

# Action and Agreement Record – School Council

Date:	27 April	Time: 5.30pm	Duration: 1hr 10 min	Location: RHPS WebEx
Meeting Objective	School Council - As representatives of our school community, our purpose is to collectively work towards achieving our whole school goals.			
Attendees	Teresa Stone, Alex Mowat, Pat Lynch, Jacqui McLellan, Abbey Berjawie, Zeynep Uzunomer, Narelle McCaffrey, Kristy Burrows Mediha Bayir, Ali Sahin  GUEST: N/A			
Apologies				

Actions and Agreements				
No	What	Moved by	Seconded by	Person Responsible
1	<b>Welcome from School Council President</b>  <b>Welcome from Principal</b>			Teresa and Jacqui
2	<b>Business arising from last meeting minutes</b>  Move to Accept minutes from previous meeting	Zeynep		Jacqui
3	<b>Reports</b> <b>Principals report</b> <b>Move that the Principals report be endorsed as tabled</b>			Teresa
4	<b>Reports Finance</b>  <div style="border: 1px solid black; padding: 5px;"> <b>Finance:</b>  <b>(Not to be taken off)</b> <ul style="list-style-type: none"> <li>Balance Sheet</li> <li>Balance Sheet specific period</li> <li>Operating Statement</li> <li>Bank Account Movements</li> <li>Cash Payments Report</li> <li>Cash Receipts Report</li> </ul> </div>	Zeynep	Abbey	Teresa

	<ul style="list-style-type: none"> <li>• Cash Flow Statement</li> <li>• Annual Sub program budget</li> <li>• Annual Program Budget Variance</li> <li>• Family Credit notes</li> <li>• Sundry Debtors</li> <li>• Sundry Credit Notes</li> <li>• Bank reconciliations</li> <li>• Cancel Receipts</li> <li>• Cancelled payments</li> <li>• Journal Report</li> <li>• Invoices Awaiting Payment</li> <li>• Program Transaction History Specific Period</li> <li>• Sub program transaction history specific period</li> <li>• SRP Budget Management</li> <li>• Purchasing Card Statement</li> </ul> <p><b>Move that the Finance reports February2020 to march 2020 be accepted</b> including</p> <ul style="list-style-type: none"> <li>• the financial commitment summary and cash flow presented for approval</li> </ul> <p><b>Move to endorse the purchasing card register to include Principal Teresa Stone</b> Teresa Stone \$10000</p> <p><b>Endorse the signatories HYIA official account</b></p> <p>Patrick Lynch Add Teresa Stone.</p> <p><b>Endorse list of officers approved to sign official order forms to read as</b> Principal plus one other Teresa Stone Alex Mowat Karen Sparks</p>	<p>Abbey</p> <p>Jacqui</p> <p>Jacqui</p>	<p>Zeynep</p> <p>Medi</p> <p>Ali</p>		
	<p><b>Reports Finance</b> <b>Fundraising:</b> \$20,000 raised.</p>				

	<p><b>Hire of Facilities:</b> All hire has been suspended for term 2 due to stage 3 restrictions</p>			
	<p><b>Reports Educational Policy and Accountability</b>  Remote Learning phases Attendance during Covid 19</p> <p><b>Move that the Educational policy and accountability report be endorsed as tabled</b></p>	Narelle	Medi	Alex /Pat
	<p><b>Reports Environment Maintenance:</b> Holiday works</p> <ul style="list-style-type: none"> <li>• All school gutters cleaned and downpipes flushed</li> <li>• Gym floor resurfacing</li> <li>• Grounds mowed</li> <li>• Painting of Room 7,8,9,10,11,12,13,14,15,16 including corridors</li> <li>• Steam cleaning of all high traffic areas</li> <li>• Repair of 5 x student toilet buttons and sink in canteen toilets</li> <li>• Polishing of corridor floors and vinyl areas across the school</li> <li>• Grounds rubbish collection and general clean up</li> </ul> <p>Upcoming works</p> <ul style="list-style-type: none"> <li>• Garden Overhaul near multipurpose and 21<sup>st</sup> Century</li> </ul> <p><b>Cleaning:</b> verbal update</p> <p><b>Move that the Environment report be endorsed as tabled</b></p>	Jac	Abbey	Teresa
	<p><b>Correspondence:</b> Incoming Outgoing</p> <ul style="list-style-type: none"> <li>• <b>No Correspondence in or out</b></li> </ul> <p><b>Move that correspondence incoming and outgoing be accepted</b></p>	N/A	N/A	Jacqui

	<b>Scheduled date for next meeting:</b> 18/5/20 at 5:00pm			Teresa
	Meeting closed: 6:40			
<b>Special Note:</b> 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 <b>before 12 noon</b> . This will enable us to cancel the meeting if we cannot make a quorum.				