

College Council Minutes

DATE: WEDNESDAY 19TH MARCH 2025 **TIME:** 5:30pm

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

ATTENDEES:

Council Members

Non DET Representatives: Heiko Koenig, 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 - Milan Matejin - Ellisa Newall - Genie Curtin - Evie Curtin	
3. QUORUM Quorum met	
4. CONFLICT OF INTEREST No conflict of interest	



5. BUSINESS ARISING FROM THE MINUTES

- 26th February, 2025

MOTION/ACTION

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

Moved: KOEH

Seconded: GOEP

Carried / Not carried

6. PRIORITY ITEMS

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MOTION/ACTION

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

Moved:

Seconded:

Carried / Not carried

7. REPORTS

7.1 PRINCIPAL'S REPORT

- Vision and Values Statement – outlines the school. Grey was what went out. Blue is now the revised statement. Feedback provided, more edits to come however overall preference of Blue.
- Japan Tour – Delegation has been decided. Last week of Term 3 and first week of Term 3 break.

MOTION/ACTION

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

Moved: GOEP

Seconded: WALA

Carried / Not carried

7.2

FINANCE SUB -COMMITTEE

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

MOTION/ACTION

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

Moved: KOEH

Seconded: LEVS

Carried / Not carried

7.2b The following **February** 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:

Financial Reports as at: **February 25**
Cash Payments totaling:

\$370,960

Invoices awaiting payment:

\$1,163.18

The Purchasing Card statements were viewed and discussed

\$30.00



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

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

Moved: KOEH
Seconded: LEVS
Carried / Not carried

TENNIS CONTRACT ADMENDMENT

A briefing with the tennis management, explaining that HBCC have agreed to alter their maintenance fee to \$6000 per year, along with our agreement to alter our commission to \$6000 per year, totaling \$12,000. John has agreed to this arrangement, in principle, and will sign documentation when he returns from leave in the last week of term.

MOTION That Bayside P-12 College Council approves: Tennis Contract Amendment.

Moved: KOEH
Seconded: LEVS
Carried / Not carried

FUNDS REQUEST VOYAGER

Elevate Education 'Study Sensei' workshop for all Year 10's in early term two for Voyager program. The small group sessions would focus on study skills, exams, time management and general information. They've been booked for the last couple of years and has been really beneficial for students by all reports. The cost is \$345 for small groups up to 35, times that by 5 for the whole cohort and the overall cost would be \$1,725. We will need a prompt response as we need to book soon to get them in for Term 2.

MOTION That Bayside P-12 College Council approves the funding addition of \$1725

Moved: KOEH
Seconded: LEVS
Carried / Not carried

7.3

RESOURCES

- Resource Minutes sent out with agenda

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

Moved: GOEP
Seconded: LEGC
Carried / Not carried



8. GENERAL BUSINESS 11th May GVBR Bunnings Sausage Sizzle Fundraiser - Tennis Program Name Change Proposal WALA – high performance academy. Word Elite – proof would need to be provided with results to back it up. What is the consultation process as to how Elite came about. KOEP – Embarrassing KOEH – Not mentioned to Tennis Programs. KFOV – Positive Language and aspirational towards the program even if not there as yet.	MOTION That Bayside P-12 College Council approves: <i>the fundraiser</i> <i>Moved: MILA</i> <i>Seconded: WALA</i> Carried / Not carried <i>Tennis Name Change</i> To be reviewed
9. CORRESPONDENCE 9.1 INCOMING Williamstown Athletics Club Donation \$100 towards College Award Ceremony – recognition of sportsmanship/effort? College to decide	MOTION That Bayside P-12 College Council approves: <i>the donation towards College Awards from Williamstown Athletics Club</i> <i>Moved: GOEP</i> <i>Seconded: LEGC</i> Carried / Not carried
9.2 OUTGOING	That Bayside P-12 College Council approves: <i>Moved:</i> <i>Seconded:</i> Carried / Not carried
ROUNDTABLE: - Recognition of our College Website, rebrand. A lot of work has gone into that. - Upcoming Federal Election – if we host the election ballot and do another BBQ good to have Council Members assist on the day.	
10. NEXT MEETING	Date: 14th May 2025 Time: 5:30pm
11. CLOSURE OF MEETING	Date: 19th March 2025 Time: 6.16pm



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.



Bayside P-12 College