

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
16 August, 2021

Date: 16 August, 2021
Time: From 7.30pm to 9.30pm

Venue: By Webex -

<https://eduvic.webex.com/eduvic/j.php?MTID=mf0180d1ad3d643e30e5aa9ac97941c36>.

Chair: Sandra Maxfield (President)

Attendees: DET:

- Chellee Plumb (Acting Principal)
- Fiona Sewell (Acting Assistant Principal)
- Laura Bainbridge
- Alicia Oliver-Cook

Parents:

- Elissa Blackman
- Jonathan Doncovio
- Demos Karkazis
- Bruce MacDonald
- Sandra Maxfield
- Kimberley Payne
- Vidushi Sharma
- Simon Torok
- Luda Unitt

Minute Taker: Simon Torok

Apologies: Joshua Lowe

Visitor(s): None

Observer(s): None

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MINUTES

1. Acknowledgement of Country and Welcome

Before we start our meeting today, we respectfully acknowledge the Traditional Owners of the land on which we gather, the Boon Wurrung people of the Kulin Nation.

We pay respect to their Elders both past, present and emerging, for they hold the memories, traditions, cultures and hopes of Indigenous Australia.

Then the Chair welcomed the members.

2. Quorum:

The Chairperson noted that a quorum was present.

3. Conflicts of Interest:

There are no conflicts of interest.

4. Minutes of the Previous Meeting:

A copy of the final Minutes of the meeting held on 26 July, 2021 can be found on the School Council Google drive.

[26 July, 2021 Minutes of School Council Meeting](#)

Motion 4.1.:

“That the Minutes of the meeting held on 26 July, 2021 be accepted.”

Moved: Kimberley Payne

Seconded: Demos Karkazis

Carried

5. Business Arising from the Minutes of Last Meeting:

None

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6. Reports:

6.1

Motion 6.1.2:

“That the Year 4 Camp to Golden Valley Lodge be approved .”

Moved: Simon Torok

Seconded: Demos Karkazis

Carried

6.2

Fundraising Sub-Committee

Kimberley Payne reported on the following items discussed at the Fundraising Sub-Committee meeting held on 3 August, 2021:

- Updates for Open Day 2021: This is not proceeding
- Carnival 2022: Awaiting Student Council feedback on which Bailey’s package to accept. Also confirming cancellation policies in the event of lockdown (delays of 24 months possible without incurring any other fees). Letters of introduction for sponsorship are underway.
- Trivia night Nov 2021: Class reps to take the lead on organising this event to bring parents together.

Report tabled: Yes

See report on the School Council Google drive at:

[Fundraising Sub-Committee Report-August 2021](#)

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Motion 6.2.1:

“That the Fundraising Sub-Committee Report for 3 August, 2021 be accepted.”

Moved: Alicia Oliver-Cook

Seconded: Luda Unitt

Carried

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6.3

Facilities Sub-Committee

The Facilities Sub-Committee meeting was cancelled in August due to lockdown.

Alicia Oliver-Cook verbally reported that the working bee has been cancelled until the end of the year.

6.4

Canteen and Uniform Sub-Committee

The Canteen and Uniform Sub-Committee did not hold a meeting in August.

Demos Karkazis provided the following verbal update report:

Canteen

- Volunteer positions have been listed in the Glen Eira newsletter but have not been taken up as yet
- Planning a special football-themed lunch once lockdown is over.

Report tabled: No

Motion 6.4.1:

“That the Canteen and Uniform Sub-Committee verbal report for August, 2021 be accepted.”

Moved: Bruce MacDonald

Seconded: Chellee Plumb

Carried

6.5

Finance Sub-Committee

The finance documents which were discussed at the Finance Sub-Committee meeting held on 16 August, 2021 can be found on the School Council Google drive at:

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[Finance Reports for August, 2021](#)

Luda Unitt reported on the following discussed at the meeting held on 16 August, 2021:

- YTD (end of June) receipts of \$991k being 61% of annual updated budgeted revenue.
- YTD payments of \$694k being 42% of annual updated budgeted expenditure.
- \$105k received from TheirCare on 16 July 2021 for Term 1 & 2 fees. Reconciliation required as this is different to what was agreed -- there has been a payment made by TheirCare equal to an agreed earlier amount for Terms 1 and 2, even though this was reduced on subsequent discussion. [Further update to be provided to Council at next meeting.]
- Canteen profit \$6k to date. Sue Hunt is not working in the canteen whilst the school is in lockdown. Chellee Plumb to send Sue a letter thanking her for her flexibility.
- Fundraising profit of \$9.8k to date. \$2k from Mother's Day stall -- well done to the fundraising committee for organising this.
- Camps & Excursions profit of \$42k to date (this will be used so is not actually a profit, but has not been spent at this stage due to lockdowns delaying camps and excursions):
 - Year level coordinators to discuss excursions for remainder of the year
 - Year 6 camp returned 1 night early due to Lockdown #4. Each student has a \$75 credit. Co-ordinators to confirm alternatives uses with credit
 - Year 4 camp budget finalised at \$250 per student.
- Significant work undertaken regarding getting school technology up to date. Stocktake completed by technician, asset register to be updated, e-waste to be disposed of, new items to be ordered, but only once electrical/WiFi upgrades are completed so capacity of networks is known (there has been a new curriculum server installed, cabling updated and capacity increased in infrastructure upgrades, so we can now look at upgrading devices). Rostering system in place to address interim shortage.
- 2022 school fees were discussed. There will be a slight (approx \$13 and possibly swimming fees increase) increase to fees proposed. Details to be provided at the next meeting.
- Noted major building and maintenance works required in future years
 - school oval update (\$150k - \$200k) in 5-7 years
 - potential roof replacement

Report tabled: Yes.

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See report on the School Council Google drive at:

[Finance Sub-Committee Report - August 2021](#)

Motion 6.5.1

“That the Balance Sheet and Operating Statement for July, 2021 are endorsed.”

Moved: Demos Karkazis

Seconded: Alicia Oliver-Cook

Carried

Motion 6.5.2:

“That \$222,833.50 in receipts and \$100,237.29 in payments be endorsed, that transfers of \$0.00 be ratified, and that all presented reports be accepted as a true and correct depiction of the MPS finances for the month of July, 2021.”

Moved: Luda Unitt

Seconded: Bruce MacDonald

Carried

Motion 6.5.3

“That the School Budget Management Report for July, 2021 be endorsed.”

Moved: Demos Karkazis

Seconded: Kimberley Payne

Carried

Motion 6.5.4:

“That the Canteen Profit and Loss, Fundraising Profit and Loss and Camps and Excursions Profit and Loss to 31 July, 2021 be endorsed.”

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Moved: Luda Unitt

Seconded: Demos Karkazis

Carried

Motion 6.5.5:

“That the Finance Report be accepted.”

Moved: Demos Karkazis

Seconded: Chellee Plumb

Carried

6.6

Education and Policy Sub-Committee

Fiona Sewell reported on the following discussed at the Education Sub-Committee meeting held on 26 July, 2021:

- Updated the following policies and added to the school website:
 - [Digital technologies](#) (required by DET)
 - [eSMart](#) (required by school)
 - [Gender Identity](#) (required by school)
 - Health Care Needs (required by VRQA) - (need to add Administration of Medication Policy and Complex Medical Needs Form to add hyperlink)
- Parent Code of Conduct - New code of conduct discussed:
 - 2021 Draft Parent Code of Conduct: collated the research from 2020 into 2021 document, still needs some work, then will be sent out to the community for feedback.
- Information about OnPsych will be placed in the next newsletter with direct contact to Fiona Sewell. Still receiving Mental Health Plans. Mental health plans are slowly coming in. Awaiting response from Legal Department in relation to Licensing agreement for OnPsych.

Report tabled: Yes.

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See report located on the School Council Google drive at:

[Education Sub-Committee Report- August 2021 \(for July meeting\)](#)

Motion 6.6.1:

“That the Education and Policy Sub-Committee Report for July, 2021 be accepted.”

Moved: Simon Torok

Seconded: Vidushi Sharma

Carried

7. Out of Hours School Care

Monthly meeting was not held due to lockdown.

8. Student Representative Council

Meeting held on Friday 13 August, 2021.

Laura Bainbridge reported verbally on the work of the Student Representative Council as follows:

- Movie Night has been postponed indefinitely, with potential for an online movie night to be discussed, depending on agreement with Roadshow.
- SRC members preparing for criteria to judge Murrumbeena Primary School photo competition (closes Friday 20th August). Photos continue to be shared on MPS website, Class Dojo and Instagram page (further details: <http://forms.gle/WW1zqBNCePK5JAo56>). There is a variety of prize vouchers, plus an overall winner. Prize winners for all year levels and winning art pieces awarded by display around school (location TBA).
- The value frogs have been named as Tiddalick and Kero.
- A meet the teacher initiative for Grade 5 families was acknowledged as a positive wellbeing activity.

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Motion 8.1:

“That the verbal report, regarding the Student Representative Council, be accepted.”

Moved: Elissa Blackman

Seconded: Demos Karkazis

Carried

8. General Business

8.1 Laura discussed that many local families and businesses have been hit hard by the pandemic, and a forum to identify businesses that need some help from the MPS community. The online tool Padlet enabled uploading photos and text for the community to add Likes etc, as a way to get the word out about ways to support members in the community in need. However, as a Government body we need to be careful and can't be seen to be supporting one business over another, but we can raise the need for support. Chellee and Sandra to look into the legislation and regulations further to identify possible ways of doing this in ways that follow guidelines, are ethical, and are for the right purpose.

8.2 The Council discussed the amazing job teachers are doing during lockdown, especially when compared with other schools. An item in the MPS newsletter will clarify the extensive efforts of teachers during lockdown to ensure students are not left behind, raise awareness of the behind-the-scenes work teachers do, and acknowledge the good job of both teachers and parents under difficult circumstances.

9. Correspondence:

9.1 Incoming

None

9.2 Out-going

A Letter Agreement, to be signed by the President, with Swimsafe and DET, relating to the change of control of the Swimsafe company, is being finalised due to a change in shareholders and directors. Relating to the current license agreement, there may need to be a liaison committee to oversee the shared use of the pool and land, and it is timely to look at the original agreement in terms of maintenance so this will be discussed at a future Facilities Sub-committee meeting.

10. Next Meeting:

Next School Council Meeting to be held on 18 October, 2021 starting at 7.30pm.

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11. Closure of Meeting:

The Chairperson declared the meeting closed. Time: 9.16 pm

By:

Name: Sandra Maxfield

Title: Chairperson

Date: 16 August, 2021

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GUIDANCE NOTES

Quorum Requirements:

A School Council meeting must operate with a quorum. A quorum requires not less than one half of School Council members currently holding office to be present at the meeting and the majority of members present must not be Department of Education employees. Any parent members on School Council who also work for the Department of Education are counted as Department employees for the purpose of a quorum.

Conflicts of Interest:

If a member of the Council, or their immediate family, has a direct conflict of interest (including a pecuniary interest) in relation to a matter under discussion at the School Council meeting that member:

- (a) must not be present:*
 - o during the discussion, unless invited to do so by the person presiding at the meeting; or*
 - o when a vote is taken on the matter; and*
- (b) may be included in the quorum for that meeting.*

The declaration of interest should be included in the minutes of the meeting.

Finance Sub-Committee

The Finance Sub-Committee members attending the School Council meeting should inform the School Council of any significant changes as the budget is reviewed and monitored during the year. Also, the Finance Sub-Committee should include additional, unexpected revenue or expenditure in its report to the School Council.

Each Finance Sub-Committee recommendation requires a separate motion to be passed at the School Council meeting.

For example:

The school has moved two motions, one regarding the reports and the other related to budget changes.

Recommendation from Finance Sub-Committee:

“That school council move \$xxxx payments be endorsed, \$xxx transfers be ratified, and all presented reports be accepted as a true and correct depiction of the school finances for the month of XXXX, 20XX.”

Moved:

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Seconded:

Carried/Not Carried

Recommendation:

“That School Council approve the additional revenue/adjustment/note over/under expenditure due to xxx reason

Moved:

Seconded:

Carried/Not Carried:

For further information see: Guide to School Council Financial Motions

School Council Records and Information Management:

The President or person who presided at the previous meeting should sign the minutes once the minutes have been approved by the School Council.

Reports referred to in the meeting should preferably be in writing and sent with the Agenda before the meeting.

The School Council minutes, agenda and correspondence are considered to be permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

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Moved:

Seconded:

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Carried/Not Carried

Recommendation:

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Moved:

Seconded:

Carried/Not Carried:

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