

College Council Minutes

DATE: WEDNESDAY 18TH JUNE 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:

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
Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training	In complying with Child Safe Standard 8 an organisation must, at a minimum, ensure: 8.1 Staff and volunteers are trained and supported to effectively implement the organisation's Child Safety and Wellbeing Policy. 8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people. 8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm. 8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people. .

ACTION/RECOMENDATION	
1. WELCOME President welcomed all Members to the meeting We acknowledge the traditional custodians of the land we have gathered on today. 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.	
2. APOLOGIES - KFOV - LEGC - MILA	
3. QUORUM Quorem met	
4. CONFLICT OF INTEREST No conflict of interest	



5. BUSINESS ARISING FROM THE MINUTES 14th May, 2025	MOTION/ACTION That Bayside P-12 College Council approves the minutes of the previous meeting <i>Moved: GOEP</i> <i>Seconded: NEWE</i> Carried / Not carried
6. PRIORITY ITEMS	MOTION/ACTION That Bayside P-12 College Council approves that <i>Moved:</i> <i>Seconded:</i> Carried / Not carried
7. REPORTS 7.1 PRINCIPAL'S REPORT - School Strategic Plan 2025-2028 Delayed in being presented to you, will be available at our next meeting. - Year 9 Day at Paisley Campus Tomorrow, AN and W Campus will - Information Evenings	MOTION/ACTION That Bayside P-12 College Council approves the Principal report as presented <i>Moved: GOEP</i> <i>Seconded: LEVS</i> Carried / Not carried
7.2 FINANCE SUB -COMMITTEE 7.2a Finance sub-committee minutes – ☒ sent out with agenda 7.2b The following May 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	MOTION/ACTION That Bayside P-12 College Council approves the minutes of the previous meeting circulated. <i>Moved: KOEH</i> <i>Seconded: WALA</i> Carried / Not carried MOTION/ACTION That Bayside P-12 College Council approves: Financial Reports as at: May Cash Payments totaling: \$449,529.54 Invoices awaiting payment: \$46,601.24 The Purchasing Card statements were viewed and discussed \$9061.17 (June invoice- May spend)



- ☒ Cash Receipts
- ☒ Cash Payments
- ☒ Invoices Awaiting Payment
- ☒ Cancelled Receipts
- ☒ Cancelled Payments
- ☒ Family Credit Notes Report
- ☒ Sundry Debtors Credit Notes Report
- ☒ Balance Sheet – Asset Comparison

Budget Management Report Finance minutes

GOEP – How is staffing going?

MATM – Teach Today Teach Tomorrow now in place. 5 candidates – confirmed 3. Find time in following weeks to do an induction and have them ready for Term 3 start. Contracts ranging from 12-18months. Provides stability/regular teachers in the classroom that are not CRT's – cost effective.

Normal recruitment processes (ROL) are still being followed however appropriate candidates are not coming through.

NEWE – Query regarding commissions.

7.3

RESOURCES

- Resource Minutes sent out with agenda

As presented.

OHS audit coming back and to be presented at next Council meeting.
P break in over long weekend – 7 minute response time from alarm to police.

CCTV to be installed shortly.

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

Moved: KOEH

Seconded: WALA

Carried / Not carried

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

Moved: CURG

Seconded: NEWE

Carried / Not carried

8. GENERAL BUSINESS

- Uniform Policy (Draft) & Student Dress Code Policy – Community Consultation – sent with agenda
Uniform 2nd hand – “The Uniform Swap Shop” presented
Tennis uniform discussions – Dobsons/Under Armor options available. Tennis Program image would benefit from this – potential cap, new jumper etc. Beanie suggestion from Council.
MATM – used to have one, lack of interest and discontinued.
CURG – As suggested by SRC 2 years ago to once again include beanie.
MATM – processes are to be followed regarding reintroducing uniform items. If pursual is to happen, we can manage this. May become another option but the steps need to be followed.
- Anaphylaxis Policy June26
- Enrolment Policy June 26
- Inclusion and Diversity Policy June26

MOTION That Bayside P-12 College Council approves: the policies listed as presented – everything but Uniform

Moved: GOEP

Seconded: KOEH

Carried / Not carried

MOTION That Bayside P-12 College Council approves: the Bunnings BBQ Fundraiser on 29th June, 2025

Moved: KOEH

Seconded: WALA

Carried / Not carried



- Sun and UV Protection Policy - July28
- Visitors Policy Aug26

Bunnings BBQ – 29th June, 2025 [TANN]

Looking at PayID as means for cashless payments.

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

-

That Bayside P-12 College Council approves:

Moved:
Seconded:
Carried / Not carried

ROUNDTABLE:

CURE - SRC W – free for all, no adult supervision. Unable to execute proficient meeting. MATM to follow up.

TOWS - KNIT/SPEM at W – fortnightly meeting. Student lead meeting. Leadership conferences run by Hobsons Bay to help this.

CURE – lack of understanding on how to structure student led meetings.

TOWS – to supply feedback to Team and Pres & V Pres and support this.

MATM – option to seek further learning from Hobsons Bay.

Positive feedback re College website and social media.

10. NEXT MEETING

Date: 6th August 2025
Time: 5:30pm



11. CLOSURE OF MEETING

Date: 18th June, 2025
Time: 6.58pm

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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