MINUTES OF THE MEETING OF THE KINGS PARK PRIMARY SCHOOL

**COUNCIL HELD ON MONDAY, 16TH FEBRUARY, 2015**

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| **PRESENT:** | C. Steele, L. North, J. Giacomin, N. Mingovski,R. Alisic, R. Pavlovic, J. Park, L. White & M. Quinlan (Minute Secretary). |
| **APOLOGIES:** | T. Pannell |
| **MINUTES:** | It was moved N. Mingovski, seconded L. North that:-  **the minutes** of the previous meeting as read are a true and accurate statement. |
| **FINANCIAL REPORT:** | Reports tabled –  * Bank Account Movement Summary * Bank Reconciliation Dec/Jan * Trial Balance * Journal Report * Outstanding Invoices by Due Date * Annual sub Program Budget Report * Cash Payments Journal * Operating Statement/Balance Sheet 2014 * Summary of Financial Commitments 2014 * Uniform Profit/Loss * Canteen Profit/Loss   It was moved J. Giacomin, seconded L. North that:-  **all accounts** as presented be passed for payment and all financial reports as tabled be approved.  **School Purchase Orders**  It was moved N. Mingovski, seconded L. North that:- **the following** officers be approved to sign official order forms.  **TBA** - Principal  Jodi Park - Assistant Principal  Margaret Quinlan - Business Manager (Limit $3000)  **Policies**  It was moved C. Steele, seconded N. Mingovski that:-  **the following** policies be ratified and approved by Council.  Parent Payment Policy  Internet Banking Policy  Purchasing Card Policy Uniform Stocktake Our 2014 uniform Profit & Loss Statement was approved as tabled. It was noted that trading operations ran at a loss due to:   1. The subsidising of uniforms for student’s in need of assistance. 2. The policy of first hat is free. 3. The provision of uniforms to the 10 students visiting our Japanese Sister School.  Summary of Financial Commitments – 2014 It was moved J. Park, seconded N. Mingovski that:  **our** Summary of Financial Commitments for 2014 be approved.  **Canteen**  It was moved N. Mingovski, seconded L. North that:  t**he** Canteen Profit & Loss Statement be approved as tabled.  It was moved N. Mingovski, seconded C. Steele that:-  **School Council** will continue to take responsibility for the operation of the Canteen in 2015 with all transactions being input tax based for GST purposes. 2015 Revised School Program Budget A revised copy of our Year 2015 Budget was tabled. The Budget will continue to be monitored monthly. Council approved the revised budget as tabled and will make adjustments as needed. **Moved L. North seconded J. Park.**  **Purchasing Card Register**  It was moved N. Mingovski, seconded C. Steele that:-  **the Purchase Card Register (copy attached)** listing Jodi Park (limit $10,000), Linda White (limit ($15,000) and Margaret Quinlan ($10,000) and Peter Cypreou (IT) $1,000 be approved.  Also to be noted that the cancellation of Doug Conway’s card be processed as soon as possible. |
| **CORRESPONDENCE:** | Nil |
| **REPORTS:** | **As tabled.** |
| **GENERAL BUSINESS:** | Uniforms It was moved N. Mingovski, seconded C. Steele that:  **the** school continue to subsidise the uniform budget so that we are able to maintain uniformity throughout the school and all transactions to be treated as input tax.  **Camps & Excursions – 2015**  The costs of camps and excursions continue to be a financial hardship for many families. As a consequence a Council **motion** was moved by L. North seconded C. Steele to continue subsidising our camps/excursions/incursions and sister school program as necessary (subsidies of up to $15,000 to be allocated to these programs). **CARRIED.**  **Chocolate Drive (to be held in 3rd term)**  It was moved N. Mingovski, seconded L. North that:  **our** chocolate fundraising drive be treated as input tax for GST purposes and accordingly we will not charge GST when selling Cadbury products.  **Volunteer List 2015**  It was moved J. Giacomin, seconded C. Steele that the:-  **Current list** of school based trained (list attached) volunteers for 2013 be approved.  **Annual Implementation Plan 2015**  It was moved L. North, seconded C. Steele that the Kings Park Primary School 2015 Annual Implementation Plan as tabled be endorsed and approved by School Council.  **Grade 3/5 Mt Evelyn – 9/9/15 – 11/9/15 (3 days)**  It was moved J. Giacomin, seconded L. North that the following staff be approved to attend the Outdoor Education Program for Grades 3 & 4).  **3/4 Staff**  Deanna Vecchie Sarah Shields  Natalia Puma Hanh Cong  Christina Jankulovski Kathie Vyrros  Kaitlin White Michael Watson  Mitra Serovski  **All required documents relating to the above camp were tabled and approved. They will be filed in the activity folder housed in the office area.**  **CURRICULUM DAYS**  It was moved C. Steele seconded J. Park that:-  **The following** Curriculum Days scheduled for 2015 be approved.  **Thursday, 4th May – GANAG**  **Monday, 3rd November** - **Assessment / Reporting**  (more detailed information attached) |
| **OCCUPATIONAL**  **HEALTH & SAFETY:** | Occupational Health & Safety Documentation File It was moved C. Steele, seconded L. North that the information contained in the Occupational Health & Safety File as tabled be approved. The folder will continue to be reviewed and revised annually along with the Activities Calendar.  **HEALTH & SAFETY COMMITTEE WORKER REPRESENTATIVE ELECTIONS**  On the 3rd February, 2015 Doug Conway (Principal) called for nominations to take up the above position. Due to no nominations being received he appointed Rita Portelli (who has completed OH&S training) to the position.  . |
| **MEETING CLOSED:** | 6.00pm **Next Meeting to be held on Monday, 3rd May at 4.00pm** |
| **MEETING DATES:** | To be decided at next meeting. |

**PRINCIPAL: ……………………………………………….**

**PRESIDENT: ……………………………………………….**