

INGLEWOOD PRIMARY SCHOOL

SCHOOL COUNCIL MINUTES – 13th May 2019

DATE: 13th May 2019 **TIME:** 6:04pm

VENUE: 77 Sullivan Street, INGLEWOOD, 3517

CHAIR: Wendy Murphy, President

ATTENDEES: Lex Johnstone (Acting Principal), Wendy Murphy, Tim Johns, , Leigh Lamprell, Stewart Luckman, Rebecca Luckman, Kirsten Ward

MINUTE TAKER:

OBSERVERS:

APOLOGIES: Kristy Simpson

CONFLICT OF INTEREST: Wendy Murphy for BBQ

Quorum Requirements

A school council meeting must operate with a quorum. A quorum requires not less than one half of the school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of Interest

If a member of school council or their immediate family has a direct conflict of interest (including pecuniary interest) in with a matter under discussion at a school council meeting that member:

- Must not be present:
 - During the duration unless invited to do so by the person presiding at the meeting
 - When a vote is taken on the matter
- May be included in the quorum for the meeting

The declaration of interest should be included in the minutes of the meeting

Item	Details	Actions/Recommendation
1. Welcome	The Chair welcomed and introduced all members	
2. Apologies	Kristy Simpson	
3. Quorum	The Chair noted that a quorum was present	
4. Conflict of Interest		
5. Minutes of the previous meeting	Minutes of the meeting held on 18 th March 2019 were previously distributed	<p>Motion: <i>"That the Minutes of the meeting held on 18th March 2019 be accepted"</i>.</p> <p>Moved: Kirsten Ward</p> <p>Seconded: Tim Johns</p> <p>Carried</p>
6. Business Arising from the minutes	<p>6.1 Tree maintenance</p> <p>6.2 Yard Clean up</p> <p>6.3 \$150,000 grant promise</p>	

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	<p>This will be followed up after the election.</p> <p>6.4 Oval works Tim contact Hayden Steel and he will undertake the work. Weeds need to be sprayed. Holes need to be filled in on the oval, Stew will get some dirt and fill them in.</p>	
Reports		
7.1 Principal's Report	Attached to agenda	<p>Action/Motion:</p> <p>Lex will remain on staff till the end of the term.</p> <p>School review will be on in term four.</p> <p>Check where or what needs to be done for a school mobile phone.</p> <p>Education week will be on Tuesday the 20th. We will be inviting the community in to join us in some afternoon activities.</p> <p>NAPLAN start tomorrow Tuesday the 14th.</p> <p>Moved: Lex Johnstone</p> <p>Seconded: Stewart Luckman</p> <p>Carried</p>
7.2 Finance Report	<p>The following reports for March and April were tabled at the Finance Committee meeting:</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 Movement • Annual Sub Program Budget Report • Invoices Awaiting Payment • Family Credit Notes Report • Sundry Debtors Credit Notes Report • Bank Reconciliations for all bank accounts • SRP Budget Management Report – first page only reporting surplus/deficit <p>School council needs to authorise a new Principal to sign purchase order forms.</p>	<p>Motion: <i>"That the Finance reports for the month of March and April be accepted".</i></p> <p>Moved: Rebecca Luckman</p> <p>Seconded: Leigh Lamprell</p> <p>Carried</p> <p>Motion: <i>"That School Council authorise Lex Johnstone to approve and sign Purchase Order forms."</i></p> <p>Moved: Stewart Luckman</p>

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		<p>Seconded: Tim Johns</p> <p>Carried</p>
7.3 Parents and Friends Report	<p>Movie night Friday 14th June</p> <p>Election BBQ</p> <p>Discover Centre: Parents and Friends to pay for the whole school to go.</p> <p>Chooks will be purchased within the next few weeks.</p> <p>Wendy will work out how to keep water up to them.</p> <p>BBQ on Easter Saturday raise around \$500</p> <p>Easter raffle raised around \$400</p> <p>We will be running a stall at the Inglewood Alive festival in November.</p>	<p>Moved: Wendy Murphy</p> <p>Seconded: Leigh Lamprell</p> <p>Carried</p>
8. General Business		
8.1	<p>To be brought to the meeting by members</p> <p>Cost to redo the BBQ area from Rodwell's is 3,500. Parents and Friends to be asked if they would put funds towards this.</p> <p>RSL asked to use photos taken on their Facebook site. A note about this will be put on our newsletter to inform parents about this.</p> <p>ICNH asked us to advertise any event on their facebook page.</p> <p>Defib waiting for confirmation as to the success of our request to get one and it be placed in the undercover area of the front door.</p>	<p>Motion</p> <p>School Councils approves Noel Kilner quotes for painting the library and the prep one wall.</p> <p>School Councils approves option two with the middle of both walls being pin boarded.</p> <p>School Councils approves the purchase of item for the library to the value of \$400</p> <p>That School Councils approves two Curriculum day Tuesday 28th May and Friday July 26th.</p> <p>Moved: Lex Johnstone</p> <p>Seconded: Kirsten Ward</p> <p>Carried</p>
8.8 Any other items		
9. Correspondence		
9.1 Incoming:	<p>DET</p> <p>DET</p>	<p>Education Week – May 20th – 25th</p> <p>2019 Koori Literacy and Numeracy program</p>

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9.2 Outgoing:	Australian Electoral Commission Letter was sent to support the purchase of a LED screen for the local football club.	Request to Conduct a Stall at a Polling Place
10. Next meeting	Next School Council meeting will be held on 17 th June 2019	
11. Meeting Closure	The chair declared the meeting closed.	7:02pm

Meeting Dates: 29th July / 16th September / 21st October / 25th November / 16th December – dinner meeting