**STAWELL SECONDARY COLLEGE**

**SCHOOL COUNCIL MEETING**

**MINUTES**

**WEDNESDAY 27 FEBRUARY 2019**

1. **Present:**  S. Walker, C. Lopez,. Body A. Dalziel, P. Cuffe, J. Hammond, W. Hackwill,J. Hosemans, R. Kell, M. Sanders, M. McAloon.
2. **Apologies:** S. Price, M. Francis, A. Taylor,   
    *Motion: Apologies are accepted.  
    Moved by: S. Walker Seconded by: J. Hosemans*

*All in favour. Carried*

*Absent:* B Reading,

1. **Declaration of Conflict of Interest – Nil**

1. **Previous Minutes:**  Approval of minutes of Meeting 28 November 2018

*Motion: That the minutes of the previous meeting be accepted.*

*Moved by: S. Walker Seconded by: A. Dalziel*

**5.0 Matters Arising from the Minutes:** Refer to Action Items

1. **Principal’s Report: C. Lopez- as attached**

*Motion: That the Principal Report be accepted.*

*Moved by: S. Walker Seconded by: M. Sanders*

*All in favour. Carried*

**7.0 Sub Committee Reports**

**7.1 Finance & Executive Committee:** Minutes meeting 13 February 2019

**December**

Bank A**ccoun**ts:

Official Account 26,179.68

less commitments - 13,464.00 $ 12,715.68

High Yield Investment Account $ 300,759.63

CBA Online Investment Account $ 51,781.53

Bank First Fixed Term Investment Account $ 175,646.76

Uncommitted balance $ 540,903.60

Payments to be approved December 2018 numbered 45061 to 45079, Direct Debit Transfer DD 27645, 27655, 27656, 27659, 27687, 27688, 27741, 27746, 27749, 27752, 27766, 27769, 27782, BPay 27652 , 27744, 27765, 27807,GLP 3752 to 3769, Purchase Card 27810 (Total

$ 153,236.37).

Investment Transfers December 2018 – $110,000.00

Financial Reports distributed:  
 - Balance Sheet

- Operating Statement – Detailed

- Cash Flow Statement

- Bank Account Movements Detailed

- Annual Sub Program Budget Report

- Cash Payments Report

- Cancelled Receipts Report

- Cancelled Payments Report

- Journal Report

- Invoices Awaiting Payment - Nil

- Family Credit Notes Report

- Sundry Debtors Credit Note Report – Nil

- Purchase Card Transactions

- SRP Budget Management Report – 201814

**January**

Bank A**ccoun**ts:

Official Account 65,733.01

less commitments - 15,099.00 $ 50,634.01

High Yield Investment Account $ 493,560.72

CBA Online Investment Account $ 51,781.53

Bank First Fixed Term Investment Account $ 175,799.12

Uncommitted balance $ 771,775.38

Payments to be approved January 2019 numbered 45080 Direct Debit Transfer DD Nil BPay Nil GLP 3779to 3769, (Total $ 2368.37).

Investment Transfers January 2019 – NIL

Financial Reports distributed:  
 - Balance Sheet

- Operating Statement – Detailed

- Cash Flow Statement

- Bank Account Movements Detailed

- Cash Payments Report

- Cancelled Receipts Report

- Cancelled Payments Report

- Journal Report

- Invoices Awaiting Payment - Nil

- Family Credit Notes Report

- Sundry Debtors Credit Note Report – Nil

- SRP Budget Management Report – 201814

*Motion: That School Council move* $155,604.74 *expenditure be endorsed, $110,000 transfers be ratified and all presented reports accepted as a true depiction of the Stawell Secondary Colleges finances for the month of December 2018 & January 2019.*

*Moved by: A. Dalziel Seconded by: P. Cuffe  
 All in favour Carried*

Three December 2018 transactions, selected by J, Hosemans, were presented for ratification.  
  
 *Motion: That the documents for three December 2018 transactions, as selected by J. Hosemans, are sighted by the Committee and deemed to meet DET finance guidelines.*

*Moved by: J. Hosemans Seconded by: R. Kell*

*All in favour Carried*

*Motion: That Finance Report be accepted.*

*Moved by: J. Body Seconded by: P. Cuffe   
 All in favour Carried*

*Motion: That balance of $177,119.31 in Bank First be transferred to the HYIA (Westpac) on 27 February 2019 and the balance of the CBA Online Saver, $51,816.72, be transferred into CBA Official account on 28 February 2019.*

*Moved by: M. Sanders Seconded by: A. Dalziel*

*All in favour. Carried*

*Motion: That $35,335.980 unpaid fees for 2018 be written off.*

*Moved by: S. Walker Seconded by: J. Hose,mans*

*All in favour Carried*

M. McAloonpresented the 2018 Financial Commitment Summary with supporting documentation.  
  
 Total of All Reconciled Bank Accounts Balance $554,367.60

School Operating Reserve $191,372.31

Remaining Balance to be Allocated $362,995.29

*Motion: That 2018 Financial Commitment Summary be accepted.*

*Moved by: R. Kell Seconded by: J. Hammond.*

*All in favour Carried*

**7.2 Policy Committee:** The following policies were presented for ratification:

- Cash Handling Policy

* Electronic Funds Management Policy

*Motion: That the Policies as named above be ratified*

*Moved by: S. Walker Seconded by: P. Cuffe All in favour Carried*

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**7.3 Resources and Development Committee: P. Cuffe**

Trees planted around the boundaries near the school oval are looking great.

*Motion: That the Resource & Development Committee report be accepted*

*Moved by: S. Walker Seconded by: P. Cuffe  
 All in favour Carried*

**8.0 Other Reports**

* 1. **Student Leadership Team:** Will Hackwill - As Attached

*Motion: That the Student Leadership report be accepted*

*Moved by: S. Walker Seconded by: W. Hackwill  
 All in favour Carried*

**9.0 Correspondence Inwards -** Nil

**10.0 Correspondence Outwards-** Nil

1. **General Business**

* 1. **2019Camps & excursions to be approved** *Outdoor Ed Yrs 10 & 11 23 Students Anglesea 26-28 Feb 2019.*

Z.Burnett teacher in charge. *Motion: That the Camps & Excursions as listed above be approved following the excursion/camp documentation being signed by S. Walker and C., Lopez.*

*Moved by: S. Walker Seconded by: A. Dalziel*

*All in favour Carried*

* 1. **Community Use Approvals** - Nil
  2. **Master Planning Update – See Principal’s Report**
  3. **2019 Indicative Budget**M.McAloon presented a revised 2019 Indicative Budget with changes that incorporates funds carried over from 2018.

Motion: That the revised 2019 Indicative Budget be ratified

Moved by: R. Kell Seconded by: P. Cuffe

All in favour Carried

* 1. **Principal Selection Process update**  
     The substantive principal’s position will be advertised on Recruitment on Line on   
     1 March 2019.

**11.6 2019 Commencement Motions***Motion: That the School Council endorses the delegation of signing school orders to the Principal and the Business Manager*

*Moved by: J. Body Seconded by: J. Hosemans*

*All in favour. Carried*

*Motion: That the School Council endorses the School Investment Policy.*

*Moved by: W. Hackwill Seconded by: R. Kell*

*All in favour. Carried*  
*Motion: That the School Council endorses the School Parent Payment Policy.*

*Moved by: M. Sanders Seconded by: A. Dalziel*

*All in favour. Carried*

*Motion: That the School Council endorses the financial delegation authority to C. Lopoz, S. Walker & A. Dalziel.*

*Moved by: SA. Dalziel Seconded by: J. Hosemans*

*All in favour. Carried*

*Motion: That the School Council endorses C. Lopez, S. Walker, M. Francis & A. Dalziel to be the signatories of all school bank accounts.*

*Moved by: C. Lopez Seconded by: P. Cuffe*

*Motion: That the School Council endorses the School Purchasing Card   
 Register of card holders and limits:*

*M. Hart $5000*

*C. Clode $5000*

*Moved by: J. Hosemans Seconded by: J. ody*

*All in favour. Carried  
  
 Motion: That the School Council approves the Council Meeting dates for 2019 as listed:* WEDNESDAY 28 FEBRUARY 7.30 pm

WEDNESDAY 27 MARCH 7.30 pm

Annual General Meeting  
WEDNESDAY 24 APRIL 7.30 pm

WEDNESDAY 22 MAY 7.30 pm

WEDNESDAY 26 JUNE 7.30 pm

WEDNESDAY 24 JULY 7.30 pm

WEDNESDAY 28 AUGUST 7.30 pm

WEDNESDAY 23 OCTOBER 7.30 pm

WEDNESDAY 27 NOVEMBER 7.30 pm

*Finance & Executive Sub-Committee*

WEDNESDAY 13 FEBRUARY 5.30 pm

WEDNESDAY 13 MARCH 5.30 pm

WEDNESDAY 8 MAY 5.30 pm

WEDNESDAY 12 JUNE 5.30 pm  
  
WEDNESDAY 14 AUGUST 5.30 pm

WEDNESDAY 11 SEPTEMBER 5.30 pm

WEDNESDAY 9 OCTOBER 5.30 pm

WEDNESDAY 13 NOVEMBER 5.30 pm

WEDNESDAY 11 DECEMBER 5.30 pm

*Moved by:R. Kell Seconded by: W. Hackwill*

*All in favour. Carried*

* 1. **Annual General Meeting**

STAWELL SECONDARY COLLEGE SCHOOL COUNCIL election process declared open.

a) Notice of election and call for nominations Wednesday 27 February 2019

b) Closing date for nominations Wednesday 13 March 2019

c) Date by which the list of candidates and

nominators will be posted Thursday 14 March 2019

d) Date by which ballot papers will be prepared On Thursday 14 March 2019

and distributed

e) Close of ballot Thursday 20 March 2019

f) Vote count Thursday 21 March 2019

g) Declaration of poll Wednesday 27 March 2019

h) Special council meeting to co-opt Community Wednesday 27 March 2019

members (the principal will preside)

i) First council meeting to elect office bearers (the Wednesday 27 March 2019

principal will preside)

* 1. **Social Media**

C. Lopez inquired if the school was using social media. Parents informed Carlos about our successful Facebook page and our website.

* 1. **Thankyou**

S. Walker thanked all of our School Councillors for their work for Stawell Secondary College.  
Due to a variety of reasons ALL parent positions are now vacant. Seven parents are needed to at least fill the vacancies. All Councillors are encouraged to try to recruit new members.

Time Finished: 9.25 pm  
  
Date of next Meeting: **27 March 2019**

**Confirmed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**