**FISH CREEK & DISTRICT PRIMARY SCHOOL COUNCIL AGENDA**

**Tuesday 10TH February 2015 at 7.30pm**

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<th>ITEM</th>
<th>DETAILS</th>
<th>ACTION</th>
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| **1) Welcome** | Present Council members: Marion Bowron, Michelle Turner, Brad Gale, Ashleigh Jordan, Stuart Tracy, Howard Prosser, Megan Vuillermin, Ray Stefani & Richard Gange Minute Taker: Pam Seuren | **ACTION** 
[Recommended or taken] |
<p>| <strong>2) Apologies</strong> | Tara Ellard, Kerri Smith, Ron Taylor | |
| <strong>3) Minutes of the Previous Meeting</strong> | | Motion: “That the Minutes of the meeting held on 9th December, 2014 be accepted and endorsed” Moved: Megan Vuillermin Seconded: Richard Gange Carried/Not carried |
| <strong>4) Business Arising from the Minutes</strong> | Parent Surveys | To be presented at next meeting |
| <strong>5) Essential Business</strong> | | |
| a) PPED Policy | Approval sought for Personal Portable Electronic Devices (PPED) policy. | Motion: “That the Personal Portable Electronic Devices (PPED) policy with amendments be accepted and endorsed” Moved: Ray Stefani Seconded: Brad Gale Carried/Not carried |
| b) School Council Election | Notice of school council elections; please complete nomination forms if you wish to continue as a parent member. | Motion: “That notice of school council elections is accepted and endorsed” Moved: Stuart Tracy Seconded: Ashleigh Jordan Carried/Not carried |
| c) Meetings | School Council Meetings to be held on the second Tuesday of each month during school terms. | Held over to next meeting for new school council to decide |</p>
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| **d) Cleaning Contract** | The Cleaning Contract is due for renewal. Exemption required for approval to employ a Non-Contract Cleaners Panel Cleaner (Peter Poletti) | Motion: “That Peter Poletti continue as school cleaner pending approval to renew the cleaning contract.”
Moved: Stuart Tracy
Seconded: Howard Prosser
Carried/Not carried |
| **6) Reports:** |   | Motion: “That all reports be accepted and recommendations endorsed.”
Moved: Megan Vuillermin
Seconded: Stuart Tracy
Carried/Not carried |
| a) President | Tabled |   |
| b) Principal | Distributed |   |
| c) Finance | Statements of Receipts & Expenditure | Motion: “That the Statements of Receipts & Expenditure for December 2014 and January 2015 as circulated be accepted and the accounts ratified and approved for payment and that end of year financial reports for 2014 be approved”
Moved: Brad Gale
Seconded: Megan Vuillermin
Carried/Not carried |
| d) Fundraising |   | Motion: “That the following fundraising activities be nominated as a Non Profit Sub Entity (NPSE) for GST purposes: All Parent Club fundraising. All Junior School Council Fundraising. These NPSE events are planned to be conducted by Fish Creek Primary School in the year ending December 31st 2015, all relevant transactions will be accordingly recorded in the schools accounting and taxation records as out of scope for BAS reporting purposes
Moved: Ray Stefani
Seconded: Howard Prosser
Carried/Not carried |
| e) 2014 budget report & 2015 budget approval |   | Motion: “That the sub-committee’s report be accepted as tabled and the proposed 2015 budgets be accepted”
Moved: Megan Vuillermin
Seconded: Stuart Tracy
Carried/Not carried |
| f) Doubtful debts | Motion:  
“That doubtful debts for families totaling $435 for December 2014 written off be accepted.”  
Moved: Stuart Tracy  
Seconded: Ashleigh Jordan  
Carried/Not carried |
|---|---|
| g) Transfer of funds | Motion:  
“Approval to transfer $5,000 from BOM High Yield to Official Account for the month of December and $5000 be transferred from the Operating Account to the Bendigo Bank (Community Hub) Term Deposit for the month of January.”  
Moved: Brad Gale  
Seconded: Richard Prosser  
Carried/Not carried |
| h) Endorsement of the following officers to be authorised to sign official order forms for 2014  
Endorsement of the School investment policy  
Endorsement of the school internet banking policy.  
Endorsement of the financial delegation authority within the school.  
Endorsement of the school purchasing card policy. | Motion:  
“That all financial endorsements are accepted.”  
Moved: Ray Stefani  
Seconded: Brad Gale  
Carried/Not carried |
| i) PnF Balance as at 31/01/2015 $11105.51 with $4285 raised for Blueberries  
Community Hub as at 31/01/2015 $19679.35 | Motion:  
“That the PnF report and balances be accepted.”  
Moved: Stuart Tracy  
Seconded: Megan Vuillermin  
Carried |
| j) Buildings and Grounds Levelling of the Oval complete  
Sub-committee to meet after school council elections to set plan for the year and elect members.  
Working Bee Sunday 22nd March (clash with Relay for Life & other local events) | Marion to organise letters of thanks to be sent to Col Smith, Mark Standfield & Jeff Buckland.  
Motion:  
“That the working date be changed to 15th March”  
Moved: Stuart Tracy  
Seconded: Michelle Turner  
Carried/Not carried |
| k) OHS Endorsement of approved contractors as per the approved contractors list.  
2 safes with asbestos were removed & replaced. | Motion:  
“That the approved contractors list be accepted and endorsed.”  
Moved: Ray Stefani  
Seconded: Ashleigh Jordan  
Carried/Not carried |
| 7) Correspondence [Inwards] | Motion:  
“That the Inwards Correspondence be received and action endorsed.”  
Moved: Richard Gange  
Seconded: Ashleigh Jordan  
Carried/Not carried |
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<th>8) Correspondence [Outwards]:</th>
<th>Letter to DET for approval to employ a Non-Contract Cleaners Panel Cleaner</th>
<th>Motion: &quot;That the Outwards Correspondence be accepted and endorsed.&quot; Moved: Ray Stefani Seconded: Howard Prosser Carried/Not carried</th>
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<td>9) Business Arising from the Correspondence:</td>
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<td>Nil</td>
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<td>11) Next Meeting:</td>
<td>Next Council Meeting to be held at 7.30pm on Tuesday 10th March, 2015</td>
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<td>12) Closure of meeting.</td>
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<td>Time: 9:10 pm</td>
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