

Action and Agreement Record – School Council

Date:	9 Dec 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	Julie Lowerson, Pat Lynch, Remco Burgers, Mediha Bayir, Ali Sahin, Jacqui McLellan, Abbey Berjawie, Zeynep Uzunomer, Narelle McCaffrey, Alex Mowat			
Apologies				

Actions and Agreements

No	What	Moved by	Seconded by	Person Responsible
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Office Bearers - President – Jacqui McLellan, Vice President - Remco Burgers, Treasurer – N/A, Subcommittee members; Correspondence-Fundraising - Zeynep Uzunomer & Abbey Berjawie

1	Welcome School Council acknowledges that we have a quorum to continue with this meeting Acceptance of minutes from previous meeting			Jacqui McLellan
2	Business from last meeting Acceptance of minutes from previous meeting	Medhi	Zeynep	Jacqui McLellan
	Correspondence: Incoming Outgoing	N/A		Jacqui McLellan
3	Principal Report Alex presented the Principal report.	Narelle	Ali	Julie Lowerson /Alex Mowat
4	Fundraising: \$20,000 raised. School council to consider where the funds are to be spent and actioned. Action: Council would like the money to be spent on something visible and usable by the community.	Jacqui	Remco	Jacqui McLellan / Zeynep Uzunomer / Abbey

	Council will consider it over the summer break and make plans for how it will be allocated next year.			
5	<p><u>Upcoming Reminders</u></p> <p>Grade 6 Graduation 10/12 Step up day 18/12 Last Day of school 2019 20/12</p> <p><u>Curriculum Days all approved</u></p> <p>28/29 of Jan G1-6 return 30/1/19</p>			Alex Mowat
6a	<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 • Invoices Awaiting Payment • Program Transaction History Specific Period • Sub program transaction history specific period • SRP Budget Management 	Jacqui	Narelle	Jacqui McLellan/ Alex Mowat

	<ul style="list-style-type: none"> Purchasing Card Statement 			
	Finance reports to be accepted and the accounts listed as paid to be approved			
6b	The presentation of financial reports October and November sent via email 2/12/2019 Jacqui to signed reports during the week			
6c	Approval of School Council Financial Obligations Sent 6/12/19	Jacqui	Narelle	Jacqui McLellan/ Alex Mowat
7	Approval for flowers School council approved	Jacqui	Ali	
	AIP Draft form to be approved by school council	Narelle	Ali	
8	Maintenance Report: Sent via email To be sent during the week			
9	Principal Julie Lowerson announcing her retirement to school council.			Julie Lowerson
10	Dinner			
11	Meeting closed:			
12				
13				
<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>				

