



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

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

2023 School Council MINUTES

Date: 16th May 2023
Time: From 5.30 pm to 6.00 pm
Venue: Admin Building, Staff Room
Chair: Matt Row
Attendees:
Minute taker: Nicole Creaser
Apologies: Amber Sullivan, Rhys Pether, Chantelle Kogge, Jessica Cook
Visitor:
Conflict of Interest:

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. 	MR
2. Apologies	<ul style="list-style-type: none"> Amber Sullivan, Rhys Pether, Chantelle Kogge, Jessica Cook 	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. 	Quorum was not met
4. Conflict of interest	<ul style="list-style-type: none"> There was/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 28th March 2023 were previously distributed. Attachment: <ul style="list-style-type: none"> SC Minutes 28.03.2023 	<p>Motion: “That the Minutes of the meeting held on 28th March 2023 be accepted”.</p> <p>Moved: CC</p> <p>Seconded: BB</p> <p>Carried</p>
6. Business arising from the minutes	<p><u>Bullying Prevention Policy - NC</u></p> <ul style="list-style-type: none"> What action is required 	Action / Motion: - Carried over
6.1	<p>Review and move/provide feedback via email</p> <ul style="list-style-type: none"> Who is responsible <p>Still in progress – NC to continue with SALT group – next meeting</p>	<p>Moved:</p> <p>Seconded:</p> <p>not carried</p>
6.2	<p><u>School Signage</u> To BE HELD OVER TO 6th June Meeting</p> <ul style="list-style-type: none"> What action is required <p><u>Design/Quotes from:</u> Corporate Signs (previous) Danthonia Signs (previous) Glenbrae Designs (new)</p> <p><u>Contacted (nothing received)</u> Gippy Signs Williams Signs</p> <p>Last meeting:</p> <ul style="list-style-type: none"> Student input on designs 	<p>Action / Motion: - Carried over</p> <p>Moved:</p> <p>Seconded:</p> <p>not carried</p>



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- 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 (23.03.2023): still in process, I believe hard to determine/finalise until building works have been completed. Suggest carrying over to next meeting.

- Who is responsible

JW/JJO

7. Correspondence

7.1 Incoming

- Nil

Motion:

“That the Inwards Correspondence be received and actions endorsed. “

Moved:

Seconded:

Carried / not carried

7.2 Outwards

-

Motion:

“That the Outwards Correspondence be endorsed”.

Moved:

Seconded:

Carried / not carried

8. Reports

8.1 Principal’s report

- Annual report to school community: JW to send once it has been approved by MR
- Initial comments have been updated to reflect new building.

Motion:

“That the principal report as tabled is accepted and recommendations endorsed”.

Moved:

Seconded:

Carried / not carried

8.2 Finance

The following reports were tabled at the Finance Committee meeting.

- GL21150 Operating Statement 31.03.2023
- GL21161S Balance Sheet Specific Period 31.03.2023
- Finance End of Month (March 2023)
- GL21150 Operating Statement 30.04.2023
- GL21161S Balance Sheet Specific Period 30.04.2023
- Finance End of Month (April 2023)

Motion:

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

Moved:

Seconded:

Carried / not carried



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8.2a Sub Committee -
Finance

Attachment:

- o Finance Minutes 28.03.2023

For further information
see:
[School financial
guidelines](#)

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

8.3 Sub Committee -
Wellbeing / Teaching &
Learning

- Attachment:
 - o TL Minutes 28.03.2023

Wellbeing – moving on engaging community with
Respectful Relationships (31/5)
T&L – discussed student feedback and preparation
regarding AToSS data.

Motion:
“That the wellbeing / teaching & learning
report as tabled is accepted and
recommendations endorsed”.

Moved:

Seconded:

Carried / not carried

8.4 Sub Committee -
Community
Engagement Group

Deb on Saturday night. Well done Sam!

Motion:
“That the community action report as
tabled is accepted and recommendations
endorsed”.

Moved:

Seconded:

Carried / not carried

8.5 Sub Committee -
Infrastructure

Motion:
“That the infrastructure report as tabled is
accepted and recommendations
endorsed”.

Moved:

Seconded:

Carried / not carried

9. General business

9.1 Child Safety

- **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



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9.2	<ul style="list-style-type: none">Annual Report - JW	Motion: "That the general business as tabled is accepted and recommendations endorsed". Moved: Seconded: Carried / not carried
9.3	<ul style="list-style-type: none">	Motion: "That the general business as tabled is accepted and recommendations endorsed". Moved: Seconded: Carried / not carried
9.4 Policies	<ul style="list-style-type: none"><u>Camps and Excursions Policy</u> To BE HELD OVER TO 6th June Meeting Attachment:<ul style="list-style-type: none">Camps and Excursions Policy, 12.05.2023 (has been a slight update since previous one)<ol style="list-style-type: none">Yellow highlights show changes, happy to keep or change anything.Green highlights need actions to be taken.<u>Student Dress Code - NC</u> Attachment:<ul style="list-style-type: none">Student Dress Code (pdf, current)Student Dress Code Policy, 12.05.2023 (TEMPLATE) <p>Aim to review Uniform Policy and have some motions to move forward at next meeting</p> <ul style="list-style-type: none">Potentially phasing out v-neck (replace long term with hoodie, short term with rugby)	Recommendation: "That School Council approve and endorse The following policies: Camps and Excursions Policy Student Dress Code Policy Moved: Seconded: Accepted/Not Accepted:



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- Update regarding supplier for next meeting as well. Colour matching is an issue for suppliers. Polo shirts can be done as an exact colour match but will have 3 buttons instead of two.

Melissa to send an email after this meeting once she has met the supplier tomorrow.

10. Camps and Excursions

-

Motion:

“That school council accept and approve the tabled camps and excursions”.

Moved:

Seconded:

Carried / Not Carried

11. Next Meeting:

- Next Council Meeting to be held on Tuesday 6th June 2023

12. Closure of meeting

- The chairperson declared the meeting closed.

Time: 6.10pm

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.