

# MINUTES

## School Council

### 21<sup>st</sup> March, 2013

**Present:** Virginia Swanton, Linda Mitchell, Tim Dolan, Jacqueline Van Vugt, John Melia, Erin Schroeder, Louise Dorrat, Bronwyn Lewis, Cyndi Dawes

**Apologies:** Pauline Rice, Robert McWaters, Roger Smith

**Chaired by Acting Principal, Linda Mitchell**

#### 1. Election of office bearers

**President:** Virginia Swanton

**Nominated:** Linda Mitchell

**Seconded:** Tim Dolan

**Carried**

**Vice President:** Jacqueline Van Vugt

**Nominated:** Virginia Swanton

**Seconded:** John Melia

**Carried**

**Treasurer:** John Melia

**Nominated:** Linda Mitchell

**Seconded:** Tim Dolan

**Carried**

#### 2. Community Representative:

**Motion:** Roger Smith is co-opted for one-year tenure on FHS Council.

**Moved:** Tim Dolan

**Seconded:** Erin Schroeder

**Carried**

**Meeting chaired by the incoming President, Virginia Swanton**

#### 3. Appointment of Committee convenors

3.1 Education Committee: Louise Dorrat, Pauline Rice

3.2 Communication Committee: Jacqueline Van Vugt, Linda Mitchell, Sandra Dickins (TBC)

3.3 Finance Committee: John Melia, Sue Farrell

3.4 Built & Natural Environment Committee: Tim Dolan, Ian Park, James Jackson (TBC)

3.5 Canteen Committee: Robert McWaters (TBC), Bronwyn Lewis (TBC)

#### 4 Minutes of Previous Meeting

**Motion:** That minutes of previous meeting held on February 21<sup>st</sup>, 2013 and minutes from meeting held on December 13<sup>th</sup> 2012 be accepted

**Moved:** John Melia

**Seconded:** Virginia Swanton

**Carried**

#### 5. Business Arising from Minutes

Actions attached



## 6. Principal's Report

- 6.1 Open House
- 6.2 Scarlet Review
- 6.3 Harmony Day
- 6.4 School Tours
- 6.5 Open Day April 29<sup>th</sup>,

**Action:** Linda to talk to school council about being on the panel (Jacqui, Virginia, Tim)

- 6.6 Resource Smart AUSSIVic recertification process up until March 2014, Core module

**Action:** Linda to locate policy

- 6.7 Yarra Education Youth Commitment Pilot Project \$15,000

**Motion:** To endorse the Annual Implementation Plan

**Moved:** Jacqueline Van Vugt

**Seconded:** Cyndi Dawes

**Carried**

## 7 Finance report

The Finance reports were submitted and discussed.

**Motion:** School Council ratifies all payments and reports approved by Finance Committee for February 2013 including:  
Bank Account Movements – summary  
Cash Flow Statement  
General Ledger Balance Sheet  
Canteen Profit and Loss Report  
Cancelled receipts report

**Moved:** John Melia

**Seconded:** Jacqueline Van Vugt

**Carried**

### **Actions:**

1. Different letter to be drafted as reminder of unpaid fees, or same letter with different colour paper and in a windowed envelope
2. Another short reminder in the school newsletter acknowledging those who have paid and asking those who haven't to do so (as the first item in the first newsletter next term)
3. John to provide a timeline tracking when fees have been paid and also to consider what actions we can take

## 8 General business

### 8.1 Standing Orders

Be clear about meetings being open. Include a statement to the effect that we will make minutes open as well (on the website and in hard copy at the front office). Include a statement to the effect that minutes of the closed portion of the meeting will not be made publically available.

**Action:** Draft revision of Standing Orders to be done for next meeting (Linda)

**Next meeting: Thursday 16<sup>th</sup> May 2013**

