

NEW GISBORNE PRIMARY SCHOOL
SCHOOL COUNCIL MEETING MINUTES
Tuesday 21st February 2023 at 7pm

1. **Attendees:** Laura Shea, Alison Simmenauer, Matthew Griffin, Nial Muecke, Tanya Hilgert, Shane West, Jenni Boyd, Kayla Manolis, Rebecca Brennan, and Ray Bell

2. **Apologies:** Brad Irvin, Stephanie Simson

3. **Acceptance of previous Minutes**

3.1. Minutes of the previous meetings held on 13th December 2022.

Moved: Nial Muecke

Seconded: Laura Shea

Carried

4. **Matters arising from previous Minutes**

Nil

5. **Official Correspondence**

5.1. In: Subway Proposal 21/02/2023

Shane to send information regarding the Subway proposal.

This will be discussed at the next School Council meeting (21/03).

5.2. Out:

6. **Finance Report - Income and Expenditure as at 31st December 2022**

6.1. Minutes of Finance Committee Meeting - 9th February 2023

6.2. Balance sheet as at 31st December 2022

6.3. Operating Statement as at 31st December 2022

6.4. Financial Commitment Summary for year ended 31st December 2022

Finance Committee Recommended Motions:

- That School Council move \$102556.88 payments be endorsed, \$50000 transfers be ratified, and all presented reports be accepted as a true and correct depiction of the New Gisborne Primary School finances for the month of December 2022.
- That School Council move all statements and payments as tabled for the School Purchasing Cards for the month of November 2022 be accepted.

Moved: Shane West

Seconded: Rebecca Brennan

Carried

7. **Finance Report - Income and Expenditure as at 31st January 2023**

7.1. Minutes of Finance Committee Meeting - 9th February 2023

7.2. Balance sheet as at 31st January 2023

7.3. Operating Statement as at 31st January 2023

Finance Committee Recommended Motions:

- That School Council move \$8368.08 payments be endorsed, and all presented reports be accepted as a true and correct depiction of the New Gisborne Primary School finances for the month of January 2023.
- That School Council move all statements and payments as tabled for the School Purchasing Cards for the month of December 2022 be accepted.

Moved: Shane West

Seconded: Rebecca Brennan

Carried

8. Other Reports

8.1. Parents' Association

8.1.1.

- The Parents' Association (PA) currently have a spending balance of \$70,000.
- PA to fund 10 new iPads that will be used for NAPLAN,
- All funds that have been raised are to be spent by the end of each school year.
- School Council to discuss/decide what projects will be funded by the PA. School Council will then take this to the PA.
- Thank you to the PA for all their hard work. It is greatly appreciated.
- PA AGM will be held on the 3/3 at 9:00 am.

8.2. Principal's Report - See attached.

8.3. Sub-Committee Reports

8.3.1. Building and Grounds

9. General Business

9.1. 2023 Annual Motions

- 9.1.1. Approve the following proposed annual fundraising events, Bulb Drive, Colour Fun Run, Parent/new families, Sausage Sizzle, Trivia Night, Disco, Mothers' Day stall, Fathers' Day stall, Showcase Artwork, Raffle, Mother & Father's day stall, and/or other events, as presented by the Parents' Association to School Council meetings throughout the year.
- 9.1.2. Endorse that the Fundraising Event transactions be treated as input tax for GST purposes.
- 9.1.3. Endorse that the Canteen and Uniform Shop transactions be treated as input tax for GST purposes.
- 9.1.4. Endorse that Principal, Shane West and Assistant Principal, Jennifer Boyd are the officers authorised to approve all Purchase Orders. Carole Wood is authorised to approve to limited Purchase Orders (eg Canteen, Uniform Shop, Excursions etc).
- 9.1.5. Endorse that Shane West and Rebecca Brennan are the current banking signatories for the Official Account and Carole Wood has Administrator access. Endorse that Jennifer Boyd be added as a signatory to the Official Account.
- 9.1.6. Endorse that Shane West is the current signatory to the High Yield Account and Carole Wood has Administrator access.
- 9.1.7. Endorse School Purchasing Card Cardholder Register, which currently includes Shane West and Carole Wood.
- 9.1.8. Approve / endorse the proposed Camps for 2023.
 - 9.1.8.1. Year 4 Camp at Camp Wilkin, Anglesea on 14th and 15th March 2023.
 - 9.1.8.2. Year 6 Camp at Sovereign Hill, Ballarat on 22nd to 24th March 2023.
 - 9.1.8.3. Year 2 Camp at Lady Northcote, Glenmore in Term 4 2023. Date to be confirmed.
- 9.1.9. Approve the process for Excursions. Each excursion will be approved by Principal or Assistant Principal and registered online with the Department.
- 9.1.10. Endorse our Internet Banking procedures. New Gisborne Primary School uses Commbiz. Shane West and Rebecca Brennan are current Authorisers and Carole Wood has Administrator access. Endorse that Jennifer Boyd be added as an additional Authoriser.
- 9.1.11. Endorse the store accounts/cards held by New Gisborne Primary School. Gisborne Supermarket (Foodworks); Bunnings, Morgan IGA Supermarket.
- 9.1.12. Endorse the payment methods available for families. New Gisborne Primary School offers CompassPay as the preferred method of payment, together with Qkr, BPay, Eftpos, and Cash.

- 9.1.13.** Approve that the Visitor's Register on the Compass Kiosk is a record of our current volunteers working in the School. Volunteers have a current Working With Children Check and must have nominated NGPS as a volunteer organisation.

Moved: Shane West

Seconded: Laura Shea

Carried

10. Other Business

10.1. Members of School Council that have served their term:

- 10.1.1.** Kayla Manolis, Rebecca Brennan, Alison Simmenauer, Nial Muecke. Shane to send out expressions of interest seeking new members.

Meeting Closed: Meeting closed at 8:15pm

Upcoming meetings

21/03, 16/05, 13/06, 15/08, 12/09, 24/10 and 12/12