



Action and Agreement Record – School Council


Date:	24 June 2019	Time: 6.00pm	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, Remco Burgers, Mediha Bayir, Ali Sahin, , Abbey Berjawie, Zeynep Uzunomer, Narelle McCaffrey & Julie Lowerson			
Apologies	Pat Lynch, Jacqui McLellan			

Actions and Agreements

No	What	Moved by	Seconded by	Person Responsible
Office Bearers - President – Jacqui McLellan, Vice President - Remco Burgers, Treasurer – N/A, Subcommittee members; Correspondence-Fundraising - Zeynep Uzunomer & Abbey Berjawie				
1	Business from last meeting Acceptance of minutes from previous meeting	Narelle	Ali	Jacqui McLellan
2	Welcome School Council acknowledges that we have a quorum to continue with this meeting Acceptance of minutes from previous meeting			Jacqui McLellan
3	Business from last meeting Acceptance of minutes from previous meeting  councilprinroles (1).docx			Jacqui McLellan
4	Correspondence: Incoming Outgoing	Medi	Alex	Jacqui McLellan
5	Principal Report	Medi	Remco	Julie Lowerson

	 Prin Report 24.6.19.docx Messages on hold Staff Opinion Survey – mandatory areas and selected areas Parent Opinion Survey – Information to disseminate to community through COMPASS Gym has been left untidy by Community Clubs			
6	Curriculum Update Dialogic Inquiry, 21C, observations, review into LOTE curriculum	Ali	Remco	Alex
7	Excursions and Incursions: Grade 5 excursion to Sovereign Hill (approved via email) Somers Camp Upcoming Reminders Week 3 Fri Aug 2 nd Roxy Has Talent (Session 4 and 5) <u>Student Lead Conferences</u> <ul style="list-style-type: none"> • Altered School Day 4th September – Student Led Conference <u>Curriculum Days</u> <ul style="list-style-type: none"> • 15th July • 4th November <u>Assemblies</u>	Narelle	Abbey	Pat

	<p>Term 3</p> <p>Week 2 Fri July 26th Assembly #1</p> <p>Week 5 Fri Aug 16th Assembly #2</p> <p>Week 8 Fri Sept 6th Assembly #3</p> <p>Term 4</p> <p>Week 2 Fri Oct 18th Assembly #1</p> <p>Week 3 Thurs Oct 24th Success Day</p> <p>Week 5 Fri Nov 8th Assembly #2</p> <p>Week 8 Fri Nov 29th Assembly #3</p>			
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 	Medi	Ali	Jacqui McLellan / Julie Lowerson

	<ul style="list-style-type: none"> • Journal Report • Invoices Awaiting Payment • Program Transaction History Specific Period • Sub program transaction history specific period • SRP Budget Management • Purchasing Card Statement <p>Finance reports to be accepted and the accounts listed as paid to be approved</p>			
8a	The presentation of May financial reports	Zeynep	Abbey	Julie
	Jacqui has signed the reports early due to Karen Sparks being on LSL			
9	<p>Fundraising: Discuss the funds from Mother's Day Stall</p> <ul style="list-style-type: none"> - Team looked at some catalogues - Looking to have a range of gifts with a range of prices. Not price limited - A special person's stall as well and stock for that purpose - Students able to purchase more than 1 gift when stock is left - Having the gifts to be as appealing as possible <p>The plants all sold out.</p> <p>Zeynep has sourced cards, with school details on them encompassing a chocolate.</p> <p>The fundraising team to work out a proposed budget for the next stall and fill in a purchase order.</p>	Narelle	Medi	Jacqui McLellan / Zeynep Uzunomer / Abbey
10	<p>Maintenance:</p>  <p>RHPS - Maintenance Log - 1</p>	Remco	Ali	Jacqui McLellan / Pat

12	Scheduled date for next meeting: 22 July			Jacqui McLellan
	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>				
Empty space for additional notes				