



## McKinnon Primary School – Minutes



Meeting Name	<b>School Council</b>	Meeting Date	21 <sup>st</sup> October 2024
Attendance	Amanda Young, Brianna Wood, David Zuker, Claire Brooks, Lauren Bukowski, Geoff Manolitsa, Andrew Kearl  Online – Richie Yeo, Shweta Mookerjee, Sukant Gupta, Sai Tavate	Meeting Time	6:00pm
Apologies	Louise Schirmer, Rebecca Newbould	Meeting Venue	Staffroom
Invited Guest	Kevin Murphy – Senior Education Improvement Leader	Visitor	
Observer		Minute Taker	Jodie Geri

Item	Agenda Details & Discussion	Proposed Motions Actions
<b>1.0</b>	<b>Welcome</b> Chair for meeting is Geoff Manolitsa, due to Louise Schirmer apology	
<b>1.1</b>	<b>Acknowledgment of country</b> We respectfully acknowledge the Bunurong People of the Kulin Nation, who are the Traditional Owners of the land on which McKinnon Primary School is located and pay our respect to their Elders past, present and emerging.	
<b>1.2</b>	<b>Presentation from Kevin Murphy - SEIL</b>	
<b>2.0</b>	<b>Minutes of Previous Meeting</b> Minutes of School Council Meeting	“That the minutes from the School Council previous meeting are accepted.” Moved: Brianna Wood Seconded: Claire Brooks Carried: All
<b>3.0</b>	<b>Quorum</b> Yes	
<b>4.0</b>	<b>Conflict of Interest</b> Nil	



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5.0	<p><b>Correspondence</b></p> <p>Various correspondence regarding the selection of the 2025 Outside School Hours Care provider TheirCare won the tender. Contracts and processes have commenced for smooth transition from TeamKids to Their Care.</p>	
6.0	<p><b>Child Safe Safety Standards</b></p>	Move to next meeting
7.0	<p><b>REPORTS</b></p>	
7.1	<p><b>Principal's Report</b></p> <p>The Principal's Report emailed to School Council Members Further discussion points: Suzanne returning 18/11/24 School musical</p>	<p>"That the Principal's Report be accepted." Moved: Lauren Bukowski Seconded: Geoff Manolitsa Carried: All</p>
7.2	<p><b>Finance Committee –</b></p> <p>Monthly documents to be emailed to School Council Members to be sent out after meeting</p> <ul style="list-style-type: none"> <li>• Minutes and Reports <ul style="list-style-type: none"> <li>A- Balance Sheet – August 2024</li> <li>B- Operating Statement – August 2024</li> <li>C- Balance Sheet – September 2024</li> <li>D- Operating Statement – September 2024</li> </ul> </li> </ul> <p><b>Purchasing card</b></p> <p>Summary to be tabled Recommendation: approved to take to School Council</p>	<p>"That the School Council move August's \$227,703 and September's \$123,370 payments be endorsed and all presented reports accepted as a true and correct depiction of the McKinnon Primary School finances" Moved: Claire Brooks Seconded: Brianna Wood Carried: All</p> <p>"That the School Council move all statements and payments as tabled for the School Purchase Card Summary be accepted" Moved: Lauren Bukowski Seconded: Geoff Manolitsa Carried: All</p>



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Item	Agenda Details & Discussion	Proposed Motions Actions
	<p><b>Asset Register</b> Remove the obsolete server (Asset code 827) from the Asset Register</p> <p><b>2025 Draft Budget &amp; Cash Flow summary</b> Budget documents tabled –</p> <ul style="list-style-type: none"> <li>• School Council licence application form</li> <li>• Facilities hire/Licence charges 2025</li> <li>• Annual Master Cash Budget 2025 – October draft</li> <li>• Summary changes draft 2025 budget</li> <li>• Monthly cash flow template</li> <li>• Stationery and book packs – Foundation to Year 6 – Campion Education</li> </ul> <p>Recommendation from Finance committee to approve the 2025 draft budget, this includes:</p> <ul style="list-style-type: none"> <li>- parent payment charges used to calculate the voluntary contribution revenue data</li> <li>- re-instate the school building fund for tax deductible voluntary contributions</li> <li>- stationery/booklists for 2025</li> <li>- licence hire charges</li> </ul>	<p>“The School Council approve the removal of the obsolete server (asset code 827) from the asset register” Moved: Lauren Bukowski Seconded: Brianna Wood Carried: All</p> <p>“That the School Council approve the 2025 Draft budget and cash flow summary documents as tabled” Moved: Claire Brooks Seconded: Brianna Wood Carried: All</p>
7.3	<p><b>Buildings and Grounds Committee</b> Minutes emailed</p> <p>Working bee – to determine if we have enough jobs to proceed with the planning</p>	<p>“That the Buildings and Grounds subcommittee minutes be accepted.” Moved: Andrew Kearl Seconded: Brianna Wood Carried: All</p>



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Item	Agenda Details & Discussion	Proposed Motions Actions
7.4	<b>Marketing and Communication Committee</b> Minutes emailed – August and October	“That the Marketing and Communication subcommittee minutes be accepted.” Moved: Amanda Young Seconded: David Zuker Carried: All
7.5	<b>Education Committee</b> Minutes emailed	“That the Education subcommittee minutes be accepted.” Moved: David Zuker Seconded: Lauren Bukowski Carried: All
7.6	<b>Parents’ Club</b> Minutes emailed The number of attendees to the Father’s Day social event has met the minimum required  Parents Club requesting to run BBQ social event at Joyce Park after school on 29/11 or 13/12  Investigate whether a petting zoo at the welcome BBQ would be an alternative to repeating the same entertainment we have had over the past couple of years	“That the Parents’ Club minutes be accepted.” Moved: Geoff Manolitsa Seconded: Amanda Young Carried: All  David to confirm best date.  Brianna to send through information on the provider for review by David
<b>8.0</b>	<b>LISTED AGENDA ITEMS</b>	
<b>8.1</b>	<b>Parents Contribution summary</b> Tabled	Requested standing agenda item



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8.2	<p><b>Building Update</b> Please refer to minutes from Buildings and Grounds</p> <p>We are up to the final planning stage. Architects will run a workshop to run through the whole design to finalise the master plan.</p> <p>Roof – hoping to have the funding approved by the end of November, with works commencing during the school holidays</p>	Requested standing agenda item
8.6	<p><b>Agenda items for next meeting</b> To be sent to Jodie by Tuesday 12<sup>th</sup> November 2024</p>	
9.0	<p><b>Business arising</b> Nil</p>	
10.0	<p><b>Meetings for November 2024</b> Buildings &amp; Grounds: Monday 7<sup>th</sup> November at 5:00pm Education: Tuesday 12<sup>th</sup> November at 8:00am Parents' Club: Friday 8<sup>th</sup> November at 9:15am Communication and Marketing: Tues 12<sup>th</sup> November at 5:30pm (online) Finance: Thursday 7<sup>th</sup> November at 8:30am School Council: Monday 18<sup>th</sup> November at 6:00pm <b>Final meeting for year, followed by dinner</b></p>	Meeting 7 :15 pm closed