College Council Minutes

DATE:	**WEDNESDAY 20TH MAY 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 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 • Holly Stewart • Genie Curtin • Evie Curtin • Souraya El Ess	
3. QUORUM • Quorum met	
4. CONFLICT OF INTEREST • None declared	

5. BUSINESS ARISING FROM THE MINUTES

- 18th March, 2026

MOTION/ACTION

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

Moved: GOEP
Seconded: WALA
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

- **College Athletics Carnival 2026**
  Went well with some notable highlights: strong student turn out Prep-9, Year 10-12 involved only participants and many attended, parent turn out was predominately primary – few concerns regarding child safety protocols, weather was warm.
  Congratulations to staff who did a whole of work in the lead up of the event.
- **State Budget**
  Discussions with local member regarding future of Williamstown Campus and possible timeframe for a total upgrade. Mellisa Horne has expressed her desire to follow up on this. Been in the works for many years.
- **Industrial Action**
  Newsfeed has been sent out to families following the in-principle agreement reached between the department and AEU and all industrial action has been suspended.
- **Annual Report to the Community 2025**
  Draft document presented/emailed on 30th April, 2026
  See Principals Report defining acronyms – VTLM, VCE/VM, SIT, RRRR, MTSS

MOTION/ACTION

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

Moved: NEWE
Seconded: SARA
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:
Seconded:

Carried / Not carried

7.2b The following March & April 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: **March & April 26**
Cash Payments totaling:
$267,920.65 & $354,078.87
Invoices awaiting payment:
$87,519.24 & $46,722.56
The Purchasing Card statements were viewed and discussed
$10,179.92 & $6,923.50
Journal Reports accepted as a true and correct depiction of Bayside P-12 College school finances for the month of **March & April**

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

- **Discussions regarding changes to funding, SFOE, and other college-wide financial adjustments.**
- ***NEWE* – trending decline in enrolment numbers and whether this pattern is likely to continue.**
- ***MATM* – changing demographics in our suburbs, the increased push from Catholic/independent schools, and local schools accepting out-of-zone enrolments, which reduces the number of students designated to us. This is an ongoing challenge, currently working on strategies and hope to see an increase soon.**
- **As a multi-campus college, losing a few enrolments per campus may not feel significant at each site, but when viewed collectively across the college, the impact is substantial.**

7.2c 2026 CONFIRMED CASH BUDGET (FINANCE MINUTES 5.2)

- Due to reduced numbers, we have little to fund any larger projects. We have plans to upgrade our door locking systems to better meet Child Safe Standards and to install cameras at each campus. This may be achieved over several terms due to the amount of work involved. The cash budget as presented in October has not changed greatly. We remain on target for revenue and expenditure for 2026.

MOTION That Bayside P-12 College Council approves: the confirmed cash budget as presented.

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

7.3

RESOURCES

- Resource Minutes - May

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

Moved: GOEP
Seconded: LEGC
Carried / Not carried

8. GENERAL BUSINESS

- Child Safety Standard School Council Training – presented by MATM (6.03pm-

MOTION That Bayside P-12 College Council approves: Safety – Code of Conduct as presented

Moved: NEWE
Seconded: LEGC
Carried / Not carried

- Child Safety - Code of Conduct
- Child Abuse (including Grooming) – Identification and Response Policy & Procedures

MOTION That Bayside P-12 College Council approves: Child Abuse (including Grooming) – Identification and Response Policy & Procedures as presented

Moved: SARA
Seconded: WALA
Carried / Not carried

- 2025 Annual Report

MOTION That Bayside P-12 College Council approves: the 2025 Annual Report as presented
**in Principals Report*

Moved: GOEP
Seconded: NEWE
Carried / Not carried

- Y7 Kangaroobie Camp Principal Approval Form
- 2027 Alpine School Application

MOTION That Bayside P-12 College Council approves: the Year 7 Kangaroobie Camp Principal Approval form & Alpine School Application

Moved: GOEP
Seconded: LEGC
Carried / Not carried

9. CORRESPONDENCE **9.1 INCOMING** • Conflict of Interest: Homestay arrangements – email sent with agenda	**That Bayside P-12 College Council approves: the conflict of interest declared regarding Homestay Arrangements** *Moved: GOEP* *Seconded: WALA* ***Carried*** */* Not carried
9.2 OUTGOING • NA	**That Bayside P-12 College Council approves:** *Moved:* *Seconded:* *Carried /* Not carried
ROUNDTABLE: • LEGC – Compass attendance queries regarding Late/not Present roll marking. Admin looking into clarifying.	
10. NEXT MEETING	**Date:** 17th June, 2026 **Time:** 5:30pm
11. CLOSURE OF MEETING	**Date:**, 20th May, 2026 **Time:** 6.46pm

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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