Minutes of Meetings
School Council
20th February 2013


Apologies: Nil
Absent: Kim Trevera

Meeting opened 7.00 pm

John Dousset welcomed everyone and made special mention to the DEECD staff attending considering work bans.

Minutes of Previous Meeting
As tabled. Moved: Phil Stokes Seconded: John Dousset

Business arising: Nil

Correspondence In:
- SAKG inclusion of fees into school levies for 2014. Issue discussed at school council

Correspondence Out: Nil

General Business: Nil

Principal’s Report
As tabled

ICT
Verbal report by Justin Mackay. Plans are on track. Discussed the alternative of the 20 students not in the program not being disadvantaged and they will have a desktop to use Website – much discussion – needs to be up to date for 2013. Palma to coordinate with Kursten Tan. We need to monitor click rate and sell to advertising to sponsors. Need to promote website with things not available in hard copy

Finance
January 2013 As tabled.
Motion that the financial statement be accepted as presented.
Moved - Phil Stokes Seconded - Trevor Conroy

Auditor requirements (see Attachment) discussed and approved (with the amendment of the Section mentioned in the purchasing card policy)
Motion put forward: Phil Stokes Seconded: Trevor

Governance
Nil attendance by committee – Palma discussed Governance current issues particularly spelling program

Community & Development
As tabled. Council members invited to prep parent BBQ 6-8 pm. Still looking at Fundraising being during or straight after school time. Wayne Goodwin discussed the reward program of a black tie dinner dance function. One school councillor states Dorset thanks parents adequately and leave this idea. Other suggestions – a supper function with a band or DJ and a dress theme eg. 60’s or 70’s with basket of finger food. Majority Vote regarding Rewards Issue that it be retired and the CAD committee advised accordingly.
General Business

Meeting closed 8.30 pm

Next meeting & AGM Wednesday 20\textsuperscript{th} March 2013 – 7 pm
End of 2012 financial commitment summary, balance sheet and operating statement tabled and signed by John Jacobs, Principal and John Dousset, SC President.

**Fundraising**

Proposed fundraising activities for the year:

T1: Easter Raffle /Walkathon / Disco – end of term
T2: Chocolate drive / Mother’s Day / Sausage Sizzle / Trivia Night / Entertainment books / Disco – end of term
T3: Fathers Day / Music Production / Disco – end of term / Portraits / Book Fair / Hot Dog Footy Day / Disco end of term
T4: Stephanie Alexander Program Food Day / Christmas Raffle / Christmas picnic / Disco

**Canteen**

School Council endorses the GST treatment of canteen operations is input taxed

**Profit & Loss Statements**

Profit and Loss statements for the Canteen tabled.

**School Internet Banking Policy** tabled
**Investment Policy** tabled
**EFT Policy** tabled
**Purchasing Card Policy** tabled
  Purchasing Card Register: John Jacobs $2,000 limit

**Financial Delegation authority within the school**

Signatories approved to sign official forms, cheques, electronic banking and financial documents are John Jacobs, Justin Mackay, Ken Morton. Local Payroll invoices delegation to assistant principal – Palma Coppa. Palma Coppa to become an official signatory the school.

**Volunteers working at the school**

Only volunteers who hold and supply current Working with Children card are able to work in the school

Approval for funding of Camps & Excursions

Camps and excursions are expected to be self funded but on the occasion that this is not possible Dorset Primary School Council authorise Administration to provide funds as appropriate and within budget.

Motion:

“Dorset Primary School authorise Administration to provide funds as appropriate for camps/excursions as appropriate and within budget.”

**School Council Dates for 2013**

20th Feb, 20th March & AGM, 15th May, 19th June, 20th August, 18th September, 19th November, 4th December

Motion that the school council approve the proposed fundraising activities and that fundraisers are treated as input taxed. And;

Motion that the above (input taxed canteen, profit and loss statement, Internet banking, Investment, EFT, purchasing card policies (* subject to amendment of u:\minutes of meetings\school council\2013\feb 2013.doc
Section Act 2006), purchasing card register, financial delegation, volunteers, school council dates) be approved.
Motion that Palma Coppa become an official signatory of the school.

Moved : Phil Stokes  Seconded : Trevor

*Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005