College Council Minutes

DATE:	**WEDNESDAY 12TH NOVEMBER 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

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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 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously	**In complying with Child Safe Standard 3 an organisation must, at a minimum, ensure:** 3.1 Children and young people are informed about all of their rights, including to safety, information and participation. 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated. 3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way. 3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns. 3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people. 3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

	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 • Suzanne Towe • Evie Curtin • Genie Curtin • Veda	
3. QUORUM • Quorem met	

4. CONFLICT OF INTEREST

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5. BUSINESS ARISING FROM THE MINUTES

- 15th October, 2025

Include last meetings missing people

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

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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

- **Workforce Planning**
  3 jobs needed. 2 at the interview stage.

- **AIP 2025-2028**
  Red is AIP focus for 2025. Blue is AIP for 2026 for next year we will start to look at and cover the next few years.

  Key Improvement Strategies over next 4 years and priorities lay (in intensity, not in a whole)

- **LEAP – 3 week program**
  Year 11 students, start their Year 12 timetable with Year 12 teachers - content is real and commences. Essentially beginning on Year 12 for these students.

  GOEP – Is there proof around the early start given holiday retention that it is beneficial
  LEVS – English etc. start with a novel. They may read it in this 3 weeks, again in holidays (Some may have Read novel twice before starting Day 1 of Year 12 next year)
  MATM – Beneficial given they are just coming out of Exams and in that space. Any burn out is managed and they come in more prepared in 2026, by getting ahead and laying out expectations before commencing.

MOTION/ACTION

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

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

KFOV – Varying benefits to have the opportunity to analyse cohort before Day 1 as a teacher and what they may require more of less of than the Cohort before.

- **Sister School Visit 2026**
- **Damage to Locker Bay at the Altona North Campus**
  Lithium Battery – not suspicious (no accelerant) Clean by Monday morning. Fence will stay up until it's cleaned up
  Interim – Packs were made for their commencement on the Monday. Working on process in place for students to take bags to class. Locking these away for recess lunch.

7.2

FINANCE SUB -COMMITTEE

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

7.2b The following October 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: GOEP
Seconded: WALA
***Carried** / Not carried*

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

Financial Reports as at: **October 25**
Cash Payments totaling: **$426,575.67**
Invoices awaiting payment: **$26,454.50**
The Purchasing Card statements were viewed and discussed **$3,879.33**
Journal Reports accepted as a true and correct depiction of Bayside P-12 College school finances for the month of **October**

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

7.2C (5.1 Finance Minutes – Oct)
KLA budgets + capital equipment requests 2026 – See attached KLA budgets requests attached for discussion
All KLA's have received draft budgets for 2025. KLA's listed below have requested extra funding.
SEE FINANCE MEETING MINUTES

MOTION That Bayside P-12 College Council approves: the capital equipment grant, and KLA budgets as presented

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

7.3

RESOURCES

- Resource Minutes sent out with agenda
  CTV *(P up and running, AN Jan Holidays 2026, W sometime 2026)*
  STEM Centre discussion *– defects/warranty.*

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

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

8. GENERAL BUSINESS

- International Homestay fee, requested to be raised from $360 to $380 per week, effective from Term 1, 2026

  "This proposed increase reflects the rising cost of living and aligns our rate with that of Williamstown High School, which has this year raised theirs to $380 per week. Adjusting our fee will help ensure we remain competitive and continue to attract and retain suitable homestay hosts for our international students"

- *CURG suggestions discussed*

Tennis

1. Exploring community grants available to build our own grass, artificial grass and clay courts on one of the school sites with available space.
1. (a). I noted the $500 funding request was denied for the students to access clay courts as part of the Tennis Program and a suggestion to use Tennis funds to pay for access to clay courts.
1. (b). The Tennis students compete on all surfaces hard court/Plexi-cushion/grass/artificial grass/clay/en tout cas.
They are currently restricted to hard court training without the access to additional funding.
1. (c). Players prepare for tournaments on the surface they are competing on prior to tournaments to train their feet to the conditions underfoot.
This usually involves having multiple club memberships for each individual student to accommodate optimal training condition
1. (d). Incurring an additional training load on their bodies, to accommodate additional training surface access outside of school provided training.
1. (e). The students need to schedule rest and recovery into their training/playing schedules in order to perform at their best at tournaments/competitions/interschool competitions.
1. (f). Providing them with access to all court surfaces is strategic from a success outcome perspective and protects them from over training injury/illness vulnerability.

WALA – our current courts need to maintain. Safety concern.

MOTION That Bayside P-12 College Council approves: The Homestay Fee increase from Term 1, 2026

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

MATM – discussions across number of years – courts/lighting about this. Being discussed. Letter from Council/KOEH, may carry some weight - including Tennis student parents. Quite a lot of pressure on us to need the 10 courts. Unsure where we stand and waiting to hear more.

Swimming

2. Exploring community grants available for a swimming pool on site at one of our campuses to run a swimming program from P-12 to increase the children's access to affordable swimming training. With consideration to the percentage of children from a low socio-economic background and their geographical proximity to the coastline increasing the risk associated with non-swimmers entering the water, posing an increased risk of drowning.

2. (a) Budget allocation for staffing the swimming lessons and squad training to increase our competitiveness at inter school sport competition.
2. (b) Tennis students having access to the pool would also aid their ability to run water recovery sessions/alternative training options on rainy days.

Swimming program is offered to students from Prep-6.

Has been discussed and questioned before (3 years ago) and told 60k residents or so, per pool. MATM recently spoken to local member regarding a rebuild at Williamstown.

Trying to build more interest in swimming however doesn't seem to grab unlike Athletics. 25/50m pool swim is quite a task for many of our students and would like to bring swimming back with dominance and make this not the case. Would like to investigate our options.

Hygiene
3. Installation of sanitiser dispensers in/outside each classroom, including antibacterial wipes to wipe down surfaces.
3. (a) Attendance is greatly affected by infections carried to school by students, they need access to sanitary environments to increase their engagement with school attendance.
3. (b) Universal handwashing technique signs, laminated, displayed in toilet and hand wash areas, taught in appropriate class content related subjects. To decrease the spread of infection from hand to surface spread.

No data to suggest it is affecting our attendance data currently. They are available for classes.

Virtual Learning
4. Consideration for Tennis students to have an option for the full curriculum to be offered online via Virtual Schools Victoria. Currently allows for some subjects to be studied online for VCE in Yr 10 onwards. Evie will be studying Economics via VSV for Year 10 for example.
4. (a) Tennis students playing and training schedule needs flexibility to accommodate appropriate rest and recovery time.
4. (b). They are currently experiencing an escalated interest in their attendance and arrival times impacting enjoyment of and engagement with the school.

4. (c). This years, Year 12 girls all opted to focus on their studies in place of engagement with the Tennis program. 4. (d). A hybrid education delivery of online curriculum for the tennis program, including engagement with excursions, camps and leadership opportunities provided by the school is an option that seems to potentially be a mutually beneficial model of program delivery. For managing the tennis children, who may require an alternative option to increase recruitment and retention into and on the program. I would propose it as a hybrid/either or/combo model where each athlete opts for the delivery best suited to their own personal circumstance. ***With more than one VSV subject being done, the family must make a choice – VSV and withdraw, or return to school.*** ***Options out there with new VM, VCE over 3 years and so on. Depends on the student and what they require. Often at Year 12, students make a choice the significance of Tennis in their life.*** ***VSV – There is a process. Entirely different environments. Only usually used for subject we don't offer (Spec Maths, LOTES etc).***	
9. CORRESPONDENCE **9.1 INCOMING** •	**MOTION That Bayside P-12 College Council approves:** *Moved:* *Seconded:* ***Carried / Not carried***
9.2 OUTGOING • Letter to extend OSHC	**That Bayside P-12 College Council approves: Letter to extend OSHC** *Moved: KOEH* *Seconded: LEGC* ***Carried*** / Not carried
ROUNDTABLE: 10th December, 2025 – Celebration and Final meeting of the year	
10. NEXT MEETING	**Date:** 10th December, 2025 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 12th November, 2025 **Time:** 6.54pm

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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