

College Council Minutes

DATE: WEDNESDAY 26TH FEBRUARY 2025 **TIME:** 5:30pm

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

ATTENDEES: Council Members

Non DET Representatives: Heiko Koenig (*President*), Ed Ghiocas (*Assistant Treasurer*), Genie Curtin, Patrick Goessens, Ainsley Milton

Student Representatives: Evie Curtin

DET Representatives: Suzanne Towe (*Campus Principal*)

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 5: Equity is upheld and diverse needs respected in policy and practice</p>	<p>In complying with Child Safe Standard 5 an organisation must, at a minimum, ensure:</p> <p>5.1 The organisation, including staff and volunteers, understands children and young people’s diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.</p> <p>5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.</p>

- Child safe standard feedback – Aboriginal Tores Straight Islander suggestions. Implementing some additional approached such as naming STEM centre.

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"> • Ainsley Milton • Samuel Levy • Suzanne Towe • Vicki Kfoutelaris 	
<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 	
<p>5. BUSINESS ARISING FROM THE MINUTES</p> <ul style="list-style-type: none"> • 11th December, 2024 	<p>MOTION/ACTION</p> <p>That <i>Bayside P-12 College Council</i> approves the minutes of the previous meeting</p> <p><i>Moved: GOEP</i> <i>Seconded: CURG</i> Carried / Not carried</p>
<p>6. PRIORITY ITEMS</p>	<p>MOTION/ACTION</p> <p>That <i>Bayside P-12 College Council</i> approves that</p> <p><i>Moved:</i> <i>Seconded:</i> Carried / Not carried</p>
<p>7. REPORTS</p> <p>7.1 PRINCIPAL'S REPORT</p> <ul style="list-style-type: none"> • Vision and Values Statement New School Strategic Plan 2025-2029. Statement to be solidified by next meeting. Put to community and particularly our SRC for feedback. Review statement, ensure they capitulate our existing dot pointed values and report back. • College Swimming Carnival 2025 Successful day. Little participation numbers for swimming at Bayside College. 2025 saw all Y7 attending and 30 additional competitors in Y8-12. Worrying number - reflects lack of interest in the Swim Carnival/Swimming in general. Working on increasing interest by our Learn to Swim Programs across the P-6. Aim to increase interest and reduce any fears through encouragement of families. • Staffing Strong start. 1 vacancy remaining. Engaged directly with HR – School Workforce Unit to help us find specific positions. • Anjo Higashi Senior High School Visit 2025 Japan Tour 2025 12/09-25/09. Delegation will include 1 principal class and two staff members who will accompany 12 students. Delegation announced in 2 weeks. Staff volunteering to attend based on condition there is no TIL time however there will be a payment and the tour costs will be covered by the school. 	<p>MOTION/ACTION</p> <p>That <i>Bayside P-12 College Council</i> approves the Principal report as presented</p> <p><i>Moved: GOEP</i> <i>Seconded: CURG</i> Carried / Not carried</p>



- **College Production**

As presented. March 19th Council Meeting to have Production Committee member to go through in detail of the proposed performance structure. It's essential that we ensure compliance and carefully consider the costs and time involved in this college activity. However, this must be balanced without stifling or over-policing student involvement and creativity. Production is a team effort, and it's important that all ideas are brought to the table. While this is an extracurricular activity, it does require extra attention to compliance. Our goal is to streamline the process and eliminate any unnecessary complications, fostering collaboration along the way.

7.2

FINANCE SUB -COMMITTEE

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

7.2b The following **December/January** 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 Finance Commitment Report for 2025

All funds received from the Department, or raised by the school, have been expended, or committed to subsequent years, to support the achievement of educational outcomes and other operational needs of the school, consistent with Department policies, School Council

MOTION/ACTION

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

Moved: KOEH

Seconded: GHIE

Carried / Not carried

MOTION/ACTION

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

Financial Reports as at: **December 24 / January 25**

Cash Payments totaling:

\$147,482 / \$335,973

Invoices awaiting payment:

\$2,688.71 / \$72,296.29

The Purchasing Card statements were viewed and discussed

\$6,025.08 / \$6190.08

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

December/January

Moved: KOEH

Seconded: GHIE

Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the above statement as the Attestation Statement on the school acquittal process and the Finance Commitment statement as presented*

Moved: KOEH



approvals and the intent/purposes for which funding was provided or raised.

Where centrally paid salaries were intended for specific programs/targeted initiatives, the salaries have been paid to staff employed to deliver specific programs/ targeted initiatives, consistent with Department policies and School Council approvals.

School Council accepts the 2024 summary: Reconciled accounts total \$840,256.62, of which the Operating Reserve is \$541,827.99 as determined by DET, revenue received is \$225,968.29 being school based program totals. No deficit repayable to the department for 2025.

7.2d 2025 Fundraising

2025 fundraising events:

- GVBR activities (GST applied)
- Student Rep councils (all campuses)
- Voyager activities – cross college
- College Production
- Curriculum Activities

7.2e OFFICIAL SIGNATORIES

- a) Bank Account signatories:
- M. Matejin – College Principal
 - S. Towe – Campus Principal
 - S. Levy - Campus Principal
 - M. Sperling – Assistant Campus Principal (to be added)
 - H. Koenig – College Council President
- b) Official Order form signatories
- M. Matejin – College Principal
 - D. Faulkner – College Business Manager
 - S. Levy – Paisley Campus Principal
 - S. Towe - Williamstown Campus Principal
 - V. Kfoutelaris – Altona North Campus Principal
 - J. Frampton– Paisley Campus Assistant Principal
 - J. Douglas– Altona North Campus Assistant Principal
 - M. Sperling – Williamstown Campus Assistant Principal
 - J. Lunn – Finance Manager
 - M. Wright – Communications Manager
 - C. Toskovski – Paisley Office Manager
 - A. Sheward – Altona North Office Manager
 - D. Ramsay – Williamstown Office Manager

7.2f 2025 Standing Orders

The 2024 standing orders 2856-2897 *as listed in finance Agenda*

Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *all fundraising GST will be processed as NS6, NSPE for GST purposes and that Bayside P-12 College Council approves the upcoming fundraising events*

Moved: KOEH
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the Official signatories as listed*

Moved: KOEH
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the Standing Orders as listed in Finance Agenda/presented*

Moved: KOEH



7.2g 2025 Official Purchase Card Register

The 2025 register provided with Agenda

7.2h 2025 Facility Hire

Altona North: Gym, 5-9 Building, woodwork room.

Paisley: Math/Science Building, Gym

Williamstown: Gym.

Hire rate - \$33.00p/h

Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file.

7.2i Finance Polices

The following policies sent with Agenda:

- Cash Handling
- School Purchase Card
- Electronic Funds Management

7.2j Subsidy for Camps/Excursions – CRT usage

We propose to subsidize camps and/or excursions where we employ CRT's to cover classes for teachers attending these events (where we cannot cover them using existing staff) from the equity funding provided to the college.

7.2k Balance Day Adjustments

A total of \$29,977.27 payments and \$3,500 in family receipts were balanced (\$33,477.27 total) as presented

Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the Purchase Card register as provided*

Moved: KOEH
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the hiring of the facilities listed at a rate of \$33.00 per hour.*

Moved: KOEH
Seconded: GHIE
Carried / Not carried

That Bayside P-12 College Council approves: *the finance policies as presented*

Moved: KOEH
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the use of equity funding for the subsidizing of camps/excursions CRT's.*

Moved: KOEH
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: *the presented Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure*

Moved: KOEH
Seconded: GHIE



7.2I TERM 4 2024 Profit and Loss

Sent with agenda

7.2m Sale of Williamstown Bus

We went to our school community for interest in the bus and had one interested party. Nothing came from that query. We have recently had an offer from a local panel beating company of \$3000, unregistered and no roadworthy. We have asked for a best and final offer, which came back at \$3000.

7.3

RESOURCES

- Resource Minutes sent out with agenda
- Few issues. Looking to go digital for keys. Cleaning issues once again. Repairs.
Talk about Boom Gates next term

8. GENERAL BUSINESS

Minimum Standards Compliance Assessment – Final Report (Compliant)

Every 5 years have the audit. Took months to gather the information. Despite being a College, we were viewed as 3 individual work site. Evidence for all 3, essentially doing 3 audits. Eye opening and good things have rose from this such as Child Safe standard discussions, boom gates at W etc.

Principal Approvals

- Year 10 Outdoor Ed – Bike Ride, Bouldering, Cliff hanger, Snorkel, Surfing
- Year 11 Outdoor Ed – Bushwalk
- Year 12 Outdoor Ed – Bushwalk
- Year 10 Queensland Camp
- Japan Tour
- Year 11 VET Sport and Rec Bike Ride
- Year 12 VET Sport and Rec Bike Ride
- Y7 Camp Kangarooie

Carried / Not carried

MOTION That Bayside P-12 College Council approves: Term 4 2024 Profit and Loss as provided

Moved: KOEH
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: the sale of the Williamstown bus to the panel beater for \$3,000

Moved: KOEH
Seconded: GHIE
Carried / Not carried

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

Moved: GOEP
Seconded: GHIE
Carried / Not carried

MOTION That Bayside P-12 College Council approves: the Principal Approvals as listed/presented, and 2025 listed Fundraisers

Moved: KOEH
Seconded: CURG
Carried / Not carried



- Y4-6 Primary Camp
- Year 11 & 12 Snow Camp

2025 Fundraisers

Term 1, 2, 3 and 4

Out of Uniform days for each Campus

Term 1

- AN Downball Competition - Primary (maybe secondary) 21/3/25
- Tennis Program – Bunnings BBQ

Term 2

- AN – Food stall at the Athletics Carnival
- P - Bunnings Sausage Sizzle
- P- Recharge Day

Term 3

- P - Y12 VM Fundraiser – Week 7 or 8
- AN – PJ Day 22/08/2025
- AN – Bake Sale 01/08/2025

Term 4

- Great Victorian Bike Ride
- AN – Movie Day 10/10/2025
- A, N, W - Harmony Festival
- P – Yearbook
-

AGM meeting - 20th March, 2024

2025 College Council Nomination forms to be distributed on Friday 28th February and will be due back by Monday 10th March – this allows us enough to confirm Council by March 19th.

9. CORRESPONDENCE

9.1 INCOMING

-

MOTION That Bayside P-12 College Council approves:

Moved:
Seconded:
Carried / Not carried



<p>9.2 OUTGOING</p> <ul style="list-style-type: none"> • 	<p>That Bayside P-12 College Council approves:</p> <p><i>Moved:</i> <i>Seconded:</i> <i>Carried / Not carried</i></p>
<p>ROUNDTABLE:</p> <p>College Bus has been a roaring success so far this term.</p>	
<p>10. NEXT MEETING</p>	<p>Date: 19th March, 2025 Time: 5:30pm</p>
<p>11. CLOSURE OF MEETING</p>	<p>Date: 26th February, 2025 Time: 7.00pm</p>

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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