College Council Minutes

DATE:	**WEDNESDAY 18TH FEBRUARY 2026**	**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: Michael Sperling

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 4: Families and communities are informed and involved in promoting child safety and wellbeing	**In complying with Child Safe Standard 4 an organisation must, at a minimum, ensure:** 4.1 Families participate in decisions affecting their child. 4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible. 4.3 Families and communities have a say in the development and review of the organisation's policies and practices. 4.4 Families, carers and the community are informed about the organisation's operations and governance.

	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 • Michael Sperling	
3. QUORUM •	
4. CONFLICT OF INTEREST •	

5. BUSINESS ARISING FROM THE MINUTES

- 12th November, 2025

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

- Appreciate and thankful for the group of 2025. Hope to see some re nominations.

MOTION/ACTION

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

Moved:
Seconded:
Carried / Not carried

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: KOEH
Seconded: GOEP
***Carried** / Not carried*

7.2b The following Dec/Jan 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

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

Financial Reports as at: **Dec 25 / Jan 26**
Cash Payments totaling: **$226,676.78/$118,314.98**
Invoices awaiting payment: **$35,894.16/$42,438.27**
The Purchasing Card statements were viewed and discussed **$14,289.83/$6,025.08**
Journal Reports accepted as a true and correct depiction of Bayside P-

☒ Cancelled Receipts
☒ Cancelled Payments
☒ Family Credit Notes Report
☒ Sundry Debtors Credit Notes Report
☒ Balance Sheet – Asset Comparison

12 College school finances for the month of **December/January**

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

7.2c FINANCIAL PERFORMACE 2025/FINANCE COMMITMENT STATEMENT

All funds received from the Department, or raised by the school, have been expended, or committed to subsequent years, to support the achievement of educational outcomes and other operational needs of the school, consistent with Department policies, School Council approvals and the intent/purposes for which funding was provided or raised.
Where centrally paid salaries were intended for specific programs/ targeted initiatives, the salaries have been paid to staff employed to deliver specific programs/ targeted initiatives, consistent with Department policies and School Council approvals.

School Council accepts the 2025 summary: Reconciled accounts total $790,674.30, of which the Operating Reserve is $546,310.74 as determined by DET, revenue received is $265,632.19 being school based program totals. No deficit repayable to the department for 2025.

MOTION That Bayside P-12 College Council approves: *That Bayside P-12 College Council approves the above statement as the Attestation Statement on the school acquittal process and the Finance Commitment statement as presented.*

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

7.2d FUNDRAISING
2026 fundraising events:

- Student Rep councils (all campuses)
- Voyager activities – Cross college
- College Production
- Curriculum activities

MOTION That Bayside P-12 College Council approves: *all fundraising GST will be processed as NS6, NSPE for GST purposes and that Bayside P-12 College Council approves the upcoming fundraising events*

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

7.2E OFFICIAL SIGNATORIES
a) Bank Account signatories:
M. Matejin – College Principal
S. Towe – Campus Principal
S. Levy - Campus Principal
M. Sperling –Campus Principal
H. Koenig – College Council President
b) Official Order form signatories
M. Matejin – College Principal
D. Faulkner – College Business Manager
S. Levy – Paisley Campus Principal
S. Towe - Altona North Campus Principal
M. Sperling – Williamstown Campus Principal
V. Kfoutelaris – Altona North Campus Assistant Principal
J. Frampton– Williamstown Campus Assistant Principal
J. Douglas– Paisley Campus Assistant Principal
J. Lunn – Finance Manager

MOTION That Bayside P-12 College Council approves: *The Official signatories as listed.*

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

M. Wright – Communications Manager
C. Toskovski – Paisley Office Manager
A. Sheward – Altona North Office Manager
D. Ramsay – Williamstown Office Manager

7.2F 2026 STANDING ORDERS
The 2026 standing orders 4220 - 4264 as presented – See finance minutes

MOTION That Bayside P-12 College Council approves: *The Standing Orders as presented.*

Moved: KOEH
Seconded: GOEP
Carried / Not carried

7.2G 2026 SCHOOL PURCHASE CARD REGISTER
The 2026 register provided (Sent with agenda)

MOTION That Bayside P-12 College Council approves: *The P/C register as presented.*

Moved: KOEH
Seconded: GOEP
Carried / Not carried

7.2H 2026 FACILITIES HIRE
Altona North: Gym, 5-9 Building, woodwork room.
Paisley: Math/Science Building, Gym
Williamstown: Gym.
Hire rate - $33.00p/h
Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring arrangement and insurance sighted and kept on file.

MOTION That Bayside P-12 College Council approves: : *the hiring of the facilities listed at a rate of $33.00 per hour*

Moved: KOEH
Seconded: GOEP
Carried / Not carried

7.2I FINANCE POLICIES
The following policies are attached. Policies are unchanged from 2025 (Sent with agenda as currently stands)

- Cash Handling Policy *missing phone number Fraud
- School Purchase Card Policy *up limit
- Electronic Funds Management Policy

MOTION That Bayside P-12 College Council approves: *the finance polices as presented*

Moved: KOEH
Seconded: GOEP
Carried / Not carried

7.2J SUBSIDY FOR CAMPS/EXCURSIONS – CRT USAGE
We propose to subsidize camps and/or excursions where we employ CRT's to cover classes for teachers attending these events (where we cannot cover them using existing staff) from the equity funding provided to the college.

MOTION That Bayside P-12 College Council approves: ***the use of equity funding for the subsidizing of camps/excursions CRT's.***

Moved: KOEH
Seconded: GOEP
Carried / Not carried

7.2K BALANCE DAY ADJUSTMENTS – SEE FINANCE MINUTES SECTION 5.10

MOTION That Bayside P-12 College Council approves: ***the balance day adjustments as presented.***

Moved: KOEH
Seconded: GOEP
Carried / Not carried

7.3 **RESOURCES** • Resource Minutes – sent with agenda	**MOTION That Bayside P-12 College Council approves: the Resource minutes – February 2026** *Moved: LEGC* *Seconded: NEWE* ***Carried*** */* Not carried
8. GENERAL BUSINESS **Principal Approval Forms** • **Y11POE Bushwalk** • **Y12POE Bushwalk** • **Term 1 11VTSR1 Rockclimb** **2026 Elections** Memberships coming to end • KOEH, TOWS, GOEP *Election notices to be sent out by end of week.* **Seeking:** • 2 x School Employees • 3 x community members • 3 x parents *MATM* - Appreciative of our Council President – Heiko. Tenure coming to the end after many years. As a College, we thank him for his efforts. Medallion on behalf of Bayside P-12 College.	**MOTION That Bayside P-12 College Council approves: *the principal approval forms as presented*** *Moved: GOEP* *Seconded: KOEH* ***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:

CURG – Raised an issue regarding tennis uniform stock availability. Suggested reviewing the lifecycle of uniforms and exploring solutions to prevent future supply issues.

FAUD – Noted that the College has approached **Dobsons** multiple times about taking over the tennis uniform supply and will continue to pursue this. Future uniform tenders should include the tennis uniform as part of the process. It was also noted that summer uniforms being unavailable during summer and only arriving in March is not acceptable.

General Discussion – Members agreed there have been ongoing difficulties with uniform stock, particularly with sizes and fit of clothing.

College Action – The College will follow up regarding concerns about faded uniforms in photographs.

NEWE – Requested further consultation with the community and families regarding the uniform tender process.

CURG – Highlighted the importance of reviewing potential tennis uniform modifications, ensuring parent and student voice is considered in any changes.

MATM – Confirmed that standard processes will be followed. The College will also speak with Dobsons about arranging a roundtable discussion regarding uniform matters.

LEGC – Expressed interest in school surveys and how the College will move forward with them.

NEWE – Asked about current enrolment numbers.

MATM – Advised that the Census will take place next Friday. Early indications suggest a general decline in enrolments, but this will be discussed in more detail at the next meeting with data presented.

CURG – Reported that CURE has been accepted into two upcoming leadership programs.

10. NEXT MEETING	AGM Meeting prior to first meeting of 2026	**Date:** 18th March, 2026 **Time:** 5:30pm
11. CLOSURE OF MEETING		**Date:**, 18th February, 2026 **Time:** 6.57pm

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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