

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

Date: 18 October, 2021

Time: From 7.30pm to 9.30pm

Venue: By Webex

<https://eduvic.webex.com/eduvic/j.php?MTID=ma57896f9e8088990f813c554a6548303>

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 (Secretary)

Apologies: Joshua Lowe

Visitor(s): None

Observer(s): None

MINUTES

1. Acknowledgement of Country and Welcome

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

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:

No conflicts of interest were declared.

4. Commemorating Lynne Foster—Principal of Murrumbeena Primary School

The President wishes to note Lynne Foster's outstanding work as Principal of Murrumbeena Primary School, the gratitude of the School Council, both current and past members, to Lynne for her enormous dedication to the students, staff and school and her unceasing work and encouragement of excellence.

The President seeks ideas on how to commemorate Lynne Foster. Some potential ways to commemorate Lynne might be (and it could be more than one way):

- Naming the new staff room on the top floor after Lynne.
- Planting a rose in the Kitchen Garden in Lynne's name.
- Holding a commemorative assembly for Lynne where her husband and children can attend and teachers on leave could also attend, although this is against DET advice and may upset students.
- Creating a student award for excellence in Lynne's name.

Other ideas members suggested were:

- A tree (with consideration of species and time of year for the planting), which would grow with the school over time, with a plaque acknowledging Lynne and a bench to sit on in the shade.

The Council will make a decision on the way forward by the end of the year.

5. Minutes of the Previous Meeting:

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

A copy of the final Minutes of the meeting held on 16 August, 2021 can be found on the School Council Google drive at:

[School Council Minutes for Meeting 16 August 2021](#)

Motion 5.1.:

“That the Minutes of the meeting held on 16 August, 2021 be accepted.”

Moved: Demos Karkazis

Seconded: Kimberley Payne

Carried

6. Business Arising from the Minutes of Last Meeting:

None

7. Reports:

7.1

Acting Principal's Report

7.2

Fundraising Sub-Committee

The Fundraising Sub-Committee meetings were held on 14 September, 2021 and 5 October, 2021:

Kimberley Payne reported on the following:

September

- Sponsorship packs have been mailed to 20 prospective supporters of the 2022 Carnival. The committee will be following up this fortnight with a phone call to these organisations to gauge their interest. The Student Council has been discussing themes.
- We also discussed further fundraising social event ideas for the remainder of the year, including doing a mince tart fundraiser with Bakers Delight and a different activity with Three Little Bakers.

Report tabled: Yes

See report on the School Council Google drive at:

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

[Fundraising Sub-Committee Report for September 2021 Meeting](#)

October

- Brief meeting where we discussed the letters that had gone out to potential sponsors. Lack of responses is concerning, but we will continue to try throughout school holidays and first week back.
- Jonathan has spoken with Levi's about take-away fundraiser in November for a pre-packaged meal fundraiser and using their ice cream machine, and. They will speak next week about menu ideas and prices. We should be able to discuss this further next meeting.
- Urgency for student council to select preferred rides package and carnival name suggestions.

Report tabled: Yes

See report on the School Council Google drive at:

[Fundraising Sub-Committee Report for October 2021 Meeting](#)

Motion 7.2.1:

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

Moved: Demos Karkazis

Seconded: Elissa Blackman

Carried

Motion 7.2.2:

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

Moved: Luda Unitt

Seconded: Chellee Plumb

Carried

7.3

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

Facilities Sub-Committee

The Facilities Sub-Committee meeting was held on 13 October, 2021.

Alicia Oliver-Cook reported on the following:

- As a result of Chellee Plumb's hard work on submissions and the recent Covid 'outdoor learning' grants, shade sails are going up this term.
- Work on reforming the 'Tech Shed' to a STEM learning space is slowly underway with clearing being completed by staff next week.
- Bruce has spent a lot of time and energy researching and liaising with companies for school solar panels, including the savings that can be made in future years following an initial investment. The facilities team met with Helen G previously to hear about the Solar Panels project being considered for MPS and have made a recommendation to be assessed for funding. The Facilities and the Finance groups will get together to discuss this.
- Other projects, such as working bees, are now most likely being deferred until 2022 due to the lack of time and funding. A quote for the bike shed has been received so is going ahead.

Report tabled: Yes

See report on the School Council Google drive at:

[Facilities Sub-Committee Report for 13 October 2021 Meeting](#)

Motion 7.3.1:

"That the Facilities Sub-Committee report for October, 2021 be accepted."

Moved: Laura Bainbridge

Seconded: Vidushi Sharma

Carried

7.4

Canteen and Uniform Sub-Committee

The Canteen and Uniform Sub-Committee held a meeting on 7 October, 2021.

Demos Karkazis provided the following verbal update report:

Canteen

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

- Discussed with Sue - her return to the canteen on 26 Oct with a reduced menu until all grades are back.
- Special day/s coming up, including sushi and green tea ice cream.
- General running of the canteen when back, including advertising opening times, ongoing maintenance.

Uniform

- Contacting PWS in regard to uniform drop offs (not being done during lockdown) and talking at induction for Prep students.
- There won't be parents allowed in the yard until after 5 November, so considering second hand uniform sale possibility (e.g. online or when parents can be onsite).

Report tabled: Yes

See report on the School Council Google drive at:

[Canteen & Uniform Sub-Committee Report October 2021 Meeting](#)

Motion 7.4.1:

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

Moved: Jonathan Doncovio

Seconded: Simon Torok

Carried

7.5

Finance Sub-Committee

Luda Unitt reported on the following discussed at the meetings held on 10 September and 8 October, 2021:

- YTD (end of September) receipts of \$1,035k being 63% of annual updated budgeted revenue.
- YTD payments of \$834k being 51% of annual updated budgeted expenditure.
- This is in line with previous pre-COVID years.
- A further \$27.5k received from TheirCare for Term 3 taking total receipts to \$132.5k for Terms 1-3. Council to note it is expected there will be a c.\$80k shortfall against the initial \$250k pa of budgeted receipts from TheirCare for 2021.

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

- MPS successfully applied for a \$25k shade grant. Funds will go towards shades over the new playground and expected to be completed in 2021.
- MPS in the process of applying for a further grant to provide a permanent shade structure over the SAKG open learning space.
- \$91k in Tier 2 (inclusive education) funding for 2021. Speech Pathologist has been jointly engaged between 4 local schools and will commence 1 day a week at MPS in Week 6 on Term 4.
- MPS expected to receive a further \$140k in Tier 2 funding in 2022.
- New Parent Payment Policy for 2022 and New Parent Payment Contributions 2022 are currently being rewritten (by DET, so not for MPS to change, noting the voluntary contribution such as IB membership, online program memberships, and stationary) and will be presented in the November School Council Meeting.
- 2022 Budget was delayed by the department, only released on 05/10/21. 2022 indicative budget will be presented in November.

Reports tabled: Yes.

See reports for September and October on the Google drive at:

[Finance Sub-Committee Report for September 2021 Meeting \(discussing August\)](#)

[Finance Sub-Committee Report for October 2021 Meeting \(discussing September\)](#)

Motion 7.5.1

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

Moved: Demos Karkazis

Seconded: Bruce MacDonald

Carried

Motion 7.5.2:

“That \$29,197.00 in receipts and \$106,513.00 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 August, 2021.”

Moved: Alicia Oliver-Cook

Seconded: Kimberley Payne

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

Carried

Motion 7.5.3

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

Moved: Bruce MacDonald

Seconded: Demos Karkazis

Carried

Motion 7.5.4:

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

Moved: Vidushi Sharma

Seconded: Elissa Blackman

Carried

Motion 7.5.5:

That \$14,866.67 in receipts and \$32,990.92 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 September, 2021.”

Moved: Demos Karkazis

Seconded: Bruce MacDonald

Carried

Motion 7.5.6

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

Moved: Bruce MacDonald

Seconded: Jonathan Doncovio

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

Carried

Motion 7.5.7:

“That the Finance Reports for August and September be accepted.”

Moved: Demos Karkazis

Seconded: Jonathan Doncovio

Carried

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

7.6

Education and Policy Sub-Committee

The Education Sub-Committee meeting was held on 16 August, 2021.

Fiona Sewell reported on the following:

- onPsych counselling service update
 - advertised via a Newsletter article Week 6, Term 3 and fortnightly
 - Waiting on response from Legal re: External Providers documentation for President to sign
 - 16 interested, received 7 MHPs so far
- Revised policies continue to be added to MPS website when completed
- Parent and Visitor Code of Conduct policy
 - Policy still under review
 - Discussion about presenting the draft to the school community via a questionnaire for comment - read with Consultation to School community policy

Report tabled: Yes.

See report located on the School Council Google drive at:

[Education Sub-Committee Report for August 2021 Meeting](#)

Motion 7.6.1:

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

Moved: Bruce MacDonald

Seconded: Luda Unitt

Carried

8. Out of Hours School Care

Update on TheirCare

- Discussed vaccinations for TheirCare staff and have a letter confirming they are all vaccinated.

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

- Discussed holiday programs on 21-23 December 2021 and January 2022. Chellee confirmed with them they can run a holiday program commencing 4 January 2022. December opening to be further discussed.

Motion 8.1:

“That the verbal report of the TheirCare meeting be accepted.”

Moved: Jonathan Doncovio

Seconded: Vidushi Sharma

Carried

9. Student Representative Council

Meetings held on 15 September and 15 October, 2021.

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

- Transitioning Back to School
 - SRC students revealed they are excited to socialise; see friends and teachers; have missed the classroom engagement with reduced distractions; looking forward to outdoor learning opportunities and specialist lessons.
- ‘Meet the S.R.C.’ Profiles
 - Seven S.R.C members have submitted their profiles for Class Dojo thus far (Lily, Alana, Aiya, Zach, Krish, Sasha, Anya and Daniel)
 - Students encouraged to continue to send in profiles - they will be posted gradually (to avoid overwhelming busy parents!)
 - Access to Google Form to submit profiles: <https://forms.gle/cSk9WXztS79j2yth8>
- Murrumbeena MasterChef - (Competition & Cookbook Fundraiser)
 - Competition has been EXTENDED for a further week - will now close 22nd of October
 - Please encourage peers to enter - even if the recipe is easy/quick... we need more recipes!
 - Cookbook can only be printed if we receive 25+ recipes

MURRUMBEENA SCHOOL COUNCIL

AGENDA and MINUTES

18 October, 2021

- S.R.C. members and School Captains encouraged to send in their favourite recipes for a special 'school leaders' feature in the Cookbook

- Carnival 2022

- Students decided on the first package: Students viewed photos of each package.

- Theme ideas: (there were MANY): Candyland, "Make Murrumbeena Smile", Light Up Murrumbeena, Autumn Wonderland, Trees/Nature Theme, "The Light at the End of the Tunnel", "Colourfy Murrumbeena", etc... Miss Callanan's personal favourite theme suggestion: "Just get out of the house" - Harry B.

- Upcoming meeting will discuss: feedback on the return to school, the fundraiser Movie Night (turning into a 'Movie Day?'), more about the 2022 Carnival, end of Term 4 casual dress day and fundraiser, and future goals for S.R.C.

Report tabled: No

Motion 9.1:

"That the verbal report regarding the Student Representative Council be accepted."

Moved: Kimberley Payne

Seconded: Luda Unitt

Carried

10. General Business

10.1 Appreciation of Chellee Plumb's role

The President acknowledged the fantastic job Chellee has done in stepping into the Principal's role under difficult circumstances.

10.2 Parent representative on Principal interview panel

As well as the President of the School Council, the panel needs another parent representative from the school council, as well as a DET staff representative. The President will discuss the latter position with Helen. The President nominated Simon Torok as the parent representative (seconded by Alicia Oliver-Cook). There were no other nominations, so Simon will be the parent representative. Interviews will be held on 23 November and reported back to the School Council.

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

11. Correspondence:

11.1 Incoming

TheirCare Letter confirming vaccination of their staff.

11.2 Outgoing

Letter Agreement amending Joint Usage Agreement with Swimsafe now fully executed.

12. Next Meeting:

Next School Council Meeting to be held on 15 November, 2021 starting at 7.30pm.

13. Closure of Meeting:

The Chairperson declared the meeting closed. Time: 9.30pm

By:

Name:

Title: Chairperson

Date: 18 October, 2021

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

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*
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- (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:

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

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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MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

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Moved:

Seconded:

Carried/Not Carried

MURRUMBEENA SCHOOL COUNCIL
AGENDA and MINUTES
18 October, 2021

Recommendation:

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

Moved:

Seconded:

Carried/Not Carried:

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