

# Specimen Hill Primary School Council Meeting Minutes

## Monday 20<sup>th</sup> November 2017 @SHPS

Meeting commenced 7.05pm

### 1. Welcome

**Present:** Hayley Davis, Naomi Evans, Michael Seymour, Mandi Jennings, Bernadette Wright, Wayne Knight, Vicki Franzini, Corey Warne, Rob Marsh, Di Craig, Bridie Welton, Wendy Jackson,

**Apologies:** Geordie Lee, Jo Ryan

### 2. Minutes of the previous meeting

Confirmation:

Moved: Corey Warne

Seconded: Bridie Welton

That the minutes of the last meeting Monday 20<sup>th</sup> November 2017 as circulated, be adopted.

### 2.2 Business Arising – None

### 3. Correspondence:

### 3.2 OUTWARDS – None

### 3.3 INWARDS – None

### 4. Reports

**5.1 Principals Report** that the report be accepted.

Moved: Rob Marsh

Seconded: Vicki Franzini

**5.2 Presidents Report** that the report be accepted.

Moved: Hayley Davis

Seconded: Di Craig

**5.3 Student Learning Report** that the report be accepted.

Moved: Mandi Jennings

Seconded: Di Craig

**5.4 Physical Environment Report** that the report be accepted.

Moved: Michael Seymour

Seconded: Bernadette Wright

**5.5 Wellbeing Report** that the report be accepted.

Moved: Corey Warne

Seconded: Hayley Davis

**5.1 Management Report** be accepted and that the following be endorsed by School Council:

- That payments during October 2017 (totalling \$46,801.16) and direct deposits be ratified for payment, and acknowledge that \$50,000 has been transferred from the Investment Account to the Official Account during October 2017.
- Purchasing Card expenditure for September & October 2017 be approved.
- That students; Lara Moon, Zinnia Lee, Lindsay Arthur and Charli Seymour and the teacher Rebecca Kinsmen (Eastley) have all been selected to travel as part of the Team China Overseas Learning Experience in 2018.
- That the 2018 Budget as presented be approved.

Moved: Rob Marsh

Seconded: Michael Seymour

## **6 Listed Items – None**

## **7 Next Meeting: Monday 11<sup>th</sup> December @ 6.30pm at Pratty's Patch.**

Meeting closed: 8.18pm

# Specimen Hill Primary School Council Meeting Minutes Monday 11<sup>th</sup> December 2017 @ Pratty's Patch

Meeting commenced 6.46pm

## **5. Welcome**

**Present:** Hayley Davis, Naomi Evans, Michael Seymour, Mandi Jennings, Bernadette Wright, Wayne Knight, Vicki Franzini, Corey Warne, Rob Marsh, Di Craig, Bridie Welton, Wendy Jackson, Geordie Lee, Jo Ryan

**Apologies:** None

## **6. Minutes of the previous meeting**

Confirmation:

Moved: Hayley Davis

Seconded: Naomi Evans

That the minutes of the last meeting Monday 20<sup>th</sup> November 2017 as circulated, be adopted.

## **6.2 Business Arising – None**

## **7. Correspondence:**

### **7.2 OUTWARDS – None**

### **7.3 INWARDS – None**

## **8. Reports**

#### **5.6 Principals Report – verbal report given noting the following:**

- Wendy Jackson has been appointed Action Principle for Term 1 2018.
- Two vacant classroom positions have been filled by Bridie Welton and Tanya Pierce- Whyte.
- Kim Manley will depart Specimen Hill Primary School at the end of 2017 having accepted a role at Eaglehawk Primary School.
- Jo Ryan will be joining the team in Wendy Jackson's role (School Improvement Officer) in term 1 2018.
- Works in the staff car park have been completed to provide 2 additional parking spaces.
- A suitable quote had been obtained and approved for replacement of the concertina doors in the multi-purpose room at a cost \$10k.
- The Annual Implementation Plan (AIP) for 2018 still needs approval. An extra ordinary Meeting will be required to review and finalised.
- Student Learning planning for next year has been completed for all years except years 3 and 4 - which is about to occur.
- Report writing is going well and on track.
- Work required to prepare the new portable is going well and on track to be completed before the start of the 2018 school year.

Moved that the report be accepted and that an extra-ordinary meeting be held on Wednesday 13<sup>th</sup> December, 2017 at 4.45pm to review and approve the AIP.

Moved: Bernadette Write

Seconded: Rob Marsh

**5.7 Presidents Report** - verbal report provided noting the considerable work undertaken by the committee and staff during 2017 and thanking everyone for their efforts. Di Craig's significant contribution to Specimen Hill Primary School and community was acknowledged.

Moved that the report be accepted.

Moved: Hayley Davis

Seconded: Corey Warne

**5.8 Student Learning Report** – None

**5.9 Physical Environment Report** - None

**5.10 Wellbeing Report** – None.

**7.1 Management Report** be accepted and that the following be endorsed by School Council:

- Corey Warne, Assistant Principal Specimen Hill Primary School be approved for a Westpac School Purchasing Card with a limit of \$2,500.00
- The School council to ensure that adequate internal controls, security measures, cardholder register, relevant locally-determined category limits and school council

reporting procedures are implemented to monitor the use and operation of the school purchasing card. The school purchasing card will be used in accordance with Ministerial Guidelines and directions 1-5 of 2008.

- Bank Balances as at 30 November 2017 noted as \$64,658.80 (Official Account) and \$176,280.44 (Investment Account)

Moved: Rob Marsh

Seconded: Bridie Welton

## **8 Listed Items – None**

## **9 Next Meeting:** Extra-ordinary meeting on Wednesday 13<sup>th</sup> at 4.45pm to review and approve the AIP. General Meeting to be confirmed.

Meeting closed: 7.18pm