

# **NEW GISBORNE PRIMARY SCHOOL**

## **SCHOOL COUNCIL MEETING No 6 2023**



**Tuesday 12<sup>th</sup> September 2023 at 7pm**

**NEW GISBORNE PRIMARY SCHOOL**  
**SCHOOL COUNCIL MEETING AGENDA**  
**Tuesday 12<sup>th</sup> September 2023 at 7pm**

**1. Attendees**

**2. Apologies**

**3. Acceptance of previous Minutes**

3.1. Minutes of the previous meetings held on 15<sup>th</sup> August 2023.

**4. Matters arising from previous Minutes**

**5. Official Correspondence**

5.1. In:

5.2. Out:

**6. Finance Report - Income and Expenditure as at 31<sup>st</sup> August 2023**

6.1. Balance sheet as at 31<sup>st</sup> August 2023

6.2. Operating Statement as at 31<sup>st</sup> August 2023

**Finance Committee Recommended Motions:**

- That School Council move \$87925.00 payments be endorsed, \$50000.00 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 August 2023.
- That School Council move all statements and payments as tabled for the School Purchasing Cards for the month of August 2023 be accepted.
- That School Council approve the additional revenue/adjustment/note over/under expenditure of the cash budget.
- That School Council accept and endorse the indicative cash budget for New Gisborne Primary School for 2024.
- That School Council approve the following assets be disposed of for the following reasons:
  - 4 x iPads - faulty (won't hold charge).

**7. Other Reports**

7.1. Parents' Association

7.2. Principal's Report

7.3. Sub-Committee Reports

**8. General Business**

**9. Other Business**

**10. Meeting Closed**

**NEW GISBORNE PRIMARY SCHOOL**  
**SCHOOL COUNCIL MEETING MINUTES**

**Tuesday 15<sup>th</sup> August 2023 at 7pm**

1. **Attendees:** Shane West, Rebecca Brennan, Alison Simmenauer, Laura Turnbull, Jennifer Boyd, Kayla Manolis, Laura Shea, Kylie Evans, and Ray Bell

2. **Apologies:** Stephanie Simson and Nial Muecke

3. **Acceptance of previous Minutes**

3.1. Minutes of the previous meetings held on 13<sup>th</sup> June 2023.

**Moved:** Laura Shea      **Seconded:** Shane West      **Carried**

4. **Matters arising from previous Minutes**

5. **Official Correspondence**

5.1. In: Emailed Letter of Resignation - Brad Irvin

5.2. Out:

6. **Finance Report - Income and Expenditure as at 30<sup>th</sup> June 2023**

6.1. Minutes of Finance Committee Meeting - 8<sup>th</sup> August 2023

6.2. Balance sheet as at 30<sup>th</sup> June 2023

6.3. Operating Statement as at 30<sup>th</sup> June 2023

**Finance Committee Recommended Motions:**

- That School Council move \$61850.46 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 June 2023.
- There were no bank account transfers.
- That School Council move all statements and payments as tabled for the School Purchasing Cards for the month of June 2023 be accepted.
- That School Council approve the Profit and Loss for Camps and Excursions as presented.
- That School Council approve the Profit and Loss for Fundraising as presented.

**Moved:** Shane West      **Seconded:** Jenni Boyd      **Carried**

7. **Finance Report - Income and Expenditure as at 31<sup>st</sup> July 2023**

7.1. Balance sheet as at 31<sup>st</sup> July 2023

7.2. Operating Statement as at 31<sup>st</sup> July 2023

**Finance Committee Recommended Motions:**

- That School Council move \$58649.04 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 July 2023.
- There were no bank account transfers.
- That School Council move all statements and payments as tabled for the School Purchasing Cards for the month of July 2023 be accepted.
- That School Council approve the Energy Breakthrough fundraising events for the 2023 school year and the GST treatment as Input Taxed.
- School Council is informed that the biennial stocktake for the school has been completed. The attached assets have been disposed of for the reasons stated.

**Moved:** Shane West      **Seconded:** Jenni Boyd      **Carried**

8. **Other Reports**

8.1. Parents' Association:

**Fathers' Day Stall**

- Fathers' Day Stall to be held on Thursday 31<sup>st</sup> August. Gift bags are being prepared and options will be published in the upcoming newsletter.
- Fathers' Day Breakfast will be held on Friday 1<sup>st</sup> September.

**Colour Fun Run**

- Date has been confirmed for Friday 3<sup>rd</sup> November in Term 4. PA will seek volunteers through the school newsletter.

Thank you to the PA for organising these events.

8.2. Principal's Report (See attached)

8.3. Sub-Committee Reports

**Building and Grounds:** The following projects have been happening around the school:

- Emergency lighting repairs
- emergency safety management audit
- heater in gym
- minor electrical work has been completed.
- a quote for the edging at the front of the gym and the basketball court have been received.

Money left over from capital works will be discharged to school. Projects will be prioritised.

**Action:** Share will send the tender for the basketball court, responses, and scope of works to members of School Council.

**9. General Business**

**10. Other Business**

**Chess Club Competitions**

- Parental supervision and transportation is required. This is in the letters that have been sent home to families as a reminder.

**Upcoming Curriculum Days for the remainder of 2023:**

- Monday 6<sup>th</sup> November - day prior to Melbourne Cup Day
- Tuesday 19<sup>th</sup> and Wednesday 20<sup>th</sup> December - final week of Term 4. Monday will be the last 2023 school day for students.

11. Meeting Closed at 7:47pm

**Upcoming meetings:**

12/09, 24/10, 12/12

**NEW GISBORNE PRIMARY SCHOOL**

**MINUTES OF FINANCE COMMITTEE MEETING**

**Tuesday 5<sup>th</sup> September 2023**

**Present:** Shane West, Jenni Boyd, Rebecca Brennan, Trish Johnstone, Carole Wood, and Stephanie Simson

**Apologies:** Nil

**Minutes of the meeting held on Tuesday 8<sup>th</sup> August 2023 were previously distributed:**

**Motion:** That the Minutes of the meeting held 8<sup>th</sup> August 2023 be accepted.

**Moved:** Shane West

**Seconded:** Jenni Boyd

**Carried.**

**Matters Arising From Previous Minutes:**

- Nil

**General Business:**

1. The following **August** reports for both High Yield and Official Accounts (where separate) were tabled at the Finance Committee meeting:

- 1.1. Balance Sheet
- 1.2. Operating Statement
- 1.3. Bank Reconciliations
- 1.4. Cash Receipts
- 1.5. Cash Payments
- 1.6. Cancelled Receipts Report
- 1.7. Cancelled Payments Report
- 1.8. Journal Report
- 1.9. Cash Flow Statement
- 1.10. Bank Account Movement
- 1.11. Annual Sub Program Budget Report
- 1.12. Invoices Awaiting Payment
- 1.13. Family Credit Notes Report
- 1.14. Sundry Debtors Credit Notes Report

**Recommendation:** That School Council move \$87,925.00 payments be endorsed, \$50000.00 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 August 2023.

**Moved:** Shane West

**Seconded:** Trish Johnstone

**Accepted.**

2. The following Purchasing Card statements have been tabled for the month of July 2023.

2.1. Carole Wood

2.2. Shane West

**Recommendation: That School Council move all statements and payments as tabled for the School Purchasing Cards be accepted.**

**Moved:** Shane West

**Seconded:** Rebecca Brennan

**Accepted.**

3. Budget Changes.

3.1. As outlined in the schedule provided.

**Recommendation: That School Council approve the additional revenue/adjustment/note over/under expenditure due to the reasons outlined.**

**Moved:** Shane West

**Seconded:** Stephanie Simson

**Accepted.**

4. The Operating Statement and Annual Subprogram reports were reviewed. Significant variances were explained as follows:

4.1. Nil to present.

**Moved:**

**Seconded:**

**Accepted.**

5. Profit and Loss - Camps and Excursions that have been approved by School Council.

5.1. Nil to present.

**Recommendation: That School Council approve the Profit and Loss for Camps and Excursions as presented.**

**Moved:**

**Seconded:**

**Accepted.**

6. Profit and Loss - Fundraising approved by School Council.

6.1. Nil to present.

**Recommendation: That School Council approve the Profit and Loss for Fundraising as presented.**

**Moved:**

**Seconded:**

**Accepted.**

7. Cash Flow Budget.

7.1. 2024 Draft Cash Flow Budget.

**Recommendation: That School Council accept and endorse the Cash Flow Budget as presented for the 2024 calendar year.**

**Moved:** Shane West

**Seconded:** Jenni Boyd

**Accepted.**

8. Disposal of Assets.

8.1. 4 x Ipads - unserviceable.

**Recommendation: That School Council accept the following assets have been disposed of for the reasons outlined.**

**Moved:** Shane West

**Seconded:** Stephanie Simson

**Accepted.**

Next Meeting: 10<sup>th</sup> October 2023

Future Meetings: 14/11, 5/12

**Balance Sheet Specific Period**

As at 31 August 2023

	Current	Last year
<b>Accumulated Funds</b>		
Accumulated Funds	-1,042,973.20	-793,922.63
Total Funds	-1,042,973.20	-793,922.63
<b>Represented by:</b>		
<b>Non Current Assets</b>		
Furniture and Fittings >\$5,000	5,180.50	5,180.50
Musical Equipment >\$5,000	7,000.00	7,000.00
Communication Equip >\$5,000	11,990.00	11,990.00
Plant & Equipment >\$5,000	29,254.09	29,254.09
Other Assets >\$5,000	13,430.00	13,430.00
Min Ld Build Assets < \$50,000	27,389.00	27,389.00
	94,243.59	94,243.59
<b>Current Assets</b>		
High Yield	922,246.97	691,003.14
Official Account	37,306.83	18,818.64
Accounts Receivable Control	-6,591.33	-4,946.21
Sundry Debtors	577.50	1,049.00
GST Purchases (Reclaimable)	2,123.69	4,989.44
Prepaid Expenses	0.00	2,150.00
	955,663.66	713,064.01
Total Assets	1,049,907.25	807,307.60
<b>Current Liabilities</b>		
Accounts Payable Control	-6,787.38	-13,094.32
GST on Sales	-146.67	-290.65
	-6,934.05	-13,384.97
<b>Non Current Liabilities</b>		
Total Liabilities	-6,934.05	-13,384.97
Net Assets	1,042,973.20	793,922.63





### Balance Sheet Specific Period

As at 31 August 2023

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Current

Last year

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We certify that this report is a true and fair representation of the school's financial position as at the specified date.

School Principal SC Vest Date 4-9-23

School Council President [Signature] Date 9-9-23



## Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Annual Budget	% of Budget Received	Last Year Actual
		Actual	Variance	Actual	Budget			
<b>REVENUE</b>								
	<b>Dept Grants</b>							
70001	Cash SRP Funding	-	-	334,857	400,000	400,000	84	464,480
70004	Conveyance Allowance	-	-	-	4,000	4,000	0	940
70007	CSEF	-	-	1,689	5,000	5,000	34	3,668
70080	Dept Funding	-	-	-	-	-	-	17,248
		0	0	336,546	409,000	409,000	82	486,335
<b>Commonwealth Government Grants</b>								
71080	Cwealth Govt Grants	-	-	2,228	-	-	-	3,352
		0	0	2,228	0	0	-	3,352
<b>State Government Grants</b>								
72080	State Government Grants	119,366	-	119,366	-	-	-	47,499
		119,366	0	119,366	0	0	-	47,499
<b>Other</b>								
73001	Reimbursements	454	-	3,861	-	-	-	13,256
73002	Interest Received	3,323	-	21,704	20,000	20,000	109	10,564
73541	Transfers FROM other schools	-	-	-	-	-	-	7,795
		3,778	0	25,564	20,000	20,000	128	31,616
<b>Locally Raised Funds</b>								
74101	Fundraising Activities	5,134	-	14,429	20,000	20,000	72	39,944
74102	Donations	-	-	-	-	-	-	1,698
74103	Commission	-	-	1,445	1,500	1,500	96	1,651
74201	Hire School Facilities/Equip	1,013	-	3,495	4,500	4,500	78	185,365
		6,147	-	19,369	26,000	26,000	76	199,658



## Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Annual Budget	% of Budget Received	Last Year Actual
		Actual	Variance	Actual	Budget			
74301	Camps/Excursions	597	597	65,696	95,000	95,000	69	102,374
74402	Trading Operations	15,793	15,793	95,547	156,000	156,000	61	155,948
74403	Charities and Collections	-	-	2,606	8,000	8,000	33	6,586
74407	Voluntary Fin Contributions	-	-	-	-	-	-	-
74408	Curriculum Contributions	2,323	2,323	39,010	50,000	50,000	78	64,018
74409	Extra-Curricular Items & Activ	370	370	370	2,500	2,500	15	14,905
74410	Other Contributions	853	853	11,155	20,000	20,000	56	17,645
74580	Other Locally Raised Funds	-	-	141,220	200,000	200,000	71	2
		26,081	26,081	374,973	557,500	557,500	67	590,136
	<b>Total Operating Revenue</b>	<b>149,225</b>	<b>149,225</b>	<b>858,677</b>	<b>986,500</b>	<b>986,500</b>	<b>87</b>	<b>1,158,938</b>



## Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Variance	Annual Budget	% of Budget Expended	Last Year Actual
		Actual	Budget	Actual	Budget				
<b>EXPENDITURE</b>									
<b>Salaries and Allowances</b>									
80052	Non - Teaching Staff	7,469	-	42,214	128,600	-86,386	128,600	33	97,077
80060	Work Experience	75	-	75	300	-225	300	25	75
80071	Casual Relief Teaching Staff	22,745	-	93,460	245,000	-151,540	245,000	38	163,443
80080	Superannuation	3,369	-	14,636	39,975	-25,339	39,975	37	25,974
80081	WorkCover	-	-	3,994	3,000	994	3,000	133	2,018
		33,658	0	154,379	416,875	-262,496	416,875	37	288,587
<b>Bank Charges</b>									
82801	Bank Charges	196	-	1,580	2,000	-420	2,000	79	2,863
		196	0	1,580	2,000	-420	2,000	79	2,863
<b>Consumables</b>									
86101	Non Curriculum Consumables	369	-	9,557	9,250	307	9,250	103	6,088
86102	Photocopying	1,673	-	9,389	25,000	-15,611	25,000	38	13,044
86104	Curriculum Consumables	1,755	-	53,201	85,600	-32,399	85,600	62	49,947
86105	Computer Applications <\$5,000	1,819	-	18,941	28,350	-9,409	28,350	67	17,940
		5,615	0	91,088	148,200	-57,112	148,200	61	87,019
<b>Books and Publications</b>									
86201	Library Books	-	-	4,100	4,600	-500	4,600	89	11,198
		0	0	4,100	4,600	-500	4,600	89	11,198
<b>Communication costs</b>									
86301	Postage	-	-	-	500	-500	500	0	273
86302	Telephone	2,232	-	4,039	5,000	-961	5,000	81	5,738
									[GL21150]

**Operating Statement - Detail**

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Variance	Annual Budget	% of Budget Expended	Last Year	
		Actual	Variance	Actual	Budget				Budget	Actual
86303	Internet/Comm Costs <\$5,000	-	-	196	1,000	-804	1,000	20	-46	
		2,232	2,232	4,235	6,500	-2,265	6,500	65	5,965	
	<b>Equipment/Maintenance/Hire</b>									
86401	Furniture/Fittings <\$5,000	545	545	665	2,500	-1,835	2,500	27	409	
86402	Repairs/Maint Equipment	738	738	3,967	9,300	-5,333	9,300	43	1,548	
86403	Leased Equipment	412	412	3,293	5,800	-2,507	5,800	57	4,759	
86404	Technology Equipment <\$5,000	-	-	4,758	10,000	-5,242	10,000	48	1,642	
86407	Plant and Equipment <\$5,000	327	327	2,034	-	2,034	-	-	11,070	
86409	Hired Equipment	-	-	-	7,100	-7,100	7,100	0	4,712	
		2,021	2,021	14,716	34,700	-19,984	34,700	42	24,140	
	<b>Utilities</b>									
86452	Electricity	1,676	1,676	8,038	20,000	-11,962	20,000	40	18,213	
86454	Gas - LPG	-	-	16,527	25,000	-8,473	25,000	66	25,644	
86455	Water incl Water Rates	736	736	1,656	3,500	-1,844	3,500	47	2,695	
86503	Refuse and Garbage	1,012	1,012	5,868	12,000	-6,132	12,000	49	9,167	
		3,424	3,424	32,088	60,500	-28,412	60,500	53	55,720	
	<b>Property Services</b>									
86500	Security/Safety/Fire Prev'n	-	-	4,588	9,200	-4,612	9,200	50	7,830	
86501	Sanitation	1,095	1,095	5,788	11,000	-5,212	11,000	53	16,479	
86502	Contract Cleaning	7,833	7,833	54,113	96,000	-41,887	96,000	56	92,244	
86504	Building Works	980	980	5,926	29,100	-23,174	29,100	20	19,910	
86505	Ground Works	241	241	28,493	216,750	-188,257	216,750	13	12,232	
		10,150	10,150	98,908	362,050	-263,142	362,050	27	148,696	
	<b>Travel &amp; Subsistence</b>									



## Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Annual Budget	% of Budget Expended	Last Year Actual
		Actual	Variance	Actual	Budget			
		0	0	0	0	0	-	0
<b>Motor Vehicle Expenses</b>								
		0	0	0	0	0	-	0
<b>Administration</b>								
86802	Insurance	-	-	4,196	3,000	3,000	140	4,196
86803	Affiliations	-	-	3,829	18,720	18,720	20	16,655
		0	0	8,025	21,720	21,720	37	20,850
<b>Health and Personal Development</b>								
86901	Medical costs/First Aid	433	433	2,789	1,200	1,200	232	740
86902	First Aid Materials	-	-	-	5,000	5,000	0	3,537
		433	433	2,789	6,200	6,200	45	4,277
<b>Professional Development</b>								
86910	Conferences/Courses/Seminars	46	46	3,190	29,800	29,800	11	4,274
		46	46	3,190	29,800	29,800	11	4,274
<b>Entertainment and Hospitality</b>								
86920	Hospitality	-	-	-	1,000	1,000	0	1,382
86930	Light Refreshments	-	-	2,684	4,150	4,150	65	3,031
		0	0	2,684	5,150	5,150	52	4,413
<b>Trading and Fundraising</b>								
89101	Trading Operations	17,650	-	82,227	116,000	116,000	71	112,082
		17,650	17,650	82,227	116,000	116,000	71	112,082



## Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Variance	Annual Budget	% of Budget Expended	Last Year Actual
		Actual	Budget	Actual	Budget				
89102	Charities and Collections	452	-	3,118	8,000	-4,882	8,000	39	7,117
89103	Donations, Gifts and Awards	88	-	626	2,000	-1,374	2,000	31	2,574
89104	Fundraising Expenses	-	-	7,216	20,000	-12,784	20,000	36	24,058
		18,189	0	93,187	146,000	-52,813	146,000	64	145,833
	<b>Support/Service</b>								
89204	Service Provider	-	-	19,645	20,320	-675	20,320	97	36,091
		0	0	19,645	20,320	-675	20,320	97	36,091
	<b>Camps/Excursions/Activities</b>								
89302	Camps/Excursions/Activities	409	-	73,233	126,200	-52,967	126,200	58	113,421
		409	0	73,233	126,200	-52,967	126,200	58	113,421
	<b>Internal Transfers</b>								
89360	School to school transfers	-	-	1,523	-	1,523	-	-	4,498
		0	0	1,523	0	1,523	0	-	4,498
	<b>Miscellaneous</b>								
89301	Remunerations	-	-	56	-	56	-	-	2,450
89304	Fees and Charges	180	-	3,671	-	3,671	-	-	6,063
89308	FBT Liability Expense	-	-	528	-	528	-	-	-
89309	ATO Charges/Payments	-1	-	-	-	-	-	-	2
		179	0	4,255	0	4,255	0	-	8,516

## Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Variance	Annual Budget	% of Budget Expended	Last Year Actual
		Actual	Budget	Actual	Budget				
	<b>Total Operating Expenditure</b>	76,553	0	609,626	1,390,815	-781,189	1,390,815	44	966,360
	<b>Net Operating Surplus/-Deficit</b>	72,672	0	249,051	-404,315	653,366	-404,315		192,578
	<b>Outstanding Orders:</b>								
				166,717					





# Operating Statement - Detail

for the period ending 31 August 2023

GL Code	Account Title	Current Month		Year to Date		Variance	Annual Budget	% of Budget Expended	Last Year Actual
		Actual	Budget	Actual	Budget				
<b>CAPITAL EXPENDITURE</b>									
26210	Furniture and Fittings >\$5,000	-	-	-	-	-	-	-	-
26211	Musical Equipment >\$5,000	-	-	-	-	-	-	-	-
26214	Communication Equip >\$5,000	-	-	-	-	-	-	-	-
26215	Plant & Equipment >\$5,000	-	-	-	-	-	-	-	-
26220	Other Assets >\$5,000	-	-	-	-	-	-	-	-
26503	Min Ld Build Assets < \$50,000	-	-	-	-	-	-	-	27,389
	<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,389</b>

**Outstanding Orders:**

		0	0	0	0	0	0	0	0
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**ASSET WRITE-DOWNS**

89591	Asset Write-Downs	-	-	-	-	-	-	-	-
	Asset Sale Proceeds	-	-	-	-	-	-	-	-
	<b>Total Asset Write-Downs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PRIOR YEAR ADJUSTMENTS**

	<b>Total Prior Year Adjustments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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# Operating Statement - Detail



for the period ending 31 August 2023

We certify that this report is a true and fair representation of the school's financial performance for the specified period.

School Principal *S West* Date 4-9-23

School Council President *J Ha* Date 9-9-23

# Request for Change of Asset Status

<b>School name:</b>	NEW GISBORNE PRIMARY SCHOOL		<b>School No:</b> 10467	
<b>Staff name:</b>	CAROLE WOOD	<b>Date:</b> 17/08/2023	If to be disposed of, please remove barcode and place here if possible	
<b>Asset number:</b>	2458 x 1; 2400; 2350; 2385			
<b>Short Description:</b>	APPLE IPAD			
<b>Change required</b>	Please mark with <input checked="" type="checkbox"/> as appropriate		<b>Comments:</b>  Ipad won't charge.	
<b>To dispose of:</b>	<input checked="" type="checkbox"/> Unserviceable	<input checked="" type="checkbox"/> Obsolete		<input type="checkbox"/>
	<input type="checkbox"/> Unable to sell	<input type="checkbox"/> Transferred		<input type="checkbox"/>
	<input type="checkbox"/> No longer needed	<input type="checkbox"/> Retired/scrapped		<input type="checkbox"/>
	<input type="checkbox"/> Lost	<input type="checkbox"/> Other		<input type="checkbox"/>
<b>To be sold:</b>	<input type="checkbox"/>	<b>Reason for sale:</b>		
		<b>Method of sale:</b>		
		<b>Price:</b>	\$	
<b>Item stolen:</b>	<input type="checkbox"/>	<b>Police notified</b>	<input type="checkbox"/> <b>Date notified</b>	
<b>Board of Survey / Office use only</b>				
<b>Release type</b>	5	1. Sold; 2. Expired Lease; 3. Traded; 4. Auctioned; 5. Salvage or Scrap; 6. Board of Survey; 7. Incorrect/Duplicate Entry; 8. Lost or Stolen; 9. Transfer; 99 Partial Release		
<b>Board of survey:</b>	<i>Signature</i>	<i>Name</i>	<i>Date</i>	
<b>Principal:</b>	x 	SHANE WEST	17/08/2023	
<b>School council nominee:</b>	x 	REBECCA BRENNAN	17/08/2023	
<b>Other:</b>	x			
<b>CASES 21 Batch No:</b>				
<b>Entered by</b>	x			

**Note:** If the asset value is less than \$50,000 (refer AR11001) a school may authorise work. However, if the Asset Information (AR11001) value is \$50,000 or over, the Department's authorisation **must be** obtained before the asset can be disposed of by the school. Contact the Department's: Infrastructure Budgeting – Accounting via email: [det.asset.accounting@edumail.vic.gov.au](mailto:det.asset.accounting@edumail.vic.gov.au)



# NEW GISBORNE PRIMARY SCHOOL

12<sup>th</sup> September, 2023

## Principal's Report to School Council

- **Enrolments as at 12/09/2023**

Prep	1	2	3	4	5	6	Total
46	79	60	83	74	79	70	491

- **Personnel**

- Staffing news - Shane LSL first 4 weeks of term 4  
- Sarah McIlroy LSL first 2 weeks
- CRTs - we have some new CRTs
- Chester has started holidays early as per Dogs Connect advice

- **Curriculum/Professional Development**

- Shane - Principal forum/network meeting
- Comparative marking

- **Buildings and Grounds**

- Hydrants to be tested
- OHS safety checks have been completed

- **Other Matters**

- Pre-service teachers and work experience students
- Pirate dress up day 14<sup>th</sup> September
- 2024 Foundation enrolment 72 ½
- Some new enrolments and interest from people moving into the area in Term 4
- PMP in the park
- Castlemaine chess competition
- Preparation for Puberty Term 4 - Year 6
- 12/13<sup>th</sup> October - Year 2 camp