

College Council Minutes

2DATE: WEDNESDAY 20TH NOVEMBER 2024 **TIME:** 5:30pm

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

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
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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>Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice</p>	<p>Minimum requirements In complying with Child Safe Standard 6 an organisation must, at a minimum, ensure:</p> <p>6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing. 6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks. 6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations. 6.4 Ongoing supervision and people management is focused on child safety and wellbeing.</p>
<p>MILA – How do we check contractors? FAUD – Sams4Schools.</p> <p>Post to community tomorrow, 21/11 regarding Child Safe Standards, sharing documents and policies, requesting any feedback.</p>	

ACTION/RECOMENDATION	
<p>1. WELCOME/ACKNOWLEDGEMENT OF COUNTRY</p> <ul style="list-style-type: none"> President welcomed all Members to the meeting <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>2. APOLOGIES</p> <ul style="list-style-type: none"> Natalie Hammond Ed Ghiocas 	
<p>3. QUORUM</p> <ul style="list-style-type: none"> Quorum met 	



4. CONFLICT OF INTEREST

- No conflict of interest

5. BUSINESS ARISING FROM THE MINUTES

- 23rd October, 2024

MEYH – discussed actions arising list to be included in minutes. Example. DET reviewing uniforms – council to come back – this would remain listed on this “actions arising list”.

MOTION/ACTION

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

Moved: GOEP
Seconded: CURG
Carried / Not carried

6. PRIORITY ITEMS

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MOTION/ACTION

7. REPORTS

7.1 PRINCIPAL'S REPORT

- **School Review:**

The draft Schools Strategic Plan Goals, Targets and Key Improvement Strategies for Bayside P-12 College have been worked out – sent with agenda. The Reviewer Jane Warren VALAD Solutions has completed the three days of the review and is in the process of writing a report and a school strategic plan. The key partners in this process have been:

- Judy Maguire the SEIL (School Education Improvement Leader),
- Jackie Daniali (Principal, Saltwater P-9) “Challenge Partner”
- Craig Jennings (Principal, St Albans SC) “Challenge Partner”

School Performance Report 2024 also sent with agenda. New performance model for 2024, broken in 4 categories. Improvement on last years model. Reviewed in Performance and Wellbeing. Bayside P-12 College rated medium performance across both categories, which is the same as schools like us in characteristics - multi campus, P-12, demographics etc. See report for more information. Staff review and unpack the data and find direction to move forward – will be used as a measure for years to come. There is a clear progress/improvement over the last 3 years. Much change in staffing, workforce planning to aid implementation of strategies to improve ourself.

- **Acting Principal Position for Bayside P-12 College 2025.**

To assist our workforce planning process for our college, the Regional Executive to consider acting College Principal position to continue for an additional two terms. Position to be advertised in Term 2 for the successful candidate to begin in term 3 of 2025. Final confirmation is still to arrive of this decision.

MOTION/ACTION

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

Moved: MEYH
Seconded: WRIE
Carried / Not carried



- **College STEM Centre at Williamstown Campus Opening Ceremony:**

The STEM building – 29th November.2024 from 12:55 – 2:00pm. Local member Melissa Horne MP to attend. Details are still being worked on.

- **New College Bus:**

We have purchased a 40-seater mid-size coach (MR Licence). The bus has arrived and the process of selecting a bus driver is under way.

7.2

FINANCE SUB -COMMITTEE

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

7.2b The following **October** 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
- New or Modified Creditor Direct Deposit Details

MOTION/ACTION

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

Moved: GOEP
Seconded: KOEH
Carried / Not carried

MOTION/ACTION

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

Financial Reports as at: **October 24**

Cash Payments totaling:

\$762,620.78

Invoices awaiting payment:

\$156,083.33

The Purchasing Card statements were viewed and discussed

\$2,170.85

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

Moved: GOEP
Seconded: KOEH
Carried / Not carried

MOTION That Bayside P-12 College Council approves: the capital equipment grant, and additional funds request (2025) as presented.

Moved: GOEP
Seconded: KOEH
Carried / Not carried



7.2C KLA INCREASES + CAPITAL EQUIPMENT REQUESTS

(Finance Minutes 5.1)

See attached KLA budgets requests attached that was discussed at Finance Meeting – 13th November, 2024

All KLA's have received draft budgets for 2024. KLA's listed below have requested extra funding.

On hold meaning – following up/waiting for more information. FAUD to re present budget in February once confirmed and May when audited.

Advance/Rangers funding discussed. Looking for options on how to continue running of much loved program that benefits out students. We run on all sites and aim to continue this. Confirmation on funding to come at end of month (Nov). Camp non negotiable to continue – TIL is required for this and is an additional cost.

Goal is community involvement so will look at what is best across the college.

GOEP to send email regarding ELearning/iPad solution.

7.3

RESOURCES

- Resource Minutes sent out with agenda

Please see email from ROWJ re Asset Release 2024

Hi,

I require this document to be presented at School council next week and signed by College Principal and School Council Nominee.

Once signed please return a copy to me so I can instigate the stocktake company to upload and update the asset register.

Regards,

Jason Rowan | Facility Manager
Bayside P-12 College

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

Moved: MILA

Seconded: GOEP

Carried / Not carried

MOTION That Bayside P-12 College Council approves: the Asset Release Register for 2024

Moved: MILA

Seconded: GOEP

Carried / Not carried



8. GENERAL BUSINESS & UPDATES

- **UPDATE** - Bus to arrived Wednesday 13/11/2024. Payment complete. JOHC to provide driving refreshers to existing license holders (Information only – no motion required). **Old W 24 seater? No seat belt** – is road worthy and has been valued. Trade in value - \$2,000-\$3,000. We did not trade in, however DET has requested we proceed to seek interest in the community. We will go through the same process for each bus we have as we purchase.
- Principal Approval Form –Y9 Rangers Camp & Y10 Cliff Hanger – these events have already taken place however due to late arrival of forms in accordance to Council Calendar they were not able to be approved at Council before hand *Correct practices and compliance requirements are being reminded to staff as discussed at previous meetings.*

STEM Building continued – we would like to name the building name, not just the STEM centre. College Council to be responsible for the expenses involved in naming the building. Has to be indigenous. Process – Council and Student body to be involved in this.

KFOV – Year 8 girls at AN won the State Championship for table tennis today.

MOTION That Bayside P-12 College Council approves: Principal Approval forms as presented – approved by MATM

Moved:
Seconded:
Carried / Not carried

MOTION That Bayside P-12 College Council approves: the seeking of interest from the community regarding buying our old W bus

Moved: MILA
Seconded: MEYH
Carried / Not carried

MOTION That Bayside P-12 College Council approves: expenses involved to name our STEM center in 2025

Moved: MILA
Seconded: MEYH
Carried / Not carried

9. CORRESPONDENCE

9.1 INCOMING

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MOTION That Bayside P-12 College Council approves:

Moved:
Seconded:
Carried / Not carried

9.2 OUTGOING

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That Bayside P-12 College Council approves:

Moved:
Seconded:
Carried / Not carried



ROUNDTABLE:

- Year 12 Valedictory tomorrow.
- Year 12 exams finished as of 5.15pm today.

10. NEXT MEETING

Date: 11th December, 2024
Time: 5:30pm

11. CLOSURE OF MEETING

Date: 20th November, 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.

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