College Council Minutes

DATE:	**WEDNESDAY 16TH SEPTEMBER 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 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 • Michael Sperling • Genie Curtin • Evie Curtin • Alex Sargent – resigning from Council • Veda Retzlaff	
3. QUORUM • Quorum met	
4. CONFLICT OF INTEREST • NA	

5. BUSINESS ARISING FROM THE MINUTES

- 12th August, 2026

MOTION/ACTION

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

Moved: GOEP
Seconded: STEH
***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

- **Industrial Action** has settled. Ballott has been completed and submitted so now we wait for results.
- **Integrated Operation of the Bayside P-12 College High-Performance Tennis Program and Tennis Club After-Hours Community Operations Tender** has now closed. Joint selection and interview process with Hobsons Bay City Council which will take several weeks. Costings to be reviewed and increased and to be available to families' early next term. Outcome to be shared at next meeting.
- **Altona North Campus Bush Kinder Program**
  3 visits to date. Funding being provided to them. Regularly meets to discuss collaborative resources for both us and them. Hoping to be a long term program between us and really fun so far.
- **Kinder on School Site**
  Hopeful 2029 established– 3 classrooms, permanent site

WALA: Raised concerns about the level of communication around the tender process. While acknowledging that tenders are a standard part of business, there was uncertainty within the community and concern about what any outcome might mean for coaching staff and program continuity. Feedback noted the importance of keeping stakeholders informed throughout the process.
MATM: Advised that communication was provided through all available channels. We understand concerns around potential changes, particularly regarding coaching staff, as continuity is important to families and participants. Stability is a key focus of the current tender process, and we are looking for an outcome that provides long-term certainty for the program. We appreciate the feedback and will continue to consider ways to strengthen communication in future.

MOTION/ACTION

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

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

7.2

FINANCE SUB -COMMITTEE

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

7.2b The following August 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 ~~Curriculum contribution increase 2027–~~ ~~voluntary curriculum charges have remained the same since 2023. Primary families contribute $245 and Secondary families contribute $500, with VET $675. Proposed increase to $290 and $550, with VET $750 to support rising costs and decreased contributions. We are on at 35% collection rate and budgeted for 45% collection. The increase would apply 2027-2029.~~

DET Policy update on 15th September. Agenda item to be rolled over to next meeting once updated policies/pricing finalized however will involve an increase in price.

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: **August 26**
Cash Payments totaling:
$369,673.98
Invoices awaiting payment:
$57,218.75
The Purchasing Card statements were viewed and discussed
$12,907.71

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

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

MOTION That Bayside P-12 College Council approves: *the increase to voluntary curriculum contributions for 2027 - 2029*

Moved:
Seconded:
Carried / Not carried

7.3 **RESOURCES** • Resource Minutes – August – sent with agenda	**MOTION That Bayside P-12 College Council approves: the Resource minutes – August 2026** *Moved: GOEP* *Seconded: WALA* ***Carried*** */* Not carried
8. GENERAL BUSINESS NA	**MOTION That Bayside P-12 College Council approves:** *Moved:* *Seconded:* *Carried /* Not carried
9. CORRESPONDENCE **9.1 INCOMING** • Team Kids flyer/fee increase	**MOTION That Bayside P-12 College Council approves: the OHSC parent fee increase** *Moved: LEGC* *Seconded: GOEP* ***Carried*** */ Not carried*
9.2 OUTGOING •	**That Bayside P-12 College Council approves:** *Moved:* *Seconded:* *Carried /* Not carried
ROUNDTABLE:	
10. NEXT MEETING	**Date:** 21st October, 2026 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 16th September, 2026 **Time:** 6.09pm

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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