

Specimen Hill Primary School Council Minutes
MONDAY 12th December 2022 @ 6.00PM

Meeting commenced: 6.04pm

1. Welcome:

Attendance: Wendy Jackson, Naomi Evans, Sam McCloud, Jac Louttit, David Craggs (late), Shaun O'Shea, Fiona Wright, Rob Cameron, Wayne Knight (late)

2. Apologies: Rebecca Cutler, Scott Pysing,

Rob Cameron took the chair at the start of the meeting in the absence of David Craigs and Wayne Knight.

3. Minutes of the previous meeting

3.1 Confirmation:

Moved: Rob Cameron

Seconded: Naomi Evans

That the minutes of the last meeting, 31 October 2022, as circulated, be adopted.

3.2 Business arising

- Letter to Maree Edwards – Wendy to confirm this has been sent.
- Commencement of photocopier contract – Wendy to confirm when this starts.

4. Correspondence:

OUTWARDS: None

INWARDS: None

5. Reports.

5.1 **Principals Report** verbal report provided. Report accepted.

Moved: Shaun O'Shea

Seconded: Rob Cameron

5.2 **President** – no report.

5.3 **Student Learning** – no report.

5.4 **Physical Environment** – no report.

5.5 **Wellbeing** – no report.

5.6 **Management** – That the report be accepted, and the school council move the following:

- That School Council move \$96,561.93 payments (25/10/2022 – 28/11/2022) be endorsed, zero bank transfers be ratified and all presented reports accepted as a true and correct depiction of the Specimen Hill Primary school finances for the period of 25/10/2022- 28/11/2022.
- That School Council move all statements and payments as tabled for the School Purchase Cards for the period 26 September 2022 – 22 November 2022.
 - 26 September 2022 – 23 October 2022
 - W. Jackson totaling \$1153.18.
 - J. Louttit \$439.14.
 - 24 October 2022 – 22 November 2022
 - W. Jackson totaling \$2366.25.
 - J. Louttit \$2072.97.
- The balance sheet – specific period; Operating Statement and SRP report as presented, be approved.
- To increase the 2023 budget in relation to Building Works by \$20,000 to allow Specimen Hill Primary School to share costs towards a new staff toilet block.

Moved: Rob Cameron

Seconded: Fiona Wright

6. Listed Items: Acknowledgement of and thank you to committee members who are leaving Naomi Evans and Fiona Wright.

Next Meeting: TBA.

Meeting Closed: 6.21pm

Specimen Hill Primary School Council Minutes
MONDAY 31st October 2022 @ 7.00PM

Meeting commenced: 7.05pm

1. Welcome:

Attendance: Wendy Jackson, Naomi Evans, Scott Pysing, Sam McCloud, Jac Louttit, David Craggs, Shaun O'Shea, Fiona Wright, Rob Cameron, Wayne Knight,

2. Apologies: Rebecca Cutler

3. Minutes of the previous meeting

3.1 Confirmation:

Moved: Rob Cameron

Seconded: Fiona Wright

That the minutes of the last meeting, 12 September 2022, as circulated, be adopted noting amendments to attendees listed; Shaun O'Shea, Wayne Knight, and Scott Pysing should all be listed as apologies.

3.2 Business arising - None

4. Correspondence:

OUTWARDS: Letter to Maree Edwards in relation to the cladding project

Action – David Craggs to sign post meeting and this will be sent immediately.

INWARDS: None

Moved: Naomi Evans

Seconded: Wayne Knight

5. Reports.

5.1 **Principals Report** be accepted.

Moved: Shaun O'Shea

Seconded: Naomi Evans

5.2 **President** – no report.

5.3 **Student Learning** be accepted, and that approval be given for students in years 5 & 6, 2023 to attend the Burnside Camp in Anglesea in term 4, 2023.

Moved: Wayne Knight

Seconded: Naomi Evans

5.4 **Physical Environment** a verbal report was provided and the report was accepted.

Moved: Shaun O'Shea

Seconded: Jac Louttit

5.5 **Wellbeing** be accepted.

Moved: Naomi Evans

Seconded: Fiona Wright

5.6 **Management** – That the report be accepted, and the school council move the following:

- That School Council approve payments for the period totaling \$174686.59 (01/09/2022 – 24/10/2022) and \$150,000 bank transfers be ratified, and all presented reports be accepted as a true and correct depiction of the Specimen Hill Primary School finances for the period 1 September 2022 – 24 October 2022.
- That School Council move all statements and payments as tabled for the School Purchase Cards for the period 23 August 2022 – 22 September 2022.
 - W.Jackson totaling \$972.68.
 - J. Louttit \$1523.74.
- The balance sheet – specific period; Operating Statement and SRP report as presented, be approved.
- The 2023 cash budget and equity budget be approved.
- The school enter into a two-year contract with Camp Australia to run the OSHC program.

Moved: Rob Cameron

Seconded: Wayne Knight

6. **Listed Items:** Photocopier contract moving from Viatek to Evolution.

Action – Wendy to check when the new photocopier contract will commence.

Next Meeting: Monday 5 December 6pm followed by dinner at 6.30pm. Venue TBA.

Meeting Closed: 8.11pm