

Date	06 / 12 / 2023	Attendees	Matthew Forrest (MF) (Principal), Julie Monk (JMo) (President), Kate Medhurst (KM) (Vice President), James Makin (JMa) (Secretary), Melissa Carson (MC), Carla Dodd (CD), Jeremy Taylor (JT), Barry Van Weeghel (BVW)
Time	Start: 6:41pm Finish: 7:25pm	Apologies	Karren Baker (KB), Charley Leader (CL), Ginny Tulloch (GT)
Venue	Baringo Food & Wine Company 283 Station Rd, New Gisborne Vic 3438	Visitor/s	Nil
Chair	Julie Monk (President)	Conflict of Interest	Nil
Minute Taker	Julie Stein-Reeves		

Minutes

Item	Details	Actions / Recommendations / Motions
1. Welcome from the Chair	I would like to respectfully acknowledge the Wurundjeri people, the traditional custodians of the lands on which we are meeting this evening and pay my respects to all Aboriginal people and their elders; past, present and emerging.	
2. Apologies	Karren Baker (KB), Charley Leader (CL), Ginny Tulloch (GT)	
3. Quorum	Yes	
4. Conflict of Interest	Nil	
5. Minutes of the Previous Meeting		Motion: That the minutes of the School Council Meeting held on 22 nd November 2023 be accepted. Moved: KM Seconded: JT Carried

Item	Details	Actions / Recommendations / Motions
<p>6. Priority Items</p>	<p>6.1 Annual Implementation Plan (AIP) Questions and discussion regarding the AIP.</p> <p>MF explained the AIP is set up in 4 year cycle and out of that comes 4x one year plans which we incrementally work towards the goals. JM asked if the targets are being met to which MF answered on the most part. JT questioned how the targets are judged, MF replied by looking at parent, staff and student surveys as well as NAPLAN data, however the NAPLAN scale has changed so unable to statistically measure against NAPLAN and won't be able to compare until 2025.</p> <p>JMa questioned the replacement of a STEM teacher, to which MF replied the curriculum will still be addressed however mainly through the classroom. DG is resigning due to pursuing his own interests. Science curriculum will follow other teaching we do as to content to teach. Hard to comment as to whether the teachers will be able to deliver to the extent of DG's ability. Will run for a year with this plan and will relook at such.</p> <p>JMa questioned about drama to which MF replied difficult to gain teachers. Can be much more attractive for teachers in a bigger school as they are able to work full time.</p> <p>Social and Emotional Learning will be presented by BVW which will free up teachers. BVW explained that we have some teachers very strong in digital tech such as Bronwyn McLeod, Veronica Wuthrich and Anthony Bortolot.</p> <p>Forest School is also presenting some STEM. There is a challenge in regional centres to find people to do these jobs.</p>	<p>Motion: That School council endorse the 2024 Annual Implementation Plan (AIP).</p> <p>Moved: JT Seconded: JMa Carried</p>
<p>7. Business Arising from the Minutes</p>	<p>7.1 Governance – Terms of Reference for PFA <i>MF to present documents for incorporated associations at next PFA meeting. MF & KM to attend next PFA meeting. MF requested MC mention to Briohny Lebbink that he and KM will attend specifically to present the documents. MC advised next meeting will be held Friday August 4th 9am in the JCB. Next meeting to discuss is scheduled for 8th September. Meeting cancelled, yet to be rescheduled, fete taking up time, will be postponed until start of 2024.</i></p> <p>7.2 Extraordinary Meeting</p>	

	<p><i>JMo contacted Stephen and clarified that the extraordinary meeting will be held on Wednesday 31st January at 7pm with the Macedon Ranges Senior Education Improvement Leader (SEIL), Stephen Brain, to discuss the process to hire a new principal. DET will not advertise the position earlier as there would be little interest over the holiday period in potential candidates applying for such.</i></p>									
<p>8. Finance</p>	<p>8.1 The following reports were tabled for the end of November 2023:</p> <ul style="list-style-type: none"> - Balance Sheet - Operating Statement - Cash Receipts - Cash Payments - Cancelled Receipts Report - Cancelled Payments Report - Journal Report - Cash Flow Statement - Bank Account Movements - Annual Sub Program Budget Report - Invoices Awaiting Payment - Family Credit Notes Report - Bank Reconciliations for all bank accounts - SRP Budget Management Report – first page only reporting surplus/deficit <p><i>The finance sub-committee tolerance bands against the budget and historic data to streamline reporting processes to school council to be presented by MB.</i></p> <p>8.2 Also presented:</p> <ul style="list-style-type: none"> - Business Manager’s Report - OSHC Cash Flow - Fundraising P&L - Excursions & Camps P&L <p>Balance of Funds @ 30/11/2023 <i>(reports to be forwarded on 1st December 2023, after November end of month)</i></p> <table border="1" data-bbox="459 1246 1429 1398"> <thead> <tr> <th></th> <th>Budgeted \$</th> <th>YTD \$</th> <th>% against Budget</th> </tr> </thead> <tbody> <tr> <td>Funds Brought Forward from 2022</td> <td>164,044</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		Budgeted \$	YTD \$	% against Budget	Funds Brought Forward from 2022	164,044	-	-	<p>Motion: That School Council accepts all presented reports are a true and correct depiction of the Macedon Primary School finances for the month of November 2023. Moved: JMa Seconded: KM Carried</p> <p>Motion: That School Council ratifies the payment of Direct Debits DD21097, DD21124, DD21145, DD21167, DD21206, DD21025, DD21066, DD21067, DD21075, DD21249 and BPay BP21124, BP21167, BP21206, BP21249 for November 2023. Moved: JMa Seconded: MF Carried</p> <p>Motion: That School Council approve the Profit and Loss for Camps & Excursions at 30/11/2023 as presented. Moved: MC Seconded: BVW Carried</p> <p>Motion: That School Council approve the Profit and Loss for fundraising activities at 30/11/2023 as presented. Moved: MC Seconded: BVW Carried</p> <p>Motion: That School Council approve the OSHC Cash Flow at the end of November 2023 as presented Moved: MC Seconded: BVW Carried</p>
	Budgeted \$	YTD \$	% against Budget							
Funds Brought Forward from 2022	164,044	-	-							

Revenue	638,437	685,442	107%
Expenditure	707,481	598,725	85%
Total Funds Held (Future Years)	10,000	-	-
Operating Reserve	85,000	-	-

8.3 The following Purchasing Card Statement for the month of October, paid in November 2023 was tabled:

i) Matthew Forrest

Vista Print – Yr6 Graduation Engraved Ballpoint Pens - \$241.80

8.4 Write off outstanding 2022 Farmer’s Market debts.

School Council to approve writing off outstanding Farmer’s Market debts as advised by Briohny Lebbink, Farmer’s Market Coordinator.

8.5 School Council approval to write off outstanding family debts for 2023.

School Councils need to approve any charges that are required to be written off. This can be done on a monthly, annual or as required basis. All outstanding family charges are required to be written off during the end of year process.

Motion: That School Council ratifies all statements and payments, PC21102 \$241.80 for October (paid in November) for the School Purchasing Card be accepted
 Moved: CD Seconded: JT Carried

Motion: School Council approve the writing off of the following outstanding debts from the 2022 Farmer’s Markets:

- Albertos Delicacies – Jul 22 - \$55
- Jute Creations – Jul/Oct 22 - \$80
- Romagna 29 – Oct 22 - \$40
- Swedish Bakery – Oct 22 - \$50

Total = \$215
 Moved: MC Seconded: JT Carried

Motion: That School Council approve the writing off of outstanding family charges for the 2023 school year.
 Moved: KM Seconded: JMa Carried

9. Principal’s Report

Refer attached report.

Facilities

MPS was successful in obtaining the Inclusive Schools Fund grant for approximately \$297K. Mary Anne Thomas, local MP, will attend MPS tomorrow to offer “cheque” to MF.

MF suggested a small subcommittee be convened to keep the design on track. JMa commented the indicative design was part of the process. JT commented on wanting

Motion: That School Council endorses the proposed 2024 camping program.
 Moved: MC Seconded: BVW Carried

Motion: That School Council endorses the proposed 2024 School Council Election Process and Timeline.
 Moved: KM Seconded: MF Carried

	<p>“bang for buck” and receiving something functional and safe rather than expensive. MF suggested developing a functional and safe blank canvas which can be added to over time. Sheds removed due to duty of care and line of sight.</p> <p>MF has engaged a “tradie” to make subfloor under library safe to keep safe from ember attack, protects asset and make building look better. MPS receives \$20K vegetation reduction funds and throughout year continually keeping on top of vegetation. MC questioned the stairs at the back – MF replied on the “to do” list – will cost a lot of money.</p> <p><u>PFA</u> No report.</p> <p><u>OSHC</u> No report.</p>	<p>Motion: That School Council approve the dates for Student Free Days for 2024. Moved: MC Seconded: CD Carried</p> <p>Motion: That School Council endorses the proposed 2024 School Council Meeting Schedule. Moved: KM Seconded: MC Carried</p>
<p>10. General Business</p>	<p>MF acknowledged MB and GT for their time on school council as well as CL who has expressed her desire to continue on. MF further acknowledged everyone for their support and commitment throughout the year. The active nature of everyone on the school council this year has been noted and really appreciated.</p> <p>MF also touched on the recent tragic news of past Principal John Ewels and that he was a significant part of the school. “Ewelsy’s Shed” sign has been eroded by time and weather. MF outlined the new design for the sign made in laser cut steel with name and koala. MC questioned the support for teachers and students – delicate matter, unexpected death. Reality is he has taken his life and many people in the community are aware. EAP has been offered to the staff. DET have been extraordinary and very supportive, offering psychologists advice on the day with informal but supportive conversations. MC questioned utilising Kids Helpline. KM suggested a debriefing of staff after the funeral. Advice has been not to bring up the matter with children – watch, wait and see. Answer questions as factually as we can without details. Regarding the funeral, the school will not close, Macedon Ranges school’s network will assist MPS so that staff can attend. Funeral Wednesday or Thursday next week at Tony Clarke Reserve. Mt Macedon PS also affected.</p>	

11. Correspondence 12.1 Incoming 12.2 Outgoing	Nil Nil	
12. Next Meeting	Next extraordinary meeting – Wednesday 31 st January 2024 7pm Next School Council Meeting – Wednesday 14 th February 2024 7pm TBC	
13. Closure of Meeting	The Chairperson to declare the meeting closed	Time: 7:25pm

Signed by the Chairperson: _____ **Date:** _____



(President or person who presided at the previous meeting to sign once minutes have been approved by School Council)



Attendance Record 2023

	Feb	Mar	May	Jun	Jul	Aug	Oct	Nov	Dec
Barry Van Weeghel	-	🗨️	😊	😊	👋	😊	😊	😊	😊
Carla Dodd	-	😊	😊	😊	😊	😊	😊	🗨️ Came late	😊
Charley Leader	😊	🗨️	🗨️	😊	🗨️	😊	😊	😊	🗨️
Ginny Tulloch	😊	😊	🗨️	😊	😊	🗨️	🗨️	😊	🗨️
James Makin	-	😊	😊	🗨️	😊	🗨️	😊	😊	😊
Jeremy Taylor	-	😊	😊	😊	😊	😊	😊	😊	😊
Julie Monk	😊	😊	😊	😊	😊	😊 late	😊	😊	😊
Karren Baker	😊	😊	🗨️	😊	😊	🗨️	😊	😊	🗨️
Kate Medhurst	-	😊	🗨️	😊	🗨️	😊	😊	😊	😊
Mark Bichan	😊	😊	😊	😊	😊	😊	😊	🗨️	??
Matthew Forrest	😊	😊	😊	😊	😊	😊	😊	😊	😊
Ben English	😊	-	-	-	-	-	-	-	-
David Oxworth	😊	-	-	-	-	-	-	-	-
Justin Sawyers	😊	-	-	-	-	-	-	-	-
Sarah Turner	🗨️	-	-	-	-	-	-	-	-
Tristan Eljan	🗨️	-	-	-	-	-	-	-	-

😊 Present 📞 Phone in 🗨️ Phone/email apology ?? Absent without notification ➔ Resigned 👋 Left to maintain quorum 🤒 Left unwell

2023 - School Council Calendar

 School holidays
 Public holidays

 Pupil free days
 Facilities/Working Bees

 SC/Finance Meetings
 OSHC Committee

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
1			1	2	3	4
2	5	6	7	8	9	10
3	12	13	14	15	16	17
4	19	20	21	22	23	24
5	26	27	28			

March

Su	Mo	Tu	We	Th	Fr	Sa
5			1	2	3	4
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28	29	30	31

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May

Su	Mo	Tu	We	Th	Fr	Sa
2	1	2	3	4	5	6
3	7	8	9	10	11	12
4	14	15	16	17	18	19
5	21	22	23	24	25	26
6	28	29	30	31		

June

Su	Mo	Tu	We	Th	Fr	Sa
6				1	2	3
7	4	5	6	7	8	9
8	11	12	13	14	15	16
9	18	19	20	21	22	23
	25	26	27	28	29	30

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

August

Su	Mo	Tu	We	Th	Fr	Sa
4		1	2	3	4	5
5	6	7	8	9	10	11
6	13	14	15	16	17	18

September

Su	Mo	Tu	We	Th	Fr	Sa
8					1	2
9	3	4	5	6	7	8
10	10	11	12	13	14	15

16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7	20	21	22	23	24	25	26
8	27	28	29	30	31		

17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
5			1	2	3	4
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
9					1	2
10	3	4	5	6	7	8
11	10	11	12	13	14	15
12	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

Note: School Council Meetings begin at 7:00pm after the 6:15pm Finance Committee Meetings