



## MILDURA SENIOR COLLEGE COUNCIL Minutes of Meeting

Monday, 20 March 2017 at 5.45pm, MSC Library

### 1 Present:

Jade Jackson, Martha Maiorana, Graeme Worthington, Meryll Whyte, Michael Treeby, Andrea Rose, Tracy Marr, Yvonne Parker, Belinda Hudak

### 2 Apologies:

Andrew Ough, Peter Fuda, John Bergin, Gabby Robertson

**Motion:** "That the apologies be accepted"

**Moved:** Martha Maiorana      **Seconded:** Tracy Marr      **Carried**

### 3 Confirmation of the Previous Meeting Minutes – 20 February 2017

**Motion:** "That the minutes of the previous meeting held 20 February 2017 be accepted as a true and accurate record of that meeting after the correction from Trebby to Treeby."

**Moved:** Martha Maiorana      **Seconded:** Tracy Marr      **Carried**

### 4 Business arising from previous minutes

The outstanding neighbourhood fence issue (4 Jasmine Close) relates to damage caused by the Morten Bay Fig Tree. This tree is quite significant due to its size and age (approximated at 80 years). A professional arborist is consulting on an appropriate course of action to minimise any further damage prior to restoring the fence.

### 5 Correspondence

*In*

DET The Safe Schools program moves into the Department 07/03/2017

DET New staff to expand respectful relationships education 07/03/2017

DET February School Census Collections for 2017 (918.2 EFT) 21/02/2017

**Motion:** "That the correspondence as table be received."

**Moved:** Meryll Whyte      **Seconded:** Martha Maiorana      **Carried**

### 6 Excursions

#### 6.1 Melbourne Clontarf Victorian Football Carnival 2017

Attendees: Clontarf Boys Academy

Dates: 28-30 March 2017

Teacher in Charge: Nathan Murphy

Student Cost: Nil

College Cost: Nil

This is a fully funded activity by the Clontarf Academy

*All required documentation has been received and was available at the meeting.*

#### 6.2 Melbourne Arts/Fashion Trip

Year level: Year 12 Arts & Fashion Students

Dates: 3 – 5 May 2017

Teacher in Charge: Emma Astill

Student Cost: \$300

College Cost: \$15/student

*All required documentation has been received and was available at the meeting.*

**Moved:** Michael Treeby                      **Seconded:** Martha Maiorana    **Carried**

## 7      **Operational Reports**

### 7.1      **Principal's Reports**

As Acting Principal, Belinda Hudak presented the Principal's report as tabled and provided further explanation in regard to:

- MECL will be re-opening from the commencement of Term 2.

### 7.2      **Assistant Principals' Report**

Tracy Marr spoke on the combined Assistant Principals' Report as tabled and provided further explanation in regard to the:

- Pathways

**Motion:** "That the Principal's and Assistant Principals' reports as tabled be ratified."

**Moved:** Graeme Worthington                      **Seconded:** Merryl Whyte                      **Carried**

## 8      **Finance Report**

### 8.1      **Treasurer's Report**

The Sub Finance committee was deferred as the number of apologies received gave clear indication a quorum would not have been reached. Consequently, the January and February finance reports will be presented to the Finance Sub Committee and the Mildura Senior College Council at their next scheduled meeting.

### 8.2      **Business Arising From Previous Finance Committee Meeting**

- Nil business arising

## 9      **Use of Facilities**

Nil requests received.

## 10     **General Business**

### **School Council Annual Approval of College Operations**

10.1      The role of School Council is to maintain and oversee the operations of the school. The following actions need to be taken at the first school council meeting of the year. At Mildura Senior College the first school council meeting of the year for this purpose is deemed the first meeting after the AGM.

#### 10.1.1      **School Council Policies**

The following policies are tabled to be endorsed:

- School Internet Banking Policy
- School EFTPOS Policy
- College Investment Policy
- Theft, Fraud, Losses Policy
- Financial Delegations Policy
- Eftpos Receipting Policy
- Use of College Vehicles Policy

- Use of College Facilities Policy
- Purchase Card Policy
- Family Payment Policy
- Cash Handling Policy

**Motion:** “That the Mildura Senior College Council adopt the above listed College Council Policies as tabled.”

**Moved:** Michael Treeby                      **Seconded:** Martha Maiorana                      **Carried**

**10.1.2 Approve proposed fund raising events**

Approve proposed fund-raising events for the year and endorse GST treatment of the fund-raising events as NPSE (NO GST claimed or remitted):

- 2017 MSC Debutante Balls
- VCAL Classroom Activities
- Business Management Market Days
- SRC Student Fundraising Activities

**Motion:** “That the Mildura Senior College Council approve the above fund raising events and endorse all to be reported as NPSE for GST purposes.”

**Moved:** Tracy Marr                                      **Seconded:** Andrea Rose                                      **Carried**

**10.1.3 Endorse GST treatment of canteen operations as input taxed**

**Motion:** “That the Mildura Senior College Council endorses the GST treatment of the canteen operations as input taxed.”

**Moved:** Michael Treeby                                      **Seconded:** Graeme Worthington                                      **Carried**

**10.1.4 Endorse the list of officers approved to sign official order forms**

Endorse the list of officers approved to sign official order forms ensuring they meet the Department of DET guidelines for procurement: Principal, Assistant Principals and Business Manager.

**Motion:** “That the Mildura Senior College Council approves the Principal, Assistant Principals and Business Manager to approve official order forms on behalf of Mildura Senior College.”

**Moved:** Jade Jackson                                      **Seconded:** Graeme Worthington                                      **Carried**

**10.1.5 Endorse the list of officers approved to be authorising officers on all official Mildura Senior College operating accounts and term deposits (Noting the College’s Business Manager cannot be a signatory or authorising officer for any accounts.)**

Officers approved to be payment authorities/signatories for the College’s accounts at the following institutions; The Commonwealth Bank, Bank of Bendigo, Bank Australia and Victorian Treasury be the Principal, Assistant Principal and College Council President.

**Motion:** "That the Mildura Senior College Council approves the Principal; Andrew Ough, Assistant Principals; Belinda Hudak & Tracy Marr and College Council President; John Bergin to be authorising signatories on all Mildura Senior College bank accounts and term deposits."

**Moved:** Martha Maiorana      **Seconded:** Graeme Worthington      **Carried**

**10.1.6 Set dates for meetings (with a minimum of 8)**

1. 20 February 2017
2. 20 March 2017
3. 15 May 2017
4. 19 June 2017
5. 31 July 2017
6. 11 September 2017
7. 23 October 2017
8. 13 November 2017
9. 4 December 2017

**Motion:** "That the Mildura Senior College Council approve the proposed 2018 Meeting Schedule."

**Moved:** Martha Maiorana      **Seconded:** Tracy Marr      **Carried**

**10.1.7 Endorsement of the School Purchasing Card Register**

Card holders and limits be tabled as shown in the 2017 Register document as tabled at this meeting.

**Motion:** "That the Mildura Senior College Council approves the School Purchasing Card Register for 2017 with no changes to card holders and approved limits with the College's total available purchase card facilities set at \$25,000."

**Moved:** Michael Treeby      **Seconded:** Jade Jackson      **Carried**

**10.2 College Endorsement of Student Free Days**

The following days are endorsed as Student Free Days by the MSC Council:

2017

1. 30/01/2017 (Department approved)
2. 31/01/2017 Retrospective endorsement
3. 19/05/2017
4. 25/10/2017

2018

1. 29/01/2018 (Department approved)
2. 30/01/2018

**Motion:** "That the Mildura Senior College Council approves the above dates for student free/curriculum days for 2017 and the commencement of 2018 "

**Moved:** Martha Maiorana      **Seconded:** Andrea Rose      **Carried**

**10.3 College Council Endorsement of Budget Adjustment**

**Arts Classrooms Heating/Cooling**

This agenda item was deferred until the next meeting due to the cancellation of the Finance Sub Committee, which was to make recommendation concerning this item.

**11 Meeting Closed: 6.45pm**

**11.1** Next Meeting Date: 15 May 2017, 5.30pm

Minutes approved by the School Council President or his representative:

*These minutes are presented as a draft and will be tabled for confirmation at the next Mildura College council meeting scheduled for the 15<sup>th</sup> May 2017.*