:</b></p> <ul style="list-style-type: none"> <li>• School Council to approve and ratify the 2020 Annual Report.</li> </ul>	30 mins	<p><b>Moved: Julie Manallack</b>  <b>Seconded: Alicia Brown</b>  <b>Passed unanimously</b></p>
14	<b>Meeting Closed: 8.40pm</b>		

## Open Actions Register

Item	Action	Open On	Owner	Update
1.				
2.				

School Principal \_\_\_\_\_

Date \_\_\_\_\_

School Council President \_\_\_\_\_

Date \_\_\_\_\_