

Date	22 / 11 / 2023	Attendees	Matthew Forrest (MF) (Principal), Julie Monk (JMo) (President), Kate Medhurst (KM) (Vice President), James Makin (JMa) (Secretary), Karren Baker (KB), Melissa Carson (MC), Charley Leader (CL), Jeremy Taylor (JT), Ginny Tulloch (GT), Barry Van Weeghel (BVW)
Time	Start: 7:03pm      Finish: 8:24pm	Apologies	Mark Bichan (MB) (Treasurer), Carla Dodd (CD),
Venue	Macedon Primary School 67 Smith Street, Macedon	Visitor/s	Nil
Chair	Julie Monk (President)	Conflict of Interest	Nil
Minute Taker	Julie Stein-Reeves		

### Minutes

Item	Details	Actions / Recommendations / Motions
<b>1. Welcome from the Chair</b>	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.	
<b>2. Apologies</b>	Mark Bichan (MB) (Treasurer), Carla Dodd (CD)	
<b>3. Quorum</b>	Yes	
<b>4. Conflict of Interest</b>	Nil	
<b>5. Minutes of the Previous Meeting</b>		<b>Motion:</b> That the minutes of the School Council Meeting held on 18 <sup>th</sup> October 2023 be accepted. Moved: KM      Seconded: BVW      Carried

Item	Details	Actions / Recommendations / Motions
<p><b>6. Priority Items</b></p>	<p><b>6.1 Extraordinary Meeting</b></p> <p>School council to endorse an extraordinary meeting to be held on either Wednesday 31<sup>st</sup> January or Wednesday 7<sup>th</sup> February 2024 to meet with Stephen, Macedon Ranges Senior Education Improvement Leader (SEIL).</p> <p>Stephen wants to meet with the School Council to explain the process of hiring a new principal and to develop the community focussed selection criterion. He anticipates that this meeting will take 1 to 1.5 hours.</p> <p>MF outlined the hiring process of a new principal, being two weeks advertising for position, panel then shortlists, panel makes recommendation for discussion/endorsement, which is then sent to DET, which can then take up to two weeks for DET to approve.</p> <p>JMa questioned why the advertisement does not go out now, to which MF replied that would be a question for Stephen.</p> <p>MC questioned whether the council could meet with Stephen earlier. JMo will speak with Stephen to see whether this is possible. General discussion held to this may simply be the way the process works with the DET.</p>	<p><b>6.1</b> JMo will contact Stephen to see if there are any benefits to advertising earlier as well as his availability to meet in December 2023.</p> <p><b>Motion:</b> That school council endorses an extraordinary meeting to be held on Wednesday 31<sup>st</sup> January 2024 at 7pm, unless able to meet earlier in December 2023 to meet with Stephen, Macedon Ranges SEIL to discuss the process of hiring a new principal.</p> <p>Moved: JT      Seconded: JMa      Carried</p> <p><b>MF and KB abstained from voting.</b></p>
<p><b>7. Business Arising from the Minutes</b></p>	<p><b>7.1 Governance – Terms of Reference for PFA</b></p> <p><i>MF to present documents for incorporated associations at next PFA meeting.</i></p> <p><i>MF &amp; KM to attend next PFA meeting.</i></p> <p><i>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 4<sup>th</sup> 9am in the JCB. Next meeting to discuss is scheduled for 8<sup>th</sup> September.</i></p> <p><i>Meeting cancelled, yet to be rescheduled, fete taking up time, will be <b>postponed until start of 2024.</b></i></p>	
<p><b>8. Finance</b></p>	<p><b>8.1 The following reports were tabled for the end of October 2023:</b></p> <ul style="list-style-type: none"> <li>- Balance Sheet</li> <li>- Operating Statement</li> <li>- Bank Account Movements</li> </ul> <p>All other Finance reports presented to Finance Sub Committee</p> <p><i>The finance sub-committee tolerance bands against the budget and historic data to streamline reporting processes to school council were not presented due to MB's absence.</i></p>	<p><b>Motion:</b> That School Council accepts all presented reports are a true and correct depiction of the Macedon Primary School finances for the month of October 2023.</p> <p>Moved: MC      Seconded: KM      Carried</p> <p><b>Motion:</b> That School Council ratifies the payment of Direct Debits DD20905, DD20907, DD20920, DD20941, DD20981,</p>

- 8.2** Also presented:
- Business Manager’s Report
  - OSHC Cash Flow
  - Fundraising P&L
  - Excursions & Camps P&L

**Balance of Funds @ 31/10/2023**

	Budgeted \$	YTD \$	% against Budget
<b>Funds Brought Forward from 2022</b>	164,044	-	-
<b>Revenue</b>	638,437	632,602	99%
<b>Expenditure</b>	707,481	556,698	79%
<b>Total Funds Held (Future Years)</b>	10,000	-	-
<b>Operating Reserve</b>	85,000	-	-

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

**i) Matthew Forrest**

Crown Melbourne – Yr12 City Camp Lunch - \$1,655.85

**8.4 Asset Deletion**

The school asset stocktake was conducted during October 2023, and produced a list of assets to be deleted.

JT queried if the school still has the assets, MF replied standard tax write off as assets have depreciated.

**8.5 Electronic Funds Management Policy**

School Council to approve amendments to the Electronic Funds Management Policy to allow for the use of an EFTPOS machine in the office daily to receipt payments.

DD21025, DD21066, DD21067, DD21075 and BPay BP20941, BP21025 for October 2023.

Moved: MF      Seconded: BVW      Carried

JT queried the Year 1/2 camp loss, attributed to unexpected expenses which arose after the costs to parents were sent out.

**Motion:** That School Council approve the Profit and Loss for Camps & Excursions at 15/11/2023 as presented.

Moved: JT      Seconded: KB      Carried

**Motion:** That School Council approve the Profit and Loss for fundraising activities at 15/11/2023 as presented.

Moved: JT      Seconded: KB      Carried

**Motion:** That School Council approve the OSHC Cash Flow at the end of October 2023 as presented

Moved: JT      Seconded: KB      Carried

**Motion:** That School Council ratifies all statements and payments, PC20924 \$1,655.85 for September (paid in October) for the School Purchasing Card be accepted

Moved: MC      Seconded: MF      Carried

**Motion:** That School Council approve the Change of Asset Status, as per the attached lists produced by the asset stocktake conducted in October 2023.

Moved: KB      Seconded: JT      Carried

**Motion:** That School Council approve the amendments to the Electronic Funds Management Policy to allow for the use of an EFTPOS machine in the office daily to receipt payments.

Moved: KM      Seconded: JMa      Carried

	<p><b>8.6 Parent Payment Letter</b>  School Council to review 2024 Parent Payment Letter and increased parent contributions from \$220 to \$230.  Significant loss on head lice check. Employed staff member on the provision 80-90% students participated, much lower. Have made significant loss.  Discussion held on whether to make the cost an opt out rather than an opt in.  Could make fees \$250?  CL queried the possibility of people not paying at all if fees increased.  JMo would like to vote on increasing fees to \$250 with an opt out clause.  <b>MF also suggested finding money within the budget.</b>  JT requested if the breakdown of fees could be included in the letter?  The letter to be updated by JSR.</p> <p><b>8.7 Write off outstanding 2022 Farmer’s Market debts</b>  School Council to approve writing off outstanding Farmer’s Market debts as recommended by Finance Committee</p> <p><b>8.8 Presentation of Draft 2024 Budget</b>  MF advised this budget has been based on 2023 budget given that most items were tracking well.  Funds ringfenced for Solar panels on shed.  General discussion held on budget items.</p>	<p><b>Motion:</b> That School Council approve the Parent Payment letter and the increased parent contributions from \$220 to \$250 reflecting the inclusion of the head lice check.  <b>Moved:</b> MC      <b>Seconded:</b> MF      <b>Carried / Not Carried</b></p> <p><b>Motion held until JSR has opportunity to speak with Briohny.</b></p> <p><b>Motion:</b> That School Council approve the draft indicative budget for 2023  <b>Moved:</b> BVW      <b>Seconded:</b> KM      <b>Carried</b></p>
<p><b>9. Principal’s Report</b></p>	<p>MF spoke to his report.  Due to contraction of student numbers, there will only be ten classes in 2024.  MF has been working to staff the school for 2024. School now fully staffed with teachers, one ES position to be finalised.  Classes beginning to be sorted.  MF wanted to acknowledge the success of the fete as a community event and the raising of significant funds.  MF would like to formalise the PFA and solidify the success.  No update on the inclusive grant other than meeting with a surveyor who will take this report back to DET.  JT outlined a typo in the previous minutes which should be \$29,000 for solar. MF noted that a feasibility study on solar panels should be completed first. JT has been looking at shadow mapping. MC advised the aim is to have the solar panels not necessarily on the roof but in a place to absorb the sun. Discussion held on having a pit and having trenches</p>	<p><b>Motion:</b> That school council approve the increase in outside school hours care fees to \$20 flat rate in the morning and \$30 flat rate in the evening.  <b>Moved:</b> GT      <b>Seconded:</b> MF      <b>Carried</b></p> <p><b>Motion:</b> That school council approve the development of a PFA terms of reference, formalised structures and processes to build on the recent success of the fete.  <b>Moved:</b> KB      <b>Seconded:</b> BVW      <b>Carried</b></p>

dug. MF advised again that a feasibility study should be done first. MC advised a discussion has been held regarding insulating the shed first. KM suggested contacting the Macedon Ranges Sustainability Group as well as the Shire Council regarding a feasibility study. JMo called for volunteers for a subcommittee. Discussion held on bringing in the community to join the subcommittee – the subcommittee must have representation from School Council. MF advised that critical to the subcommittee is a couple of rational thinkers and a decision maker. KM suggested the feasibility study is important to be done first, and JMo confirmed such. CL volunteered to drive the feasibility analysis of the solar upgrade to MGR. JT has offered to assist where possible. Some of the funding “ringfenced” for solar panels will be used towards such.

**PFA**

Refer attached report.

Thanks to KM for joining the fete committee and providing a venue to meet.

The entire fete was a success - unable to gauge how well each of the stalls went individually due to lack of knowing floats they commenced with.

Great weather, MGR ran well, EFTPOS machines went well, tickets worked well rather than kids carrying cash.

Not a lot of items came through to be sold for the bake sale.

Lego show well run, rides great success.

Thanks to KM for the inductions, etc.

Miniature garden didn't run as well, so perhaps go back to gold coin donation rather than flat price of \$5.

Issue with Wild Action driving through crowd when leaving, and times of shows too early.

Silent Auction went well, made \$4,600. Note for next fete to cut off at 2.30pm, all items sold except one pair of volley runners.

Don't have figure for raffle but was a success.

Ticket booth well positioned.

Chocolate toss and game zone well run.

MC requested a formal thankyou to go to Sacred Heart for VR.

Band at MGR was very good.

Face painting needed more volunteers.

Committee have decided ATM not viable in future.

SES, St Johns Ambulance and CFA services all ran well.

Pain points – communication not made soon enough.

Next fete in 2025 will also be MPS 150<sup>th</sup> anniversary - will try to discover the actual opening date.

Suggestion to see if Macedon Ranges Shire can help with funding.

JT suggested starting a Facebook page for such.

MC suggested having a PFA member speak with new Foundation parents – orientation session next week 28<sup>th</sup> November 10.30am – MC will look at coming.

	<p>MC suggested conducting a survey in the future to see if families would be willing to volunteer.</p> <p>Wrong PA system utilised on day.</p> <p>MC suggested having a PFA member speak with new Foundation parents – orientation session next week 28<sup>th</sup> November 10.30am – MC will look at coming.</p> <p>School disco Term 1 as a welcome, and colour run for end of Term 1.</p> <p><b><u>OSHC</u></b> Refer attached report. OSHC wanting to order bag lockers before MF leaves.</p>	
<b>10. General Business</b>	Nil	
<b>11. Correspondence</b> <b>12.1 Incoming</b> <b>12.2 Outgoing</b>	Nil Nil	
<b>12. Next Meeting</b>	Next School Council Meeting – 6 <sup>th</sup> December 2023 at Baringo 6.30pm	
<b>13. Closure of Meeting</b>	The Chairperson to declare the meeting closed	Time: 8:24pm



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**