College Council Minutes

DATE:	**WEDNESDAY 18TH MARCH 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 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training	**In complying with Child Safe Standard 8 an organisation must, at a minimum, ensure:** 8.1 Staff and volunteers are trained and supported to effectively implement the organisation's Child Safety and Wellbeing Policy. 8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people. 8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm. 8.4 Staff and volunteers receive training and information on how to build culturally safe environments for 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 •	
3. QUORUM •	
4. CONFLICT OF INTEREST •	

5. BUSINESS ARISING FROM THE MINUTES

- 18th February, 2026

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 2026**
  All classes are covered with a teacher with no new positions being advertised as long-term replacement. NO regular CRT's to cover classes outside of illness at this point. It's been some time for this to be the case.

  WALA – Queries regarding the upcoming strike on 24 March.
  MATM – MATM will not be informed by Friday 5:00pm which staff will be participating in the strike. Leadership will have the weekend and Monday, 23 March, to organise arrangements. Final confirmation will be provided by 2:00pm on Monday.

- **Foundation Day 2026**
  20th March, we are celebrating the college Foundation Day (34th Birthday). The day consists of a performance at Williamstown Town Hall in the morning, activities at the Williamstown Campus in the afternoon. 2.30pm finish. Thank you to the Assistant Principals and the Performing Arts Team led by Ms Hatz.

- **College Swimming 2026**
  Successful event. Notable number of participants. Once again at Oak Park with all Year 7's and competitors only. Thank you to Mr Magaris, College Sports Coordinator, and staff who organized the day and the weather turned out well.

- **Damage to Locker Bay at AN Campus**
  Following on last years information regarding AN Campus Locker Day fire, not determined deliberately started. Likely from a lithium battery in one of the laptops retrieved from the fire. Permits have come through to begin works. Hoping the locker bay to be completed by Week 5 of next term. New lockers to be delivered by end of term.

MOTION/ACTION

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

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

- **Parent Opinion Survey**
  A short presentation outlining the most recent Parent Opinion Survey results. The response rate was low, which limits how representative or reliable the data may be, is still important to consider the messages within the feedback that was received.
    - Several areas showed notable negative responses, with patterns that have remained consistent over the past five years.
    - Student Cognitive Engagement showed variation across campuses, with Paisley receiving stronger responses than Altona North and Williamstown.
    - The consistency of trends over time suggests ongoing themes that require further exploration.
        - Campus Principals will unpack the data at a campus level to understand what the results mean for their specific site and to identify actions for the coming years. Despite the long-term consistency in the data, there is still uncertainty about what the results are telling us and how best to interpret them.
    - WALA, CURG and NEWE have suggested exploring new ways of gathering parent feedback. Valuable to consider alternative approaches to better understand parent perspectives moving forward.

7.2

FINANCE SUB -COMMITTEE

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

7.2b The following February 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:
Seconded:
Carried / Not carried

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

Financial Reports as at: **February 26**
Cash Payments totaling:
$309,902.65
Invoices awaiting payment:
$12,040.99
The Purchasing Card statements were viewed and discussed
$10,806.80

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

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

7.2c EXPIRED LEASES – PHOTOCOPIERS [FINANCE MINUTES 4.3] Photocopiers were at end of lease and replaced with new items in Dec 2025. #55071 reflects the disposal list ST20220056 – ST20220067. Photocopiers were sent back to supplier for recycling.	**MOTION That Bayside P-12 College Council approves: the disposal of end of lease photocopiers** *Moved: WALA* *Seconded: NEWE* ***Carried*** */* Not carried
7.2d UNIFORM FREE DAYS AT EACH CAMPUS [FINANCE MINUTES 5.1] As per last year, each campus has applied $8 voluntary contribution fee against each student to allow for a termly 'Out of Uniform" day to raise funds for State School Relief and campus SRC's. Specific use of funds will be supplied as they become available from each SRC. Funds are split 50% to SSR and 50% towards campus specific items around the college and/or towards expenses to run SRC programs within the college. Campus principals to report to CC when purchases and/or programs occur.	**MOTION That Bayside P-12 College Council approves: fundraising voluntary contribution fee of $8.00 (GST is processed as NS6) per student.** *Moved: WALA* *Seconded: NEWE* ***Carried*** */* Not carried
7.3 **RESOURCES** • Resource Minutes – sent 16th March, 2026	**MOTION That Bayside P-12 College Council approves: the Resource minutes – February 2026** *Moved: WALA* *Seconded: NEWE* ***Carried*** */* Not carried
8. GENERAL BUSINESS • Year 10 Queensland Camp Principal Approval Forms	**MOTION That Bayside P-12 College Council approves: Principal Approval Forms as presented** *Moved: LEGC* *Seconded: WALA* ***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: **Uniform Items Update** The Performance Centre now where TANN (Natalie Tancredi) office is, and all tennis uniform items will be relocated to the Williamstown Campus. Stock will continue to be stored onsite, and payments can be made at the Williamstown office. TANN will be able to maintain oversight of Tennis Uniform management. Bayside P–12 College is scheduled to meet with Dobsons shortly for 2025 data and sales review. We go to tender next year for our uniform. **Tennis Program Working Group** **WALA – Consideration of a Working Group?** Possibility of establishing a Tennis Program working group to help manage parent concerns and reduce the amount of time these matters take up in College Council meetings. *MATM* - clarified that TANN oversees the Tennis Program, which operates under an arrangement between the College, Hobsons Bay, and an external business partner. TANN is the primary point of contact, and any concerns or queries from families should be directed to her. Any matters raised with her will be communicated to MATM as needed and can then be relayed between Hobsons Bay and the business partner where appropriate. *JOHC noted that an audit of the facilities happened just last week - outcomes of review may provide opportunities to address the current condition of the tennis courts that has been raised many times.*	
10. NEXT MEETING	**Date:** 20th May, 2026 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 18th March, 2026 **Time:** 7.07pm

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.

COUNCILS MAY USE ELECTRONIC COPIES OF MINUTES, AGENDA AND CORRESPONDENCE FOR DISTRIBUTION PURPOSES, HOWEVER HARD COPY VERSIONS MUST ALSO BE MAINTAINED.