



KORUMBURRA SECONDARY COLLEGE

“Developing lifelong learners who are respectful, resilient, strive for excellence and are productive members of their community”

Jumbunna Road,
Korumburra, Vic 3950
Private Bag 2

Phone: 5655 1566

Fax: (03) 5655 2673

Email: korumburra.sc@edumail.vic.gov.au

2023 School Council MINUTES

Date:	28 th March 2023
Time:	From <u>6.00</u> pm to <u>7.00</u> pm
Venue:	A Block, Conference Room
Chair:	Matt Row
Attendees:	Matt Rowe, Chantelle Kogge, Rhys Pether, Paul Turton, Amber Sullivan, Chris Cronin, Rebecca Anthony, Melissa Whelan, Brad Beach, Jess Cook, John Wilson, Naomi Coleman
Minute taker:	Naomi Coleman
Apologies:	Nicole Creaser, Shirley Arestia
Visitor:	
Conflict of Interest:	None

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.

We have 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

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



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Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. 	
2. Apologies	<ul style="list-style-type: none"> 	Minutes and documentation distributed to all members via email.
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. 	
4. Conflict of interest	<ul style="list-style-type: none"> There was not a conflict of interest identified. 	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 21st February 2023 were previously distributed. Attachment: <ul style="list-style-type: none"> SC Minutes 21.02.2023 	<p>Motion: “That the Minutes of the meeting held on 21st February 2023 be accepted”.</p> <p>Moved: RP</p> <p>Seconded: JC</p> <p>Carried</p>
6. Business arising from the minutes	<p><u>Bullying Prevention Policy</u></p> <ul style="list-style-type: none"> What action is required 	Action / Motion:
6.1	<p>Review and move/provide feedback via email</p> <ul style="list-style-type: none"> Who is responsible NC to take to SALT 	<p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p> <p>Still in progress – NC to continue with SALT group – next meeting</p>
6.2	<p><u>School Calendar (under General for discussion)</u></p> <ul style="list-style-type: none"> What action is required Who is responsible 	Action / Motion:
	<p>Moved to early 2023 meeting</p> <p>JW</p>	<p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
6.3	<p><u>School Signage (under General for discussion)</u></p> <ul style="list-style-type: none"> What action is required <p>Indigenous designs – artwork</p> <p>Student input on designs</p> <p>Have designs finalised when buildings are finished.</p>	<p>Action / Motion:</p> <p>Moved:</p> <p>Seconded:</p>



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	<p>Flagpoles also need to be moved – could sign be in the same place? Need to paint/blend in the ‘dominator’ MR moves we get a quote & investigate options & firm up budget.</p> <ul style="list-style-type: none"> Who is responsible <p>JW/JJO</p>	<p>Carried / not carried</p> <p>NEXT MEETING</p>
<p>7. Correspondence</p> <p>7.1 Incoming</p>	<ul style="list-style-type: none"> No incoming 	<p>Motion: “That the Inwards Correspondence be received and actions endorsed. “</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
<p>7.2 Outwards</p>	<ul style="list-style-type: none"> No outgoing 	<p>Motion: “That the Outwards Correspondence be endorsed”.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
<p>8. Reports</p> <p>8.1 Principal's report</p>	<ul style="list-style-type: none"> Challenging start to the year. Society wide issue of challenging behaviours. Level of violence we haven't seen before and it's taken a toll on our staff. We have been told that what we are doing is outstanding but it's still tiring and hard. We have the police liaison officer working with us, inspirational speakers, programs next term, behaviour plans in place and safety plans, been difficult with lack of space. We are introducing an Activate program in to year 8. Tailoring a learning environment to meet the needs of all learners. Working with the Primary school would be a positive step. School Captains said they would offer a morning tea for staff on the last day to support staff wellbeing. Chantelle acknowledged how lovely it is to see empathy in our students being modelled for all students. 	<p>Motion: “That the principal report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: NA</p> <p>Seconded: MR</p> <p>Carried</p>



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8.2 Finance

The following reports were tabled at the Finance Committee meeting.

Attachments:

- o GL21150 Operating Statement 28.02.2023
- o GL21161S Balance Sheet Specific Period 28.02.2023
- o GLBANK21002 Financial Commitment Summary Report
- o Finance End of Month (Feb 2023)

Staff is biggest budget item \$68000 deficit but this will reduce over the years as we have budgeted for small classes and have capacity to grow classes without needing more staff.

48% parent payments. Chantelle said the jacket was a big incentive in paying her fees on time.

Jess brought up that lack of uniforms was a major issue. Melissa said we are looking for a new supplier but our colours are hard to match so Buxwear are only supplier for this current uniform. Dresses not popular now so polos are oversubscribed. Investigate other options and uniform review possible so we don't have ongoing issues.

8.2a Sub Committee - Finance

Attachment:

- o Finance Minutes 21.02.2023

Canteen arrangements will slightly change. Have been paying 6 hours 4 days a week then casual one day a week. She works 7.5 hrs per day. Finance team agreed to offer 7 hours x 5 days a week. Will cost around \$6,000 per year. Our canteen doesn't break even, in the end we want the school to have a canteen, so we are making the decision to kick in around \$20,000 per year to operate a canteen, it is something the community values. It's a very healthy service and superior products.

For further information see:

[School financial guidelines](#)

8.3 Sub Committee - Wellbeing

- Wellbeing card has gone out to all students and is being used.
- Pushing STYMIE again. It's not being used as much this year as last year. Culture of students around "snitching"

Motion:

"That the finance report and accompanying reports as table is accepted and endorsed".

Moved: JC

Seconded: MR

Carried

For further information see: [Guide to School Council Financial Motions](#)

Motion:

"That the wellbeing report as tabled is accepted and recommendations endorsed".

Moved:

Seconded:

Carried / not carried

No meeting held – lack of members



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8.4 Sub Committee - Teaching & Learning	<ul style="list-style-type: none"> Attachment: <ul style="list-style-type: none"> TL Minutes 21.02.2023 	<p>Motion: “That the teaching & learning report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: CC</p> <p>Seconded: MR</p> <p>Carried</p>
8.5 Sub Committee - Community Action Group	<ul style="list-style-type: none"> NO MEETING HELD but... Bekk said Rotary has purchased a bike shed but needs someone who can install it and comply with school building in schools. 	<p>Motion: “That the community action report as tabled is accepted and recommendations endorsed”.</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
9. General business		
9.1 Child Safety	<ul style="list-style-type: none"> Note: not required to be discussed at every meeting, but should be discussed at some meetings to ensure that a culture of child safety is being embedded and school council members are informed and understand the issues 	
9.2 School Calendar	<ul style="list-style-type: none"> 2023 School Calendar inc student free day/s school production nights: Friday 1st and Saturday 2nd September <u>Proposed:</u> PPD (no students) Monday 24th April, week 1 Student 360's (not student free) Tuesday 9th May, week 3 (all Year 11 and 12 students come in for study hall. Year 7-10 can come (not many do) and we run meetings. Parent teacher interviews for senior students also on that day). Common PPD day (no students) Wednesday 24th May, week 5 (exam preparation, marking) Catch Up day for exams – Friday 16th June, week 8 (students who missed exams or who have CATs SACs due come in). 	<p>Motion: “That the general business as tabled is accepted and recommendations endorsed”.</p> <p>Moved: NA</p> <p>Seconded: BB</p> <p>Carried</p>



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9.3 Entrance Sign

- School entrance signs

Design/Quotes from:

Corporate Signs (previous)
Danthonia Signs (previous)
Glenbrae Designs (new)

Contacted (nothing received)

Gippy Signs
Williams Signs

Last meeting:

- Student input on designs
- Have designs finalised when buildings are finished.
- Flagpoles also need to be moved – could sign be in the same place?
- Need to paint/blend in the 'dominator', MR moves we get a quote & investigate options & firm up budget.

JJO (23.03.23): still in process, I believe hard to determine/finalise until building works have been completed. Suggest carrying over to next meeting.

Motion:

"That the general business as tabled is accepted and recommendations endorsed".

Moved:

Seconded:

Carried / not carried

NEXT MEETING

9.4 Policies

- Camps and Excursions Policy

Attachment:

- Camps and Excursions Policy, 23.03.2023
 1. Yellow highlights show changes, happy to keep or change anything.
 2. Green highlights need actions to be taken.

Recommendation:

"That School Council approve and endorse
The following policies:
Camps and Excursions Policy

Moved:

Seconded:

Accepted:

NEXT MEETING



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10. Camps and Excursions	<ul style="list-style-type: none">• Advance Camp – Practice Journey 18-19/05/2023, Phillip Island: Accommodation Ingenia Holidays, Newhaven Attachments:<ul style="list-style-type: none">○ 2023 Advance camp Practice Journey.xlsx○ Risk Management Advance Camp 2023.docx• Enviro Group & Enviro Explore Camp 29-30/05/2023, Tidal River: Wilsons Prom Attachments:<ul style="list-style-type: none">○ 2023 Wilsons Prom Enviro Collab Camp○ Enviro Camp Risk Assessment	<p>Motion: “That school council accept and approve the tabled camps and excursions”.</p> <p>Moved: MR</p> <p>Seconded: NA</p> <p>Carried</p>
11. Next Meeting:	<ul style="list-style-type: none">• Next Council Meeting to be held on Tuesday 16th May 2023	
12. Closure of meeting	<ul style="list-style-type: none">• The chairperson declared the meeting closed.	Time : 7.05pm

Signed by the Chairperson: _____

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

Date: _____

Note: records and information management

School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.