



Tucker Road Bentleigh Primary School Council Agenda and Minutes

Date: May 21, 2024
Time: Start 6:00pm
Venue: 16 Tucker Road, Bentleigh VIC 3204
Chair: SC President
Attendees: Robyn Farnell, Emma Baldwin, Ellise Mehl, Kerrie Gentner, Elizabeth Runting, Dragana Vukadinovic, Shane Hazim, Cameron Hall, Elizabeth Dalla Santa and Tennille Liebig, Luke Bishop, Tamar Goldman
Minute taker: Emma Baldwin
Apologies: Nerissa Parker
Visitor:
Conflict of Interest:

Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - o during the discussion unless invited to do so by the person presiding at the meeting
 - o when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.



AGENDA/ MINUTES

Item

Details

Actions/ Recommendations

1. Welcome

- Welcome to Country

2. Apologies

- Nerissa Parker

3. Quorum

-

4. Conflict of interest

5. Minutes of the previous meeting

- Minutes of the meeting held on 19 March 2024 were previously distributed.

Motion:

"That the Minutes of the SC meeting held on 19 March 2024 be accepted".

Moved: Dragana Vukadinovic

Seconded: Cameron Hall

Carried / not carried

6. Business arising from the minutes

- Nil

7. Priority Items

7.1

Reports 8.1

Principal's report

- Attached to agenda
 - o Staff Professional Learning
 - o Student Enrolments
 - o ARC2023
 - o Grants – Queens Jubilee
 - o Real Schools
 - o Engagement & Wellbeing
 - Life Ed
 - Colour Run
 - Education Week
 - Indigenous Festival
 - o Sports
 - Field Events
 - House Cross Country
 - District Cross Country
 - o AIP – **Postponed until June 18 meeting**
 - o Annual Child Safe Standards Training
 - o School Governance Training

Motion:

"That the Principals report for May 2024 as tabled is accepted and any recommendations endorsed".

Moved: Shane Hazim

Seconded: Tamar Goldman

Carried / not carried

8.2

Finance sub - committee

- Finance sub-committee minutes attached to school council agenda
- The following reports were tabled at the Finance Committee meeting:
 - o Balance Sheet
 - o Operating Statement
 - o New or modified creditors

Recommendation from Finance sub-committee:

" That School Council move that \$202,634 in payments/operating expenditure be endorsed and all presented reports accepted as a true and correct depiction of the Tucker Road Bentleigh Primary School finances, for the month of March and April 2024."

Moved: Cameron Hall

Seconded: Elizabeth Runting

Carried / not carried

Cardholder Name	Amount
Robyn Farnell	221.30
Emma Baldwin	2850.90

\$3072.20

" That School Council move that credit card purchases and payments for the card statement month of March and April 2024 of \$3,072.20 be ratified/accepted."

Moved: Tamar Goldman

Seconded: Shane Hazim

Carried / not carried

" That School Council that family account Credit Notes of \$201 for Tucker Road Bentleigh Primary School family debtor accounts be ratified/accepted for the month of March and April 2024."

Moved: Tamar Goldman

Seconded: Elizabeth Runting

Carried / not carried

" That School Council move the TheirCare rate increase letter dated May 2024 for Tucker Road Bentleigh Primary School OSHC families be ratified/accepted"

Moved: Shane Hazim

Seconded: Luke Bishop

Carried / not carried

8.3

Building and
Grounds sub-
committee

- Meeting May 20, 2024
 - o Meeting Minutes
 - o Values signs installed
 - o ***Recognition given to Kim Aitken*** for her assistance with the working bees and her contribution to the Queens Jubilee Grant works.

8.4

Parents Association

- Attached to agenda
 - PFA summary of recent Events 2024
 - PFA fundraising has generated approx. \$13,000 to date – Mother’s Day lunch \$6k and Stall \$3k. Looking to invest funds into an outdoor learning space.

General Business

9.1

- Child Safe Standards SC Training (SC May Meeting).
- Policies
 - Visitor Policy 2024
 - Bullying Prevention Policy 2024-2026
 - SunSmart Policy 2024-2027
 - Complaints Policy 2024

~ **All Approved**

10.

Correspondence

10.1 Incoming

- Their Care Fee Increase
- Real School letter of introduction (to be tabled)
- Approval for Bank Signatories – “That School Council approve and endorse the following signatorie for the listed bank accounts
 - High Yield – 10001 – (Westpac)
 - Robyn Farnell
 - Emma Baldwin
 - Cyndi Wiltshire (*addition*)
 - Liz Runting
 - Official Account – 10002 (CBA)
 - Robyn Farnell
 - Emma Baldwin
 - Cyndi Wiltshire (*addition*)
 - Liz Runting
 - Building Fund – 10003 (CBA)
 - Robyn Farnell
 - Emma Baldwin
 - Cyndi Wiltshire (*addition*)
 - Liz Runting
- Approval for Purchase Orders – “That School Council approve the following staff that can sign for purchase orders:
 - Robyn Farnell
 - Emma Baldwin
 - Nerissa Parker

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- Approval for School Purchasing Cards – “That School Council approve the following staff that can hold a School Purchasing Card:
 - Robyn Farnell
 - Emma Baldwin
 - Nerissa Parker
- Carried by Cameron Hall and Luke Bishop” (24/04/2024) via email

NIL Outgoing

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11. Next Meeting:

- Next Council Meeting to be held on Tuesday June 18, 2024, at 6:00pm
- **Sub-Committee Meetings:**
 - Finance and Administration - Wednesday 12 June at 8:00am
 - Buildings and Grounds - Friday 14 June at 9:15am

12. Closure of meeting: 7:30pm

Signed: _____


School Council President

Date: _____

25/6/2024

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