

College Council Minutes

DATE: WEDNESDAY 20TH AUGUST 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
-

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 4: Families and communities are informed and involved in promoting child safety and wellbeing</p>	<p>In complying with Child Safe Standard 4 an organisation must, at a minimum, ensure:</p> <p>4.1 Families participate in decisions affecting their child.</p> <p>4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>4.3 Families and communities have a say in the development and review of the organisation's policies and practices.</p> <p>4.4 Families, carers and the community are informed about the organisation's operations and governance.</p>

ACTION/RECOMENDATION	
<p>1. WELCOME</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"> Amy Walker Ainsley Milton 	
<p>3. QUORUM</p> <ul style="list-style-type: none"> Quorum met 	
<p>4. CONFLICT OF INTEREST</p> <ul style="list-style-type: none"> No conflict of interest declared 	



5. BUSINESS ARISING FROM THE MINUTES

- 18th June, 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

MOTION/ACTION

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

*Moved:
Seconded:
Carried / Not carried*

7. REPORTS

7.1 PRINCIPAL'S REPORT

- 2025 Surveys – Staff survey has just closed. Parent/Carer/Guardian Opinion survey is about to be sent out. This will go out to all families and hope for a large response. Opinions are useful in our operations.
- Book Week 2025 – Annual parade was today. Large number of costumes and good to see students show their love for reading and the characters – and our staff.
- Assistance Principal Advertisement – Recently closed the job opening for AP (campus Principal) position. Begin the selection process next week. Advertised wide and applicants from across the board. Successful Candidate will begin the role in 2026.
- Middle Leadership Changes – 11 middle leadership positions to be advertised state-wide shortly. 6 Leading Teacher and 5 Learning Specialist Positions will be posted for a 2026 start.
- College Production – finished last week after months of preparation. Positive feedback received from many families. Over 60 students participated in the 2025 Production, including 2 primary students in the cast for the first time. Altona Theatre holds 240 seats – Friday night was booked out; Thursday had approx. 200 tickets sold and Wednesday 160. Looking forward to 2026 Production and currently looking at further opportunities to include a matinee for the local retirement homes and suggestions to move Wednesday night to Saturday.
- GVBR – will not be running for 2025 after a long-standing history in participating.
- New Bus – with our 24-seater bus being out of service indefinitely, we are seeking to purchase another smaller size vehicle earlier than planned. Moving forward with this. The cost is within our scope for purchase.

MOTION/ACTION

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

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



7.2

FINANCE SUB -COMMITTEE

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

7.2b The following June & July 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 REVIEW OF MORNING UNLOCKING AND CLEANING

SERVICES AT ALL CAMPUSES

Current Arrangement with SERCO:

- **Service Provided:** Unlocking/disarming campuses and cleaning services each morning across three campuses:
- **Total Monthly Cost:** \$11,077 **Total Annual Cost (10 months):** \$110,770

Revised service – Cube 4 Security:

- **Service Provided:** Security patrols for unlocking/disarming only (no cleaning duties).
- **Revised Time Requirement:**
 - 15 minutes AN/30 minutes WILL/60 minutes PAIS = 1.75 hours/day across all campuses.
 - Based on further discussions, Paisley did require 60 minutes for unlocking but AN only requires 15mins
- **Rate:** \$30 AN/\$50 WILL/\$100 PAIS per patrol (15 patrols p/w)
- **Cost Estimate:**
 - **Weekly:** AN \$165 + WIL \$275 + \$550 PAIS = 990
 - **Annual (40 school weeks):** \$39,600

MOTION/ACTION

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

Moved: GOEP
Seconded: NEWE
Carried / Not carried

MOTION/ACTION

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

Financial Reports as at: **June & July 25**

Cash Payments totaling:

\$433,550/\$455,974

Invoices awaiting payment:

\$55,522.37/\$71,071.95

The Purchasing Card statements were viewed and discussed

\$10,961.87/\$5,313.76

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

Moved: KOEH
Seconded: LEGC
Carried / Not carried

MOTION That Bayside P-12 College Council approves: engaging Cube 4 Security as the Mobile Security team as per agreement.

Moved: NEWE
Seconded: LEGC
Carried / Not carried



- **Annual Savings:**
 - \$110,770 (current) – \$39,600 (proposed) = **\$71,170 saved annually**

Revised Considerations:

- Cleaning has not been conducted during unlocking times; therefore, no replacement cleaning service is required.
- Cube 4 Security uses app-based personnel monitoring as part of standard operating procedures
- A draft service agreement has been sent to the legal team for review. The final agreement will be presented to the School Council upon receipt.

- **Recommendation:**

Proceed with a trial engagement with Cube 4 Security for unlocking/disarming services through to the end of the current year. Subject to satisfactory performance and legal approval, consider extending the contract for a further two years, through to the end of 2027. All third-party engagement must follow standard procurement procedures, particularly in relation to replacing services previously provided by SERCO.

See attached Service Agreement (sent with agenda) that has been passed through DET Legal.

7.3

RESOURCES

- Resource Minutes sent out with agenda

Roll out CCTV/Key Fob system. Boom gates at W has been largely successful. Will begin preparing to install these at each campus.

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

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

8. GENERAL BUSINESS

Principal Approval Form

- Y10 Outdoor Ed – Werribee Gorge
- Y10 Outdoor Ed – Altona
- Term 2 Profit and Loss

MOTION That Bayside P-12 College Council approves: the Term 2 P&L as presented & both Principal Approval Forms

*Moved: HOEK
Seconded: LEGC
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:

Recommended to include CSS in more publications.

LEVS apology for next meeting due to Japan Tour 2025. 12 students and 3 staff to Japan last week of term 3.

2026 Year 12 Jackets have been designed. Very similar design to previous years. Names on jackets are only either first name or last name. Special for our Year 11's to get excited for this. Great quality and wears well.

10. NEXT MEETING

Date: 17th September, 2025
Time: 5:30pm

11. CLOSURE OF MEETING

Date:, 20th August, 2025
Time: 6.28pm

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.

