

LEONGATHA SECONDARY COLLEGE

SCHOOL COUNCIL MEETING MINUTES

OCTOBER 25, 2023

SCHOOL COUNCIL MEMBERS: DET Representatives: Brad Hutchinson, Warwick Ford, Lynn Grabham, Kate Kuhne, Ray Young Parent Representatives: Marsha Livingstone, Sarah Kerwick, Joel Langstaff, Tracy Vanderzalm, Amber Bell, Natalie Meadows Community Co-Opt Members: Caitlin Cooper, students: Chloe Goff, Lily Hume Student Representatives: Chloe Stoops, Georgia Bell In attendance: BM Gabe Windsor, and AP Tanya Chalmers

Time: Meeting commenced 5.30pm

Venue: Leongatha Secondary College, 115 Nerrena Rd. Leongatha Vic 3953

Chair: Tracy Vanderzalm – President

Attendees: Brad Hutchinson, Lynn Grabham, Kate Kuhne, Marsha Livingstone, Sarah Kerwick, Joel Langstaff, Tracy Vanderzalm, Amber Bell, Caitlin Cooper, Chloe Goff, BM Gabe Windsor, and AP Tanya Chalmers. Invited guests: Jayde Werner (Kurnai College Asst Prin), Chloe Challis (2024 Student Leader)

Minute taker: Business Manager – Gabe Windsor

Apologies: Georgia Bell, Natalie Meadows, Lily Hume, Chloe Stoops, Ray Young, Warwick Ford

Visitor: None

Conflict of Interest: None outlined

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:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting



MINUTES

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed all members & undertook an Acknowledgement of Country 	Chaired by President Tracy Vanderzalm
2. Apologies	<ul style="list-style-type: none"> Georgia Bell, Natalie Meadows, Chloe Stoops, Lily Hume, Ray Young, Warwick Ford 	Advice only
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. 	Advice only
4. Conflict of interest	<ul style="list-style-type: none"> None reported 	Advice Only
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on AUGUST 16, 2023 were previously distributed. 	<p>Motion: "That the Minutes of the meeting held on AUGUST 16, 2023 be accepted as a true and correct record".</p> <p>Moved: Marsha Livingstone</p> <p>Seconded: Caitlin Cooper Carried</p>
6. Business arising from the minutes	<ul style="list-style-type: none"> LSC Upgrade & Modernisation – Update: AMP2 process is underway, this is a 12 week process. Principal and Business Manager meeting fortnightly with representatives from VSBA, DET Planning and Brand Architects. Early stages involve need to discuss complexities of the college's unique site and design ideas for a 3 stage masterplan. We anticipate architects to consult with school council members at meeting set for mid-November. 	Advice Only
7. Priority Items 7.1	<p>Uniform Options: Members received samples for all new uniform suggested and made final decisions around uniform items to be discontinued and those to be implemented. New items to be available to purchase in the next 3-4 weeks. Full details will be provided to school community.</p>	<p>Action: Motions made and carried reflecting all decisions (listed below). BM advised uniform supplier at close of meeting.</p>

LEONGATHA SECONDARY COLLEGE UNIFORM: The following motions were made and carried:

Leongatha Secondary College School Council approve the discontinue of the following uniform items, to be removed from purchase list immediately (with the understanding that costs associated with the transition will be covered by the college):

- Navy Woollen Jumper
- Navy Cotton Jumper
- Navy / Gold Jacket
- Tie

Moved: Amber Bell

Seconded: Joel Langstaff

Carried

Leongatha Secondary College School Council approve the introduction of the following new uniform items to be available for purchase ASAP:

- Navy Puffer Jacket with colour logo \$77
- Soft Shell Jacket with colour logo (darker navy than sample) \$77
- Navy Half Zip Polar Fleece Jumper colour logo \$45
- Navy Bucket Hat \$15
- Navy long sleeve T-Shirt no logo (layering piece) \$20
- Navy Pants/Shorts (elastic waist at rear)

Moved: Tracy Vanderzalm

Seconded: Caitlin Coper

Carried

7.2

8. Reports

In writing and
sent with
Agenda

8.1

The following reports were emailed to members prior to meeting (reports are attached to end of these minutes)

*** President thanked Brad for sending through such thorough reports and appreciates the continued offerings for many extra curriculum activities

- Principals Report
- Teaching & Learning
- Student Voice & Agency: Respectful Relationships / SPARK
- Student Wellbeing
- Child Safety
- Buildings & Grounds

Motion:

"That the reports as tabled are accepted and recommendations endorsed".

Moved: Lynn Grabham

Seconded: Caitlin Cooper

Carried

8.2 Finance Reports

Finance
subcommittee: If a

- Finance sub-committee meeting minutes, verbal report and slide show forwarded to members, prior to SC meeting. During meeting discussions held on content and

End of Month AUGUST 2023

Motion: "That School Council move \$336,467 payments & \$105,000 transfer be endorsed, and all presented

school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.

encouraged questions from members

- School Council Members were forwarded copy of Operating Statement, Balance Sheet, SRP Budget Management Report for each end of month
- **August & September 2023 End of Month:** Full details and reports provided to members prior to meeting
- **Canteen Profit & Loss Report Term 2:** Copy of Profit & Loss report was forwarded to members prior to meeting
- **Excursions/Events Profit & Loss Report Term 2+3, 2023:** Copy of Profit & Loss report was forwarded to members prior to meeting

reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of August 2023"

Moved: Joel Langstaff

Seconded: Marsha Livingstone

Carried

End of Month SEPTEMBER 2023

Motion: "That Finance Committee recommend School Council move \$65,110 payments (nil transfers) be endorsed, and all presented reports accepted as a true and correct depiction of the Leongatha Secondary College finances for the month of September 2023"

Moved: Joel Langstaff

Seconded: Tracy Vanderzalm

Carried

Canteen Trading Operation Profit & Loss Term 3, 2023 - Motion:

"That Finance Committee recommend School Council approve the Canteen Trading Operation for 2023. School Council to accept and endorse the Profit & Loss for the Canteen Trading Operation to end of Term 3, 2023. As noted, profit is utilised to cover Canteen Managers salary outlined in the SRP credit budget"

Moved: Joel Langstaff

Seconded: Amber Bell

Carried

Camps/Excursions Profit & Loss Term 2+3, 2023 - Motion:

"That Finance Committee recommend School Council accept and endorse the Profit & Loss outlined for Camps/Excursions for Term 2+3, 2023."

Moved: Joel Langstaff

Seconded: Sarah Kerwick

Carried

8.3 SRC / Enrichment	<p>Student leader present discussed SRC update:</p> <ul style="list-style-type: none"> Students saw sample new uniform items during SRC meeting, and really positive feedback received. RU OK Day activities ran Sep 15th 	Advice only
8.4 Excursions / Events	<p>Each event information, itinerary and risk assessment provided by organizing staff member. Whilst Principal approves details of event, staffing required and all risk assessments, School Council must approve any overnight event that incurs a cost past onto students:</p> <ul style="list-style-type: none"> No camps requiring approval this meeting 	Advice only
9. General business 9.1	<ul style="list-style-type: none"> Facilities hire opportunity: College has been contacted by Corner Inlet Boxing Club, hoping to utilize a space at the college to house a boxing ring and set up to cater for classes held outside of school hours three nights/week. Principal has agreed to clearing a space in our maintenance shed to accommodate. School Council members agreed to hiring the facility for this purpose. End of Year Awards: Principal provided advice there is a change to how our EOY awards will run for 2023. This will now be held during the day and all students will attend. Date proposed is Friday Dec 8 at 1.30pm. Full details will be shared with school community closer to date. 	<p>Action: To determine costs associated with utilizing boxing clubs resources, to clear space and provide quote for hire, completing hire agreement.</p> <p>Advice only</p>
10. Correspondence 10.1 Incoming	Nothing Currently	Advice Only
10.2 Out-going	<p>BANK ACCOUNT CHANGEOVER DOCUMENTATION: Documentation completed and to be signed by relevant signatories to be forwarded for action regarding new official account. This includes Bank Australia transfer funds request, School Purchasing Card authority, Westpac HYIA transfer authority, Superannuation payment authority. This</p>	Advice only

	documentation to be completed, submitted and in place prior to funds transfer from Bank Australia official account to commence operation of NAB Official account.	
11. Policies	Nothing further currently	
11. Next Meeting:	<ul style="list-style-type: none"> Wednesday November 15, 2023 at 5.30pm 	Advice only
12. Closure of meeting	The chairperson declared the meeting closed.	Meeting Closed: 6.25pm

Open discussion – parent representatives raised the following points/feedback:

- Thanked the college for a positive senior information night and parent teacher interview process. Wondered if there was any flexibility in the closing of bookings for P&T interviews.
- Students undertaking VHAP are really enjoying this when it occurs during class times, not over recess.
- Parent raised point that the Junior School presentation (awards) were great, but asked if the award certificates could also include what the award was provided for. Great feedback, and we will ensure this occurs next time we hold the event.
- Yr12 celebration evening was a great idea, food was good. During that day, noted that feedback from younger students witnessing the guard of honour in the school for the outgoing Yr12's – they really liked this idea and were looking forward to the day when it happens for them.

Signed by the Chairperson: _____

Date: _____

President or person who presided at the previous meeting to sign once minutes have been approved by school council