

Swinburne Senior Secondary College General Meeting of School Council

Minutes – 22 March 2021

Members: Liz Bishop, Olivia Dougas, Oriel Flewell-Smith, Kate Galati, Mary Gillingham, Joel Guye, Rose Lang, Robert Lewkowicz, Glenn Morris, Michael O'Brien, Susan Robertson, Roberta Steuart.

Apologies: Catherine Gray, Cheryl Lacey, Debbie Long.

1. Welcome and Apologies

The meeting opened at 5.30pm. The Principal welcomed all new and continuing members. Apologies were noted. A quorum was present.

2. Review Minutes of Last Meeting

Minutes of the previous meeting dated 22 February 2021 were reviewed and approved.

Motion: Approve the Minutes of the Meeting dated 22 February 2022.

Moved: Joel Guye. **Seconded:** Liz Bishop. Motion carried.

3. Correspondence

Inward: Nil.

Outwards: Letter of thanks to Jowett family for the \$6,000 donation.
Financial Statements and covering letter to parents/guardians.

Discussions were held on Statements, Voluntary Financial Contributions and projects these funds support.

Moved: O Flewell-Smith. **Seconded:** L Bishop. Motion carried.

4. Principal's Report

M O'Brien tabled the Principal's Report. Major points included:

School Council Members 2021

M O'Brien welcomed and thanked all members to School Council. School Council for 2021 is as follows:

Department of Education and Training

Michael O'Brien (Principal), Robert Lewkowicz (Treasurer), Joel Guye, Glenn Morris and Mary Gillingham.

Parent

Liz Bishop, Debbi Long, Kate Galati, Roberta Steuart, Rose Lang and Cheryl Lacey.

Students

Olivia Douglas and Catherine Gray.

Community Member

Susan Robertson and Oriel Flewell-Smith.

Minute Secretary

Amanda Weber (no voting rights).

A quorum of at least 8 members is required and includes at least 5 non-DET members.

Suggested Meetings (at least eight required for the calendar year):

Term 1	22 February and 22 March (includes AGM)
Term 2	10 May and 21 June
Term 3	2 August and 6 September
Term 4	11 October, 15 November and 6 December

Meetings are held in the Staffroom and begin at 5:30pm. The Finance Sub-committee meets beforehand at 4:45pm.

Retirement

- The recruitment process for a new principal will commence in Term 2 with a start date of Monday, 12 July (start of Term 3).
- Robert Lewkowicz has been appointed Acting Principal for Term 2.
- Eva McMaster – the region's Senior Education Improvement Leader (SEIL) will run the process.

Child Safe Standards

- M O'Brien referred to the seven Child Safe Standards (CSS).
- The management of the CSS is the responsibility of School Council.
- It is mandatory that parent and community representatives on School Council have a current Working with Children Check. Details of the WWC are available at: <http://www.workingwithchildren.vic.gov.au>. There is no cost involved for volunteers.
- To support CSS, the following policies have been forwarded to councillors for their information and comment. The following policies will be discussed at the next council meeting:
 - Commitment to Child Safety Policy
 - Child Safety Code of Conduct
 - Child Safety Reporting Obligations Policy and Procedures.
 - The policies have been developed by the Department of Education and Training and have not been altered.

Policies

The following policies have been forwarded to councillors for their information and comment. These policies will be discussed at the next council meeting.

- Digital Technologies Policy
- Building and Library Fund
- Cash Handling
- Internet Banking and Electronic Funds Management
- Investment
- Parent Payment

School Organisation

February Census

The February Census was conducted on Friday, 26 February. The number of full time equivalent students are as follows: 133 males and 301 females totalling 434.

Parents

Parent Forum

- A parent forum was conducted on Tuesday, 9 March by the College's School Improvement Manager, Joel Guye.
- Approximately 50 parents attended the 90 minute session on how parents can best support their child in Years 11 and 12.
- The feedback for the audience was extremely positive.
- Another forum will run later in the year.

Parent Teacher Meetings

- The first of the Parent/Teacher Meetings was held remotely on Wednesday, 17 March with the second meeting scheduled for Wednesday, 24 March.
- Parent/Teacher meetings are also scheduled for Wednesday, 11 August (Term 3).
- Feedback reflected that 5 minutes per interview is too short, with a preferred time of 10 minutes.
- It was suggested that parents/guardians make appointments if more time is required.

SRC

- It was noted that the SRC are struggling in recruiting students to the group.
- The first clothes swap was extremely successful, with a second swap underway.
- A design for the jumper is currently underway.

5. Property Report

Building and Grounds

- General maintenance work has been completed around the school.
- Funding for the refurbishment of the Rec Centre was discussed. \$24M will be required. The State Government have committed \$8M. Waiting for additional funding in the May Budget.
- The College has been selected to participate in the Greener Government School Building solar panels project. The project will be run by the VSBA.
- The cost of the project is \$69,776.32 over five years.
- School Council President to sign the agreement.
- The boys' toilets have been painted (removing graffiti). Graffiti is an on-going issue.
- A suggestion has been made to create a mural to cover all surfaces.
- Shade cloth in the yard area has been repaired and cleaned.
- The sky light on the pavilion roof at the Rec Centre has been repaired.

- The irrigation at the Rec Centre has been repaired.
- It was noted that a significant sized branch fell in the back carpark. The tree will be removed by an arborist in the coming weeks.

Motion: That all reports be accepted and recommendations endorsed.

Moved: S Robertson. **Seconded:** R Lang. Motion carried.

6. Finance

Finance Sub Committee

R Lewkowicz tabled the Finance Report for February 2021. Major points included:

- Payments for February 2021.
- The school purchasing card.
- Collection rate of parent payments.
- The appointment of Glenn Morris as an authorised signatory for the Official Account.
- A recommendation to revise down the revenue of Voluntary Financial Contributions by \$45,000.

Motion: Retrospective approval for the payments processed through the Official Account in February totalling \$97,938.59.

Motion: Approve bank account reconciliations for February 2021.

Motion: Retrospective approval of payments processed through the Purchasing Card totalling \$4,691.16.

Motion: Approve an amendment to the budget reflecting a decrease in revenue of \$45,000 for voluntary contributions.

Motion: Approve the appointment of Glenn Morris as an authorised signatory for the Official Account (ANZ 013 332 296149022).

School Council accepts the February 2021 Finance Report and Motions as above.

Moved: O Flewell-Smith. **Seconded:** R Lang. Motions carried.

7. General Business

Members for the Finance Sub Committee were nominated as follows: R Lewkowicz, A Weber, K Galati, O Flewell-Smith and S Robertson.

Meeting closed at 7.20pm

Next meeting – 10 May 2021

Minute Taker – Amanda Weber

Kate Galati
School Council President

Michael O'Brien
Principal