

# College Council Minutes

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**DATE:** WEDNESDAY 14<sup>TH</sup> MAY 2025 **TIME:** 5:30pm

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

**ATTENDEES:** Council Members

**Non DET Representatives:** Heiko Koenig (Council President), Genie Curtin, Patrick Goessens, Ainsley Milton, Elissa Newall, Amy Walker, Cecile Legros

**Student Representatives:** Evie Curtin, Veda Retzlaff

**DET Representatives:** Suzanne Towe (*Campus Principal*), Samuel Levy (*Campus Principal*), Corey Johnson

**College Principal:** Milan Matejin

**Non-Members**

**Campus Principals:** Vicki Kfoutelaris

**Business Manager:** Dianne Faulkner

**MINUTE TAKER:** Meggyn Wright

**OBSERVERS:**

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**CONFLICT OF INTEREST:**

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**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.

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Child Safe Standard	Minimum requirements
<p><b>Standard 3:</b> Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</p>	<p><b>In complying with Child Safe Standard 3 an organisation must, at a minimum, ensure:</b></p> <p>3.1 Children and young people are informed about all of their rights, including to safety, information and participation.</p> <p>3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.</p> <p>3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.</p> <p>3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p> <p>3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</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>Ainsley Milton</li> <li>Dianne Faulkner</li> <li>Corey Johnson</li> <li>Veda Retzlaff</li> </ul>	
<p><b>3. QUORUM</b></p> <ul style="list-style-type: none"> <li>Quorum met</li> </ul>	



#### 4. CONFLICT OF INTEREST

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#### 5. BUSINESS ARISING FROM THE MINUTES

- 19<sup>th</sup> March, 2025

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

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

#### 6. PRIORITY ITEMS

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

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

#### 7. REPORTS

##### 7.1 PRINCIPAL'S REPORT

- **Annual Report**

**Primary** - Data regarding Primary, is skewed given how little numbers are in the primary.

**Years 5-9** - The trend on the data appears to show an improve over the years. Growth coming of the back of covid through to end of 2024 – track was there but didn't quite get there.

**VCE** - Chasing state mean of 30, however sitting at 28/29. We were asked to hit 31. We can make 30. Provide learning and education and we will follow pathways children chose. 29 is a respectable score, carrying a wide range of students over that line, not just the students that do score well above this number. We want to support our students to get to where they want in life. The data doesn't show all that does matter. We do 6 month follow up data post school – this data is amazing. LEVS to include in next meeting to show about 100% of students in destinations following the completion of Year 12.

- **School Strategic Plan 2025-2028:**

The School Strategic Plan (SSP) for the next four years has been reviewed and endorsed by the Senior Education Improvement Leader (SEIL). A copy in word will be emailed to you. This document outlines the goals, and strategies for improvement over the next four years. We are now working on the Annual Implementation Plan for each year of the SSP. At our next College Council meeting we will look at the SSP and the AIP for 2025.

- **NAPLAN**

Our data for 2025 has come in. The Australian Curriculum, Assessment and Reporting Authority (ACARA) is the body overseeing this national process. Our school data should arrive with any additional information in June. This is a new format. ACARA is expected to publish the National Results in late July/early August. Parents should receive their child's Individual Student Report early in Term 3.

- **College Athletics Carnival 2025**

#### **MOTION/ACTION**

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

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



Original date postponed due to water pipe issue near the Newport Athletics. Pre-booked back-up date went ahead. Event saw all P-9 students and participants from years 10-12. Year 10-12 non competitors were at school to continue with their learning. The Compass data showed high attendance at Paisley. Great family turn out.

- **College Bus**

Actively engaged by all three campuses and being used extensively. Has increased the opportunities for primary students to do excursions and been used on our Open Day to transport prospective families across the College.

Bus has been branded. Term 1 bus usage.

- Primary: 17.4%
- High School (Years 7–9): 21.7%
- Senior High (Years 10–12): 56.5%
- Mixed cohort trips: 4.4%

- **Transition Visits 2025/2026**

Open Day success. Assisting local Kinders to transition into Prep by hosting visits and visiting. Developing strong connections.

- **Rotary Club Millenium Time Capsule**

- **Year 9 Day at the Paisley Campus – 16th May, 2025**

First day of W & AN students at Paisley of the year. Normal classes, own teachers. Assist in familiarisation and transition into our senior campus following year. A follow-up day will be organised for later this term.

7.2

## FINANCE SUB -COMMITTEE

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

### 7.2b The following **March/ April** 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

## MOTION/ACTION

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

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

## MOTION/ACTION

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

Financial Reports as at: **March/April**

Cash Payments totaling:

**\$354,947/\$315,177**

Invoices awaiting payment:

**\$130,091.80/\$68,476.28**

The Purchasing Card statements were viewed and discussed

**\$4,082.35/\$7,106.31**

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

**March/April**

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



- ☒ Sundry Debtors Credit Notes Report
- ☒ Balance Sheet – Asset Comparison

### 7.2c FINANCIAL OVERVIEW - CONFIRMED 2025 SRP BUDGET

We are dealing with a tight financial situation for 2025, with a mix of surplus from previous years and a confirmed deficit due to changes in student numbers and unfilled positions. Due to reduced numbers, we have little to fund any larger projects, except where we can lease items. We have plans to upgrade our door locking systems to better meet Child Safe Standards and to install cameras at each campus. This may be achieved over a couple of years due to the amount of work involved. The cash budget as presented in October has not changed greatly. We remain on target for revenue and expenditure for 2025.

#### Key Financial overview:

##### 2024 Surplus:

- \$774K surplus in the wages budget due to unfilled positions.
- Casual staff were used to cover some positions, paid from the cash budget.

##### Carried Forward Funds from 2023:

- \$315K carried over from 2023, similar to the 2024 surplus, adding to available funds.

##### 2025 Starting Position:

- A total of approximately \$1M in surplus funds were available at the start of 2025.

##### Confirmed SRP Funding:

- Confirmed funding for 969 students (down from 1034 in the original budget).
- This led to a wages deficit of \$1,027,644 for the 2025 year.

##### Use of Surplus Funds:

- Both the 2023 and 2024 surpluses have been allocated to cover the 2025 wages deficit.
- After covering this, only about \$62K remains in surplus, which may limit the ability to fund large projects or deal with potential future staffing needs (e.g., filling two remaining positions).

##### Cash Budget:

- The cash budget remains largely unaffected by these issues.
- Plans are in place to only spend the money received for the year, with adjustments made as necessary.

##### Key Challenges Moving Forward:

- The major issue is the reliance on surplus funds to cover the wages deficit, leaving limited flexibility for unforeseen expenses or additional staffing requirements.
- The two remaining positions that need to be filled could further strain resources, especially if additional funding is required.
- While the cash budget remains unaffected, the wages budget deficit poses a real concern for managing staffing levels and projects. We have already planned a managed deficit within the cash budget.

**MOTION That Bayside P-12 College Council approves:** the confirmed cash budget as presented

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



Managing funds efficiently in 2025 will be crucial. Small adjustments and ongoing monitoring will be key to ensuring there are no surprises as the year progresses.

**Discussions regarding enrolments, zones, CCTV, fob systems.**

## 7.2d TERM 1 PROFIT & LOSS

Sent with agenda

**MOTION That Bayside P-12 College Council approves: Term 1 Profit and Loss, 2025**

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

## 7.2e 2025 ADDITIONAL SCHOOL PURCHASE CARDS

We are in the process of completing and submitting the commercial card applications to Westpac for issuance of three additional purchasing cards. Card holders will be for Operations Manager and our two substantive AP's. See below.

Corey Johnson	\$5,000 limit
Michael Sperling	\$5,000 limit
Judith Douglas	\$5,000 limit

**MOTION That Bayside P-12 College Council approves: the cardholder applications as presented**

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

## 7.3

### RESOURCES

Resource Minutes sent out with agenda

**MOTION That Bayside P-12 College Council approves: the Resource minutes – May 2025**

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

## 8. GENERAL BUSINESS

### PRINCIPAL APPROVAL FORMS

- 10ODA1 BIKE RIDE
- 10ODA1 100 STEPS
- 10ODA1 WERRIBEE GORGE
- 10ODA1 YOU YANGS
- 11VTSR1 BIKE RIDE
- 11VTSR1 ROCK CLIMBING

**MOTION That Bayside P-12 College Council approves: the listed Principal Approval forms**

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

## 9. CORRESPONDENCE

### 9.1 INCOMING

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## 9.2 OUTGOING

- **Amendment to pricing Tender- Bayside P-12 College High Performance Tennis Program**
- **2026 Alpine School Application**

*The School for Student Leadership (SSL) is a unique, Department of Education-run residential program offered to Year 9 students in Victorian government schools. Its core purpose is to develop students' leadership skills, resilience, teamwork, and capacity for community engagement. Through experiential learning in a remote alpine setting, students engage in a structured curriculum that includes leadership development, outdoor education, and the design and implementation of a community learning project.*

*For 2026, we propose that Bayside College nominates six students to attend the Alpine Campus in Dinner Plain. Year 9 is a formative stage in secondary schooling, and participation in the SSL program provides students with a life-changing opportunity to grow personally, socially, and academically. While there are three other SSL campuses located in coastal or regional settings, the alpine environment offers a unique experience—particularly valuable for many of our students, who may never otherwise have the chance to live and learn in a high-country environment.*

*The cost of the program is approximately \$800–\$900 per student, which covers accommodation, meals, activities, and educational resources for the 8–9 week term. While we expect a parent contribution for each participating family, financial support is available for eligible families, including discounts for Health Care Card holders and potential school-based assistance, to ensure equitable access for all students.*

*We submit this proposal for College Council's consideration and endorsement, recognising the School for Student Leadership's proven success in developing confident, community-minded student leaders who make lasting contributions to school culture and beyond.*

GOEP - Gender toilet requirements and what this will look like for Bayside in the future. MATM – for students who don't identify as either gender we have personalised arrangements that are campus dependant for their needs. Costly build but no where near able to structurally support change in our current toileting arrangements.

- **ISP (International Student Program) ESOS Accreditation Application Form**
- **2024 Draft Annual Report**

### Questions/Comments presented:

- a) With the data presented on page 5 relating to reading, and the same on page 6 relating to numeracy. Is the purpose of the table to show that the percentage of students in

**MOTION That Bayside P-12 College Council approves:** the 2026 Alpine School Application

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

**MOTION That Bayside P-12 College Council approves:** the ISP ESOS Accreditation Application Form

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

**MOTION That Bayside P-12 College Council approves:** the 2024 Draft Annual Report

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



strong/exceeding increases as students move into higher grades, and thus show a trend of improvement in learning as students' progress through the school?

- b) As a parent, I do find it worrying that the percentage of staff endorsement is lower than average and lower than the previous year. It would be useful to acknowledge the trend and include an explanation of how it is being tackled.
- c) The change from Year 5 (lower than state average) to Year 7 (higher than state average) would be influenced by the number of new students joining the school in Year 7. A fairer comparison would be simply Year 3 > Year 5, and separately Year 7 > Year 9 as these represent distinct cohorts of students.
- d) Later in the report, the data shows that the percentages of strong/exceeding bands have mostly decreased from 2023 and on the two-year average. This is not mentioned until later in the report and could give the impression that the school is hiding away from difficult results. It would be more reassuring if this was addressed more directly along with an explanation of the school's intended actions.
- e) Maybe worth it to explain what School Climate means in this context?
- f) Therefore, my question is, are those values [VCE] available for the top line and the two bottom lines of the bottom graph (i.e. "mean study score" and both "percentage..." scores)?
- g) School Climate

**Academic emphasis:** Emphasis is placed on the importance of academic success and school norms support learning.

**Collective efficacy:** School staff believe they have the necessary skills, expertise and resources to successfully educate students.

**Collective focus on student learning:** All the school's activities are organised to promote student learning.

**Collective responsibility:** Staff view the success of all students as their shared responsibility.

**Guaranteed and viable curriculum:** The curriculum is coherent across year levels and is delivered adequately in the time allotted.

**Parent and community involvement:** Parents and the wider community are involved in school activities and programs.

**Shielding and buffering:** Staff are protected from intrusions that distract from learning and teaching.

**Staff trust in colleagues:** Staff trust and understand one another.

**Teacher collaboration:** Staff seek advice from colleagues and participate in collaborative discussion to improve learning and teaching.

**Trust in students and parents:** Staff trust the students and parents of the school community

- h) NAPLAN Proficiency standards

The NAPLAN proficiency standards include 4 proficiency levels for each assessment area at each year level:



- *Exceeding: the student's result exceeds expectations at the time of testing.*
- *Strong: the student's result meets challenging but reasonable expectations at the time of testing.*
- *Developing: the student's result indicates that they are working towards expectations at the time of testing.*
- *Needs additional support: the student's result indicates that they are not achieving the learning outcomes expected at the time of testing. They are likely to need additional support to progress satisfactorily.*

Each of the standards represents increasingly challenging skills and understandings as students move through the years of schooling. The number and percentage of questions a student needs to answer correctly to achieve a result in a given level varies depending on the test domain, year level and, for non-writing tests, the student's pathway through the tailored test.

Thank you to Patrick for doing a deeper dive into the data analysis on student attendance.

## ROUNDTABLE:

### 10. NEXT MEETING

**Date:** 18<sup>th</sup> June, 2025

**Time:** 5:30pm

### 11. CLOSURE OF MEETING

**Date:** 14<sup>th</sup> May, 2025

**Time:** 7.01pm

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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