

# College Council Minutes

---

**DATE:** WEDNESDAY 11<sup>TH</sup> DECEMBER 2024 **TIME:** 5:30pm

**VENUE:** WILLIAMSTOWN CONFERENCE ROOM **CHAIR:** HEIKO KOENIG

**ATTENDEES:** Council Members

**Non DET Representatives:** Heiko Koenig (*President*), Emily Wrigglesworth (*Vice President*), Ed Ghiocas (*Assistant Treasurer*), Genie Curtin, Helen Meyer - Tinning, Patrick Goessens, Ainsley Milton

**Student Representatives:** Evie Curtin,

**DET Representatives:** Suzanne Towe (*Campus Principal*), Natalie Hammond

**Acting College Principal:** Milan Matejin

**Non-Members**

**Campus Principals:** Samuel Levy, Vicki Kfoutelaris

**Business Manager:** Dianne Faulkner

**MINUTE TAKER:** Meggyn Wright

**OBSERVERS:**

---

**CONFLICT OF INTEREST:**

---

**QUORUM REQUIRMENTS:**

- A school council meeting must operate with a quorum. A quorum requires not less than one half of 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 the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- Must not be present:
  - During the discussion 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 that meeting

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

---

Child Safe Standard	Minimum requirements
<p><b>Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed</b></p>	<p>In complying with Child Safe Standard 9 an organisation must, at a minimum, ensure:</p> <p><b>9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child’s right to privacy, access to information, social connections and learning opportunities.</b></p> <p><b>9.2 The online environment is used in accordance with the organisation’s Code of Conduct and Child Safety and Wellbeing Policy and practices.</b></p> <p><b>9.3 Risk management plans consider risks posed by organisational setting, activities and the physical environment.</b></p> <p><b>9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</b></p>

ACTION/RECOMENDATION	
<p><b>1. WELCOME</b></p> <ul style="list-style-type: none"> <li>• President welcomed all Members to the meeting</li> </ul> <p>We acknowledge the traditional custodians of the land we have gathered on today.</p> <p>We recognize their continuing connection to land, waters and community; and pay our respects to them and their cultures; and to Elders past, present and emerging.</p>	
<p><b>2. APOLOGIES</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>3. QUORUM</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>4. CONFLICT OF INTEREST</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	



## 5. BUSINESS ARISING FROM THE MINUTES

- 20<sup>th</sup> November, 2024

### MOTION/ACTION

That **Bayside P-12 College Council** approves the minutes of the previous meeting

*Moved: GOEP*  
*Seconded: MEYH*  
**Carried / Not carried**

## 6. PRIORITY ITEMS

### PRINCIPAL SELECTION PROCESS – PRESENTED BY JUDY MCGUIRE (HOBSONS BAY NETWORK SEIL)

Regional director delegates roles of SEIL. 2024 currently has 24 Principals in this network, with 2025 seeing 26 Principals to manage.

On behalf of DET – thank you for being on school council.

HARA has decided to resign. Decided to post the job at end of school holidays to begin process of appointing someone in the position by Week 1, Term 1.

Week 2 training/induction for chair and parent rep.

Week 3 – couple of hours regarding shortlist and interview.

Week 4 – interviews.

School Council as part of Ministerial Order – *Judy to send through to be table.*

- See slide 5.
- School Council has been briefed and chosen a representative to the panel of College Principal.

**Silent process and the panel must remain confidential. Council will not hear an update until a decision is made.**

### MOTION/ACTION

That **Bayside P-12 College Council** accepts the presentation/briefing from Judy McGuire regarding the Principal Selection Process

*Moved: MILA*  
*Seconded: CURG*  
**Carried / Not carried**

That **Bayside P-12 College Council** confirms: School Council President (KOEH) will chair and the parent representative from School Council has been agreed upon for the selection panel of College Principal

*Moved: MILA*  
*Seconded: CURG*  
**Carried / Not carried**

That **Bayside P-12 College Council** approves the community criterion

*Moved: MILA*  
*Seconded: CURG*  
**Carried / Not carried**

## 7. REPORTS

### 7.1 PRINCIPAL'S REPORT

- 

### MOTION/ACTION

That **Bayside P-12 College Council** approves the Principal report as presented

*Moved:*  
*Seconded:*  
**Carried / Not carried**

### 7.2

### FINANCE SUB -COMMITTEE

### MOTION/ACTION

That **Bayside P-12 College Council** approves the minutes of the previous meeting circulated.



## 7.2a Finance sub-committee minutes – sent out with agenda

### 7.2b The following **November** reports were tabled at the Finance Committee meeting:

- Balance Sheet
- Bank Reconciliations
- Bank Account Movement
- Cash Flow Statement
- Operating Statement
- Annual Sub Program Budget Report
- Journal Report
- Purchasing Card Activity Report
- Cash Receipts
- Cash Payments
- Invoices Awaiting Payment
- Cancelled Receipts
- Cancelled Payments
- Family Credit Notes Report
- Sundry Debtors Credit Notes Report
- Balance Sheet – Asset Comparison

### 7.2c PROFIT/LOSS REPORTS (Finance minutes 4.5)

#### Term 3 – sent with agenda

### 7.2d REVERSE 2024 CHARGES (Finance minutes 4.6)

At this time of the year we reverse any unpaid charges sitting against students/families. This may include excursions they didn't attend, curriculum fees they haven't paid (e.g Instrumental music). Total \$2,609.09

## 7.3

### RESOURCES

- Resource Minutes – not sent with agenda. Sent 11/12/2024. MATM summarized.

*Moved: CURG*  
*Seconded: HAMN*  
**Carried / Not carried**

### MOTION/ACTION

That **Bayside P-12 College Council** approves:

Financial Reports as at: **November 24**

Cash Payments totaling:

**\$409,345.85**

Invoices awaiting payment:

**\$597.01**

The Purchasing Card statements were viewed and discussed

**\$4,248.96**

Journal Reports accepted as a true and correct depiction of Bayside P-12 College school finances for the month of **November**

*Moved: CURG*  
*Seconded: HAMN*  
**Carried / Not carried**

### MOTION

That **Bayside P-12 College Council** approves the Term 3 Profit & Loss report as presented

*Moved: CURG*  
*Seconded: HAMN*  
**Carried / Not carried**

### MOTION

That **Bayside P-12 College Council** approves the reversal of unpaid fees.

*Moved: CURG*  
*Seconded: HAMN*  
**Carried / Not carried**

**MOTION That Bayside P-12 College Council approves: the Resource minutes – December 2024**

*Moved: GOEP*



- STEM building – begin 2025 with 3 furnished classrooms.
- New bus has had a spin – HR manager at the moment has driven it. Bus Driver/Maintenance position has been put up.
- Keys/uses at the College are being looked at – close call for a lost pair of key. Looking into the digital age – eventually install across the 3 campuses.
- 

*Seconded: HAMN*  
**Carried** / Not carried

## 8. GENERAL BUSINESS

- Business Arising – Standing Items
  - Calendar of meetings to go out.
- 2025 student-free days:
  1. *School councils may only schedule the student-free days subject to the following requirements:*
    - *the first day of Term 1 each year must be a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.*
    - *one student-free day is to be nominated for assessment and reporting.*
    - *school councils have the flexibility to schedule 2 additional student-free days based on local school needs.*

**The dates for 2025 are:**

- 28<sup>th</sup> January
- 29<sup>th</sup> January
- 20<sup>th</sup> June
- 05<sup>th</sup> December

PTI day to be confirmed. Families to be notified of these student-free dates tomorrow – 12/12/2024.

**MOTION That Bayside P-12 College Council approves: 2025 Student Free Days**

*Moved: CURG*  
*Seconded: MILA*  
**Carried** / Not carried

## 9. CORRESPONDENCE

### 9.1 INCOMING

- 

**MOTION That Bayside P-12 College Council approves:**

*Moved:*  
*Seconded:*  
**Carried / Not carried**

### 9.2 OUTGOING

- 

**That Bayside P-12 College Council approves:**

*Moved:*  
*Seconded:*  
**Carried / Not carried**



**ROUNDTABLE:**

**10. NEXT MEETING**

**Date:** 19<sup>th</sup> February, 2024  
**Time:** 5:30pm

**11. CLOSURE OF MEETING**

**Date:** 11<sup>th</sup> December, 2024  
**Time:**

SIGNED BY THE CHAIRPERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

**President or person who presided at the previous meeting to sign once minutes have been approved by school council**

**NOTE: RECORDS AND INFORMATION MANAGEMENT**

SCHOOL COUNCIL MINUTES, AGENDA AND CORRESPONDENCE ARE CONSIDERED PERMANENT RECORDS AND ARE TO BE MAINTAINED IN THE SCHOOL UNTIL SUCH TIME AS THEY CAN BE TRANSFERRED TO THE PUBLIC RECORD OFFICE VICTORIA.

COUNCILS MAY USE ELECTRONIC COPIES OF MINUTES, AGENDA AND CORRESPONDENCE FOR DISTRIBUTION PURPOSES, HOWEVER HARD COPY VERSIONS MUST ALSO BE MAINTAINED.

