# College Council Minutes

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| **DATE:** | **WEDNESDAY 10TH DECEMBER 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, 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 |
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| **Standard 7:** Processes for complaints and concerns are child-focused | **In complying with Child Safe Standard 7 an organisation must, at a minimum, ensure:**<br>7.1 The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.<br>7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.<br>7.3 Complaints are taken seriously and responded to promptly and thoroughly.<br>7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.<br>7.5 Reporting, privacy and employment law obligations are met. |

| | ACTION/RECOMENDATION |
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| **1. WELCOME**<br>• President welcomed all Members to the meeting<br>We acknowledge the traditional custodians of the land we have gathered on today.<br>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**<br>• | |
| **3. QUORUM**<br>• | |
| **4. CONFLICT OF INTEREST**<br>• | |

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| **5. BUSINESS ARISING FROM THE MINUTES**<br><br>• 12th November, 2025 | **MOTION/ACTION**<br><br>That ***Bayside P-12 College Council*** approves the minutes of the previous meeting<br><br>*Moved: GOEP*<br>*Seconded: WALA*<br>*Carried / Not carried* |
| **6. PRIORITY ITEMS**<br><br>• | **MOTION/ACTION**<br><br>That ***Bayside P-12 College Council*** approves that<br><br>*Moved:*<br>*Seconded:*<br>*Carried / Not carried* |
| **7. REPORTS**<br><br>**7.1 PRINCIPAL'S REPORT**<br><br>• | **MOTION/ACTION**<br><br>That ***Bayside P-12 College Council*** approves the Principal report as presented<br><br>*Moved:*<br>*Seconded:*<br>*Carried / Not carried* |
| **7.2**<br><br>**FINANCE SUB -COMMITTEE**<br><br>**7.2a Finance sub-committee minutes – ☒ sent out with agenda** | **MOTION/ACTION**<br><br>That ***Bayside P-12 College Council*** approves the minutes of the previous meeting circulated.<br><br>*Moved: LEGC*<br>*Seconded: WALA*<br>*Carried / Not carried* |
| **7.2b The following November reports were tabled at the Finance Committee meeting:**<br><br>☒ Balance Sheet<br>☒ Bank Reconciliations<br>☒ Bank Account Movement<br>☒ Cash Flow Statement<br>☒ Operating Statement<br>☒ Annual Sub Program Budget Report<br>☒ Journal Report<br>☒ Purchasing Card Activity Report<br>☒ Cash Receipts<br>☒ Cash Payments<br>☒ Invoices Awaiting Payment | **MOTION/ACTION**<br>That ***Bayside P-12 College Council*** approves:<br><br>Financial Reports as at: **November 25**<br>Cash Payments totaling: **$272,188.07**<br>Invoices awaiting payment: **$14,894.23**<br>The Purchasing Card statements were viewed and discussed **$20,778.54**<br><br>Journal Reports accepted as a true and correct depiction of Bayside P- |

☒ Cancelled Receipts
☒ Cancelled Payments
☒ Family Credit Notes Report
☒ Sundry Debtors Credit Notes Report
☒ Balance Sheet – Asset Comparison

12 College school finances for the month of **November**

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

### 7.2c New budget request/funding proposal

**MOTION That Bayside P-12 College Council approves:** the commitment to the mentioned budgets as presented

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

### New Funding Considerations for 2026

| Program Name/Code | Requirements | Current funding | Proposed funding | Notes/Recommendations |
|---|---|---|---|---|
| Literacy | PD, Resources, programs | $7,500 | $10,000 | Increase current funding |
| Numeracy | PD, Resources, programs | $4,000 | $5,000 | Increase current funding |
| Growth & Agency | PD, Resources, programs | $0 | $2,000 **(NEW)** | Strategic priority Replaces Voyager |
| LT/LS | PD, Resources, programs | $0 | $5,000 NEW | Strategic priority (coaching) |
| Early years primary | PD, Resources, programs | | $4,000 **(NEW)** | Supports Primary Leader initiatives and classroom needs. Replaces Primary Leader |
| Upper years primary | PD, Resources, programs | | $4,000 **(NEW)** | Supports Primary Leader initiatives and classroom needs. Replaces Primary Leader |

### Potential Funding Reductions for 2026

These cost centres may provide for budget adjustments:

| Code | Description | 2026 Allocation | Amount Committed | Potential Reduction |
|---|---|---|---|---|
| ~~4930 – Primary Leader~~ | ~~Primary Leader expenditure~~ | ~~$7,200~~ | ~~Spent $2900 in 2025~~ | ~~Limited~~ **DELETE FOR 2026** |
| 4932 – Primary Classrooms | Primary classroom expenditure | ~~$10,000~~ **REDUCE TO $6,500** | Spent $5,200 in 2025 | Limited |
| 5255 – Pastoral Care **CHANGE TO WELLBEING** | Pastoral care programs | $15,500 | Fully spent in 2025 | Limited |
| 7010 – Professional Development | Whole-school PD | ~~$65,000~~ **REDUCE TO $60,000** | Overspent in 2025 | Limited |

*N.B Food Tech may need to change due to increase in Nutrition classes. Speak to EBEK before setting budget.*

*Changes will occur following February Census data and confirmed 2026 cash budget allocation where possible*

### 7.2d 2025 CHARGES WRITE-OFF

Prior to rolling into 2026 finances, we will write-off outstanding charges as per DET guidelines. They may include:

- Instrumental music
- camps
- excursions
- outstanding payment plans

**MOTION That Bayside P-12 College Council approves:** the write-off of existing 2025 charges

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

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| **7.3**<br><br>**RESOURCES**<br><br>• Resource Minutes – not available prior to meeting. Will provide in 2026 Feb. | **MOTION That Bayside P-12 College Council approves: the Resource minutes – December 2025**<br><br>*Moved:*<br>*Seconded:*<br>*Carried /* Not carried |
| **8. GENERAL BUSINESS** | **MOTION That Bayside P-12 College Council approves:**<br><br>*Moved:*<br>*Seconded:*<br>*Carried /* Not carried |
| **9. CORRESPONDENCE**<br><br>**9.1 INCOMING**<br><br>• | **MOTION That Bayside P-12 College Council approves:**<br><br>*Moved:*<br>*Seconded:*<br>***Carried / Not carried*** |
| **9.2 OUTGOING**<br><br>• **U3A Joint Agreement 2026** | **That Bayside P-12 College Council approves: 2026 U3A Joint Agreement**<br><br>*Moved: LEGC*<br>*Seconded: WALA*<br>***Carried** /* Not carried |
| **ROUNDTABLE:** | |
| **10. NEXT MEETING** | **Date:** 18th February, 2026<br>**Time:** 5:30pm |
| **11. CLOSURE OF MEETING** | **Date:**, 10th December, 2025<br>**Time:** |

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**

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