College Council Minutes

DATE:	**WEDNESDAY 15TH OCTOBER 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
Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved	**In complying with Child Safe Standard 10 an organisation must, at a minimum, ensure:** 10.1 The organisation regularly reviews, evaluates and improves child safe practices. 10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement. 10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.

	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 • Elissa Newall • Heiko Koenig	
3. QUORUM • Quorem met	
4. CONFLICT OF INTEREST •	

5. BUSINESS ARISING FROM THE MINUTES

- 20th August, 2025

MOTION/ACTION

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

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

6. PRIORITY ITEMS

- No priority items

MOTION/ACTION

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

Moved:
Seconded:
Carried / Not carried

7. REPORTS

7.1 PRINCIPAL'S REPORT

- **Workforce Planning**
  Next week the timetable will begin to take shape for 2026. Will include allotting staff to campuses and classes and building a functioning timetable for next year. Teaching staff will find out their classes later this term to give them time to prepare for next year. At this early stage of process, we believe that we will be needing to advertise for some additional staff.
  Critical area of need – woodwork. We have reached out to the department for support.
- **AIP 2025 – Middle Leadership**

Goal 1: The Maximise the learning outcomes for all students. We will focus on:

- Achieving expected learning growth of all students Reading and Mathematics and student agency in literacy and numeracy.
- Aligning the middle level leadership by refining the current leadership structure, including roles and responsibilities, to provide modelling, mentoring and coaching to strengthen teaching practice.
- Support for improved pedagogical practices focused on a model of explicit instruction, differentiated teaching and student agency in learning.

Goal 2: Improve the engagement and wellbeing of all students The college was implementing a multi-tiered system of support for students, including SWPBS, a pastoral care structure and Respectful Relationships. We will focus on:

- Supporting staff to consistently implement the Tier 1 provisions to ensure a safe and inclusive learning environment for all students.
- Refine the current leadership structure, including roles and responsibilities, to strengthen student engagement and wellbeing. This includes additional support for staff to implement the college attendance and punctuality process.

MOTION/ACTION

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

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

For the 2025 year, one of our foci was to implement Key Improvement Strategies for Goals 1 & 2 around middle level leadership, (red). We have advertised for 11 positions starting in 2026, a reduction of the current 18 that we have in the college at present. We have confirmed 9 positions and are still interviewing for one more position. The last position has not been confirmed as the successful candidate is considering their options.

Once in place the college can work fully towards achieving all its Key Improvement Strategies and Targets around the two goals over the next three years.

- **SSP Targets (presented by TOWS)**
  Goal 1 (Reading & Numeracy) & Goal 2 (Improve engagement & wellbeing).
  SIP have been looking at our network, state, similar school %. Pick a target to work towards of the 3 – ambitious but not unrealistic.
  Data from 2024 – 2025 is a different cohort however the data of the growth of same cohort appears better - Early years (3&5) doesn't look great from 2025. Reflections from SITS working with Primary. Year 7 & 9 however, above the state – really good data.

  Goal 2 – really positive data on un upward trend across the state. School Stage of Transitions is being looked at – Grade 6-7 (particular internal Grade 6's) and even Year 9 – 10 "Paisley Day" commencing earlier. Heavy on transition activities at the commencement on Year 7, and the data shows that needs to continue over the course of the Year. State wide dates – Transition Day. We offer additional Transition, however on a needs basis in collaboration with Primary school. Adjustments from Primary to Secondary – 1 teacher to 10 teachers.

  GOEP – What questions were asked to provide the data. TOWS - Attitude towards school survey – generally general comments and a rank on how the individual feels about the statement.

  LEGC – Biggest struggle was homework. KFOV – recognize the need of Year 7 is different to the need to Year 6. Support is offered.

  GOEP – Mental preparedness of what's expected for Year 7 would be beneficial. Termly catch up day per term – following up on how they're going and taking on feedback.

  Extended homework deadline concerns. MATM to look into.

- **College Production**

Have tentatively booked week 5, 2026 at the Altona Theatre.
College Production Structure:

- **Director**: Oversees the creative aspects of the play and guides the actors
- **Stage Manager**: Coordinates backstage activities during rehearsals and performances
- **Assistant Stage Manager**: Supports all the backstage activities during rehearsals and performances.
- **Musical Director**: Oversees and plans all aspects of musical items including equipment and manages the people involved in the musical.
- **Costume Designer**: Develops and procures costumes in line with the play's theme
- **Set Designer**: Plans and constructs the stage setting and props

- **Lighting and Sound Technicians:** Ensure smooth technical operations during performances.
- **First Aide (Trained)**: Oversees and take responsibility for first aid duties during the production and rehearsal periods.

- **Last Day of Term 3**

Year 12 celebration on last day of term 3 was cancelled. Herald-Sun enquiry today through the Dept Media Unit. Regional Director contacted. Statement provided to the media unit.

- **New College Bus**

  A second bus has been purchased by the college for 2025/26. This is a 24-seater bus replacing an existing bus that has been removed from service.

7.2

FINANCE SUB -COMMITTEE

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

MOTION/ACTION

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

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

7.2b The following August/September 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:

Financial Reports as at: **August 25/September 25**
Cash Payments totaling: **$426,575.67/ $256,232.19**
Invoices awaiting payment: **$50,994.94/ $45,267.51**
The Purchasing Card statements were viewed and discussed **$7,632.31/ $5,316.98**
Journal Reports accepted as a true and correct depiction of Bayside P-12 College school finances for the month of **August/September**

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

7.2C (5.1 Finance Minutes – Sep)
DRAFT BUDGETS 2026
Please see draft cash budget as sent with agenda.
Draft cash budget attached and discussed based on 960 students. Summary below

MOTION That Bayside P-12 College Council approves: the 2026 Draft budget as presented

Moved: GOEP

	(not required to be held for Managed Deficit)	$0
Summary		
	Funds brought forward	$1,173,000
	Total Estimated Revenue (current year)	$3,218,288
	Total Proposed Expenditure (current year)	$3,906,024
	Total Funds Held (future years)	$21,000
	Recommended Operating Reserve	$450,000
	BALANCE	**$14,264**

College council understand that Funds held for Future years are to support wages (listed in Cash used as Credit for salaries). We are in SURPLUS for 2025, which we will use to offset a managed DEFICIT in 2026 (currently -$174K). We also have the full Recommended Operating Reserve if required. Please note the following have not been allocated in the 2026 Indicative budget. This funding will be allocated in the 2026 Confirmed SRP credit budget release for eligible schools.
TTTT $100K
Language Assistant Program $30K
Career Start $?

Seconded: LEGC
Carried / Not carried

7.2D (5.4 FINANCE MINUTES – SEP)

PARENT PAYMENTS ARRANGEMENTS

No change to the voluntary contributions for 2026. Online subscriptions have been moved to the booklist following the improved uptake of this resource from 2025. PPA will be available on website from 14/11/2025.
Years P- 6 Online Subscriptions - Reading/writing/numeracy resources – includes Reading Eggs/Mathletics
Years 7-12 Online Subscriptions - E Learning online resources/Mathspace online resource
An individual log in will be supplied for each student for each application.

MOTION That Bayside P-12 College Council approves: the 2026 Parent Payment Arrangements

Moved: LEGC
Seconded: WALA
Carried / Not carried

7.2E (5.5 FINANCE MINUTES – SEP)

BOOKLIST TENDER

The successful tender applicant was CAMPION, who have offered the most competitive pricing for books and stationery. They have included free delivery for families who submit requests on time and have improved the commission they pay to the college.

MOTION That Bayside P-12 College Council approves: CAMPION as our Booklist Supplier for 2026-2028

Moved: GOEP
Seconded: WALA
Carried / Not carried

7.3

RESOURCES

- Resource Minutes sent out with agenda

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

Moved: GOEP
Seconded: LEGC
Carried / Not carried

8. GENERAL BUSINESS • 2025 AIP – previously discussed. Hard copy distributed. Please see College Website for electronic copy - Bayside P-12 College (8800) - 2025 - AIP - Overall.pdf. • Uniform Policy – sent for approval in June 2025. Community has been consulted. Uniform Community Consultation Survey to be delivered.	**MOTION That Bayside P-12 College Council approves: the 2025 AIP** *Moved: LEGC* *Seconded: GOEP* ***Carried*** */ Not carried*
9. CORRESPONDENCE **9.1 INCOMING** • Proposal from the Williamstown Junior Football Club (WJFC) via Hobsons Bay CC to build a new electronic scoreboard and bench/seating facilities on the Williamstown Campus Oval • TeamKids - proposed parent fee adjustment • Ainsley Milton – Step down from Council. Letter to be sent.	**MOTION That Bayside P-12 College Council approves: *Williamstown Junior Football Club (WJFC) proposal*** *Moved: GOEP* *Seconded: LEGC* ***Carried*** */ Not carried* **MOTION That Bayside P-12 College Council approves: the proposed fee adjustment for TeamKids** *Moved: GOEP* *Seconded: LEGC* ***Carried*** */ Not carried*
9.2 OUTGOING • Paisley Campus Destruction List	**That Bayside P-12 College Council approves: the Campus Destruction List** *Moved: LEGC* *Seconded: WALA* ***Carried*** */ Not carried*
ROUNDTABLE:	

10. NEXT MEETING	**Date:** 12th November, 2025 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 15th October, 2025 **Time:** 6.49pm

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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