College Council Minutes

DATE:	**WEDNESDAY 12TH AUGUST 2026**	**TIME:**	5:30pm
VENUE:	**WILLIAMSTOWN CONFERENCE ROOM**	**CHAIR:**	

ATTENDEES:

Council Members

Non DET Representatives: Genie Curtin, Souraya El Ess, Patrick Goessens, Cecile Legros, Elissa Newall, Alexandra Sargent, Holly Stewart, Amy Walker

Student Representatives: Evie Curtin, Veda Retzlaff

DET Representatives: Corey Johnson, Samuel Levy *(Campus Principal),* Michael Sperling *(Campus Principal)*, Suzanne Towe *(Campus Principal*)

College Principal: Milan Matejin

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
Standard 5: Equity is upheld and diverse needs respected in policy and practice	**In complying with Child Safe Standard 5 an organisation must, at a minimum, ensure:** 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. 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. 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. 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.

	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 • Dianne Faulkner • Samuel Levy • Michael Sperling • Alex Sargent • Veda Retzlaff	
3. QUORUM • Quorum met	
4. CONFLICT OF INTEREST • NA	

5. BUSINESS ARISING FROM THE MINUTES

- 22nd July, 2026

MOTION/ACTION

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

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

6. PRIORITY ITEMS

- NA

MOTION/ACTION

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

Moved:
Seconded:
Carried / Not carried

7. REPORTS

7.1 PRINCIPAL'S REPORT

- **Staffing Update**
- **Industrial Action Term 3 2026**
  Sometime Monday will find out and will forward on to families
- **Anjo Higashi**
  Went well. 25 Y9/10 (2027 Y10 & 11) interested in one or both of Jaoan and STEM tour. Commonly interest drops as it approaches and cost comes in. Likely to take 15.
- **Tennis Program KPI**
- **School Strategic Plan/AIP**
  As presented by TOWS. NAPLAN: Improvements in many areas and similar results. Unsure why some dips on some areas/year levels. Our school improvement team is looking at the data to break down and identify specific issues. Any dips, we expect to leve out over the 4 year but taking in mind that all coherts are different. Data is a snap shot of just one day however it isn't exactly where we sit. Many factors to that come into play, staffing etc.
  New leaderships model for 2026, meaning whole school literacy and numeracy leaders. Would expect only continued improvement.
  MATM – Patterns will show us what needs to change/what we're doing well as we receive more data over the years.
  ATSSD: Goal 1. overall college data, improvements all over besides 10-12. Goal 2.
  Addressing bullying – in a similar place to other schools in the state and improvements in middle school.
  Transitions (Y9-10 and Y6-7): Data increase after the work we've done around positive and smooth transitions.

  GOEP – relative to our starting point (2024 and now 2026) why the dip from 2024 into 2025 regarding transitions. 2026 up from 2025 but lower than 2024, what happened?
  TOWS – will need to go back to the team and see what was unpacked.

MOTION/ACTION

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

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

Not significant changes (1-2%), variations are bound to happen over years with different coherts.
Most students expected to complete the survey in our college – completion general rate 80%

- **Alpine School**
- **Bush Kinder**
  TOWS – Outdoor kinder program (Altona Gate Kindergarten) running at Altona North. 2 groups on Tuesday and Friday, starting this week. Mutually beneficial arrangement and really great program. Exciting to have them on board and to have even littler children running around. Photos to come.
    - **Kinder onsite**
      Ideally increase enrolments. Potentially 3 classes – 66 student capacity. Shows growth in the area if they're looking at another kinder site.
      CURG – Do we have any input as to what sort of learning the kinder will take? MATM – Will be a normal kinder that will lead them into primary school and hope that familiarity and once seeing our school will prove to show increase in numbers.

7.2

FINANCE SUB -COMMITTEE

7.2a Finance sub-committee minutes – ☒ to be sent post Finance Meeting

7.2b The following 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

MOTION/ACTION

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

Moved:
Seconded:
Carried / Not carried

MOTION/ACTION
That ***Bayside P-12 College Council*** approves:

Financial Reports as at: **July 26**
Cash Payments totaling:
$299,103.61
Invoices awaiting payment:
$84,862.25
The Purchasing Card statements were viewed and discussed
$6,196.60

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

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

7.3 **RESOURCES** • Resource Minutes – July – sent with agenda	**MOTION That Bayside P-12 College Council approves: the Resource minutes – July 2026** *Moved: STEH* *Seconded: NEWE* ***Carried*** */* Not carried
8. GENERAL BUSINESS • Y10ODA3 100 Steps Principal Approval Form • Y12 Urban Surf Principal Approval Form • 10ODA 3 Rockclimb Principal Approval Form • 10ODA Bouldering Principal Approval Form • 10ODA3 Newport Lakes Principal Approval Form • 10ODA3 Cherry Lake Principal Approval Form • 10ODA3 Bike Riding Principal Approval Form • 10ODA2 & 3 YouYangs Principal Approval Form • Y12 Jumpside Principal Approval Form • Y11VTSR1 100 Steps Principal Approval Form	**MOTION That Bayside P-12 College Council approves: the Principal Approval Forms as presented** *Moved: GOEP* *Seconded: STEH* ***Carried*** */* Not carried
9. CORRESPONDENCE **9.1 INCOMING** • NA	**MOTION That Bayside P-12 College Council approves:** *Moved:* *Seconded:* ***Carried / Not carried***
9.2 OUTGOING • **NA**	**That Bayside P-12 College Council approves:** *Moved:* *Seconded:* *Carried /* Not carried

ROUNDTABLE: ***CURG raised concerns about an incident at basketball on 11 August, where several boys were removed from the venue following inappropriate behaviour towards female participants. Concerns were noted regarding the gender-based nature of the behaviour and previous behavioural issues.*** ***MATM advised that reports had been submitted to the Campus Principal and that the matter would be addressed through the College's disciplinary processes. It was noted that the behaviour was not representative of the College's usual sporting culture. Appropriate support and education would be provided and follow-up would occur with LEVS.***	
10. NEXT MEETING	**Date:** 16th September, 2026 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 12th August, 2026 **Time:** 6.14pm

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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