**STAWELL SECONDARY COLLEGE**

**SCHOOL COUNCIL MEETING**

**MINUTES**

**WEDNESDAY 28 November 2018**

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

*All in favour. Carried*

*Absent:* B. Reading

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

1. **Previous Minutes:**  Approval of minutes of Meeting 31 October 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: K. O’Neil - as attached**

*Motion: That the Principal Report be accepted.*

*Moved by: S. Walker Seconded by: J. Hammond*

*All in favour. Carried*

**7.0 Sub Committee Reports**

**7.1 Finance & Executive Committee:** Minutes meeting 14 November 2018

October

Bank A**ccoun**ts:

Official Account 7,126.40

less commitments - 44,270.00 $ -37,143.60

High Yield Investment Account $ 433,521.73

CBA Online Investment Account $ 51,746.93

Bank First Fixed Term Investment Account $ 175,646.76

Uncommitted balance $ 623,771.82

Payments to be approved October 2018 numbered 45055 to 45056, Direct Debit Transfer DD 27183, 27204, 27234, 27235, 27253, 27316, 27342, 27353, BPay 27184, 27232, 27242, 27250, 27337, GLP 3735 to 3736, Purchase Card 27360 (Total $ 102,490.68).

Investment Transfers October 2018 – $30,000.00

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

- Purchaser Card Report- September & October 2018

- SRP Budget Management Report – 201809

*Motion: That School Council move* $102,490.68 *expenditure be endorsed, $30,000 transfers be ratified and all presented reports accepted as a true depiction of the Stawell Secondary Colleges finances for the month of October 2018.*

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

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

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

*All in favour Carried*

*Motion: That Finance Report be accepted.*

*Moved by: S. Walker Seconded by: J. Body   
 All in favour Carried*

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

- Parent Payment Policy

* School Attendance Policy

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

*Moved by: M. Francis Seconded by: J. Hammond All in favour Carried*

Childsafe Policy to be reviewed early in 2019.

Following a discussion it was decided to extend the Mobile Phone Policy trial until the end of Term 1 2019.

*Motion: That the Mobile Phone Policy trial be extended until the end of Term 1*

*2019.*

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

C. Bibby will prepare a review of the International Students’ Policy early in 2019.

*Motion: That Policy Committee report be accepted*

*Moved by: M. Francis Seconded by: A. Dalziel  
 All in favour Carried*

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

Trees along the boundary of the school oval have been planted. Paul thanked everyone for their contribution.

*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:** Nil

**9.0 Correspondence Inwards -** Nil

**10.0 Correspondence Outwards-**

10.1 – to Belinda Reading – re absence from School Council  
 *Motion: That the Correspondence be accepted*

*Moved by: S. Walker Seconded by: J. Hosemans  
 All in favour Carried*

1. **General Business**

* 1. **2018 Camps & excursions to be approved**Yr 12 Study Camp **–** A. Dalziel – Halls Gap– 6 -8 February 2019  
     Australian Student Leadership Camp – 20-22 January 2019 – Melbourne University

School Captains & Vice Captains.

*Motion: That the Camps & Excursions as listed above be approved following the excursion/camp documentation being signed by S. Walker and K. O’Neil.*

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

*All in favour Carried*

* 1. **Community Use Approvals** - Nil
  2. **Master Planning Update – See Principal’s Report**
  3. **AIP – Parent/Student/Staff survey Data – NAPLAN results**

**See Principal’s Report**

* 1. **2019 Draft AIP - See Principal’s Report** A Team will work to prepare each of the three goals:

Goal 1: 2019 School Review Leadership Team  
Goal 2: School Improvement School Improvement Team  
Goal 3: NAPLAN Reading Results PLT-Literacy

* 1. **2019 Indicative Budget**M. McAloon presented the 2019 Indication Budget.Spending will continue to be cautious in 2019 as everyone needs to be mindful of the need for funds to be available for shortfalls created by the Building project.

*Motion: That the 2019 Indication Budget be ratified*

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

* 1. **Principal Selection Process update**M. McAloon, Executive Officer,will host a tour of the school for any potential applicants on Friday 30 November at 2.00 pm.  
     Vacancy closes on Tuesday 4 December.

Brendan Ryan has proposed the following timeline:

- a Panel meeting on Friday 7 December  
- shortlisting on Monday 10 December  
- interviews on Friday 14 December.  
- Extraordinary School Council Meeting to be held that night.  
K. O’Neil informed Council that he has been appointed to a Principal’s position in Adelaide and will not be applying for the position at our school.  
School Council offered their congratulations on this well-deserved news.

* 1. **2019 School Council**

S. Walker raised his concerns on the future of the School Council following the resignations of parents during and at the end of the year and also the natural attrition of Year 12 parents.

S. Walker was able to confirm that all parents present would be able to attend the 27 February 2019 meeting.

All seven Parent positions will be declared vacant in February 2019. A letter to all families including 2019 Year 7 parents was proposed. K. O’Neil will draft a letter for Council’s approval. The letter will be posted separately from all other correspondence.  
Both S. Walker and P. Cuffe stated that they are happy to return to School Council in 2019 as Community Representatives to assist in continuity on Council.

* 1. **Thankyou**S. Walker thanked everyone for their contribution this year, especially Millie Francis and her amazing wok on the Policy Committee.
  2. **Presentation Evening**

A.Dalziel invited all Councillors to attend the 2019 Presentation Evening on Wednesday 19 December at 7.00 pm. Formal invitations will be posted.

Date of next Meeting: **27 February 2019**

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