College Council Minutes

DATE:	**WEDNESDAY 17TH JUNE 2026**	**TIME:**	5:30pm
VENUE:	**WILLIAMSTOWN CONFERENCE ROOM**	**CHAIR:**	**PATRICK GOESSENS**

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 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed	**In complying with Child Safe Standard 9 an organisation must, at a minimum, ensure:** 9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities. 9.2 The online environment is used in accordance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy and practices. 9.3 Risk management plans consider risks posed by organisational setting, activities and the physical environment. 9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of 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 • Dianne Faulkner	
3. QUORUM • Quorum met	
4. CONFLICT OF INTEREST • NA	

5. BUSINESS ARISING FROM THE MINUTES

- 20th May, 2026

MOTION/ACTION

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

Moved: GOEP
Seconded: SARA
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

MOTION/ACTION

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

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

Staffing Changes for 2026

Williamstown Campus Upgrade

Discussions continue with the local state member for Williamstown, The Hon. Melissa Horne MP. Melissa is supportive and will continue to work towards getting Williamstown in a favourable position. Temporary buildings are now 30 years old.

Industrial Action Term 2 2026

Following the in-principle agreement reached between the department and the Australian Education Union (AEU), all industrial action has been suspended. A Newsfeed was sent out to explain this to parents.

Reports for semester one are adjusted to reflect the arrangement made between the department and the AEU. Report Writing Day was held on Friday, 12.06.2026. Reports will continue to provide important details about student learning, but full descriptive comments will not be included. Parents can discuss the reports with their child's classroom teachers at our next parent-teacher interviews scheduled for Wednesday, 09th September 2026 or, as always, they can contact by email the classroom teacher directly and seek a time to meet and discuss your child's progress. The reports will be distributed as usual through Compass at the end of term.

Senior Campus Information Evenings 2027

The Year 9 into 10 Information Evening at Paisley was held on Monday 15.06.2026 between 6.00 – 7.00pm. Good turn out. The event was lively with many parents staying behind to ask questions about next year. Thank you to Sam, Judy for the presentation and also for the staff who were in attendance.

On Wednesday 24.06.2026 our VCE Information Evening will be held once again at Pasiely between 6.00 – 7.00pm.

Annual Implementation Plan 2026 (Mid-Cycle Review**)**

The mid-cycle review of our Annual Implementation Plan for 2026 is in its final stages and early next term I will go through how the college is progressing. This will be an initial conversation with the region and Senior Leader. Change of the system/slight glitch and will see how it turns out.

Annual Report to the School Community 2025

Since our last College Council meeting the Annual Report 2025 has been attested and entered into the department portal. The Annual Report is awaiting final approval that the school meets prescribed Minimum Standards for registration as regulated by the Victorian Regulation and Qualifications Authority (VRQA) in accordance with the Education and Training Reform Act 2006 (Vic).

General Achievement Test (GAT)

Our 2026 GAT was conducted on Tuesday 16.06.2026. This was held in two parts over the day. All students across Victoria sit the GAT at the same time each year.

7.2

FINANCE SUB -COMMITTEE

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

7.2b The following May 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

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: **May 26**
Cash Payments totaling:
$289,563.38
Invoices awaiting payment:
$145,918.17
The Purchasing Card statements were viewed and discussed
$9107.69

☒ 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

- Query regarding Water Bill
- Query regarding increase in commission

Queries answered: The water bill was significantly higher because GWW did not bill many properties in Hobsons Bay for almost two years. The issue was identified when they implemented a new billing system, which resulted in retrospective charges for the missed water usage. For us, this occurred across all three campuses, as each campus received a backdated bill.

Commission income is received from a number of our major suppliers and helps support a range of school programs. These include Campion, Dobsons, Hungry Hampers, and others. The amount of commission received depends on how much our school community, including families, spends with each supplier.

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

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

7.3

RESOURCES

- Resource Minutes – June (sent with agenda)

SARA - Query regarding STEM Acoustics
SPEM - Quotes have been received to help acoustics, particularly backend rooms. Decided with a design/baffle to help the echoes and help create the space be one of the most desirable spaces/classrooms in the campus which is the goal. Starting soon.

MOTION That Bayside P-12 College Council approves: the Resource minutes – June 2026

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

8. GENERAL BUSINESS

MOTION That Bayside P-12 College Council approves:

Moved:
Seconded:
Carried / Not carried

9. CORRESPONDENCE **9.1 INCOMING** •	**MOTION That Bayside P-12 College Council approves:** *Moved:* *Seconded:* ***Carried / Not carried***
9.2 OUTGOING •	**That Bayside P-12 College Council approves:** *Moved:* *Seconded:* *Carried /* Not carried
ROUNDTABLE: *GOEP* Query regarding post College Production celebrations. *MATM* still awaiting a formal request to come through the correct channels. It is a security issue we want to make sure is done right and tick the boxes.	
10. NEXT MEETING	**Date:** 22nd July, 2026 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 17th June, 2026 **Time:** 5.50pm

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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