

Action and Agreement Record – School Council

Date:	25 th March 2019	Time: 6.30pm	Duration:	Location: RHPS Conference Room
Meeting Objective	School Council - As representatives of our school community, our purpose is to collectively work towards achieving our whole school goals.			
Attendees	Alex Mowat, Pat Lynch, , Remco Burgers, Mediha Bayir, Ali Sahin, Jacqui McLellan, Abbey Berjawie, DR. Mohammad Omer, Zeynep Uzunomer			
Apologies	Julie Lowerson, Narelle McCaffrey			

Actions and Agreements

No	What	Moved by	Seconded by	Person Responsible
1	<p>A huge thank you to our 2018 SC members and the support given to the school. Acknowledging members of last year who are no longer on SC</p> <p>Special thanks to Kristy Burrows and Heyam Masri who have been long standing members of the SC</p> <p>Also Ali Sahin school current council president.</p> <p>2018 Annual Report</p> <p>Business from last meeting Acceptance of minutes from previous meeting</p>			Alex
2	<p>Welcome to the 2019 RHPS SC School Council acknowledges that we have a quorum to continue with this meeting Acceptance of minutes from previous meeting Develop standing orders – based on DET version Agreed meeting time? SC expectations of members Agreements as to role of school Council and role of Principal / school</p>			Alex
3	<p>Office Bearers Role of President - President – Vice President -</p>			Alex

	Treasurer - Subcommittee members; Correspondence- Fundraising -			
4	Business from last meeting Acceptance of minutes from previous meeting			SC President
5	Correspondence: Incoming Outgoing			SC President
6	Principal Report & 2019 AIP summarised version			
7	Curriculum: 21st Century update Excursions and Incursions: Responsible Pet Education – foundation Grade 4 Emotional Intelligence Incursion Grade 5 Immigration Meu Grade 5/6 interschool sport Grade 1 / 2 Life Education van Grade 3 Brainstorm Productions Animal Land Children’s Farm Foundation Grade Botanical Gardens Cross Country Upcoming Foundation <ul style="list-style-type: none"> • Werribee Park May 21st 			SC President

- Supermarket 31st July
- Family Celebration 12th September (incursion)

Grade 1

- Teddy Bears Maths 27th March
- Grandparents Morning Tea June
- Woodlands Park 13th November
- Craft Day (Incursion) December
- Dromkeen

Grade 2

- Ricketts Point marine Sanctuary 2nd September
- Eureka Tower 7th November
- Camp Experience 28th November

Grade 3

- Symphony Orchestra May
- Ian Hunter Term 3
- Melbourne Museum 18th November

Grade 4

- CERES Term 3
- Museum and IMAX Term 2
- Bounce December 10th

Grade 5

- Harmony Day Incursion Week 10
- Sovereign Hill 21st May

	<p><u>Grade 6</u></p> <ul style="list-style-type: none"> • Year 6 Jumpers • Conference May • Graduation Bears Term 4 • Footsteps for graduation Term 4 • Hoyts term 4 • Fun fields term 4 • Leadership conference <p><u>Camp</u></p> <ul style="list-style-type: none"> • Grade 5/6 Phillip Island 11th-13th September <p><u>PE</u></p> <ul style="list-style-type: none"> • District Cross Country Grades 3-6 - 3rd May • Woodlands Cross Country - 29th May • North metro region Cross Country - 19th June • Roxburgh Homestead PS Athletics Day - July 26th • District Athletics - 16th August • Woodlands Athletics Day - 10th September • North Metro Region Cross Country - 16th October • Inter-School Sports- dates to be confirmed throughout the year <p><u>Science</u></p> <ul style="list-style-type: none"> • Botanical Gardens • Year 6 – Forensic Science Workshop – crime mystery - \$15 aprox. • Year 5 – VSSEC space centre – NASA mission – Free • Year 4 – Lego Land – forces, gravity and engineering - \$25 approx. • Year 2 – Material World Incursion – materials and building - \$25 approx. 			
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	<ul style="list-style-type: none"> Year 1 – Science Works – weather including lightning room – approx. \$20 per student <p><u>The Arts</u></p> <ul style="list-style-type: none"> Celebration Day- Term 4 <p><u>Student Lead Conferences</u></p> <ul style="list-style-type: none"> Altered School Day 28th August <p><u>Curriculum Days</u></p> <ul style="list-style-type: none"> 15th July 4th November 			
8	<p>Finance: (Not to be taken off)</p> <ul style="list-style-type: none"> Balance Sheet Balance Sheet specific period Operating Statement Bank Account Movements Cash Payments Report Cash Receipts Report Cash Flow Statement Annual Sub program budget Annual Program Budget Variance Family Credit notes Sundry Debtors Sundry Credit Notes Bank reconciliations Cancel Receipts Cancelled payments Journal Report 			SC President

- Invoices Awaiting Payment
- Program Transaction History Specific Period
- Sub program transaction history specific period
- SRP Budget Management
- Purchasing Card Statement

Finance reports to be accepted and the accounts listed as paid to be approved

Present December's financial reports including the financial commitment summary
Presenting January and February financial reports

Endorse the following polices

- parent payments
- cash handling
- investment
- electronic funds
- purchasing card
- hall hiring policy

Endorse the purchasing card register

- Julie Lowerson \$10,000
- Karen Sparks \$5,000
- Manny Bujega \$5,000

Endorse the signatories HYIA official account

- Julie Lowerson
- Pat Lynch

Endorse list of officers approved to sign official order forms

- Julie Lowerson
- Karen Sparks
- In Julie's absence school council approves Alex Mowat

Motion: That School Council approve the hiring of the school gymnasium facilities at a rate of \$35 (per hour) for Annual contracts to those groups listed below. 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.

	<p>Craigieburn Eagles Basketball club</p> <p>Aitken Creek Ravens Basketball club</p> <p>Karate Club</p>			
9	<p>Fundraising: Approve any fundraising Celebration Day</p> <p>Endorse proposed GST treatment or fun</p> <p>Motion: That any income from fundraising activities in 2019, where a profit is intended, be generally treated as Go4 (Input Tax Sales) and that the associated expenditure for fundraising activities in 2019 be treated as G13 (input taxed). Fundraising events that are treated differently to Go4/G13 will be presented to School Council throughout 2019.</p>			SC President
10	Maintenance:			SC President
12	Scheduled date for next meeting: 29 April			SC President
	Meeting closed:			
<p>Special Note: If you are unable to attend a School Council Meeting it is essential that you contact the school (Phone 9305 1688) on the day of the meeting before 12 noon. This will enable us to cancel the meeting if we cannot make a quorum.</p>				

