



Footscray West Primary School

Date: 25th October 2021
Time: 7pm
Chair: Brendan Millar/Andrew Newman
Members: Brendan Millar, Lisa Peterson, Carolyn Lockie, Libby Buck, Anne Reciszen, Andrew Newman, Suzanne Bourne, Amanda Dunn, Andrew Charles, Katie Berman Damian Stock, Tim Solly, Jess Elliot & PA Rep
Present:

Apologies:
Observer: Liz Beasley
Minute taker: Tim
Visitor: Name/s
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.

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.



Footscray West Primary School - School Council Minutes

Item	Details	Actions/ Recommendations				
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed all members. 					
2. Apologies	<ul style="list-style-type: none"> 					
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. 	Noted				
4. Conflict of interest	<ul style="list-style-type: none"> None 	None				
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on 13th September were previously distributed. 	"That the Minutes of the meeting held on 13 th September be accepted".				
6. Business arising	<ul style="list-style-type: none"> Minute takers (thank you): School Council meeting dates <table border="1"> <tbody> <tr> <td>25th October 7pm start</td> <td>Tim</td> </tr> <tr> <td>6th December Dinner</td> <td>Sandra</td> </tr> </tbody> </table>	25 th October 7pm start	Tim	6 th December Dinner	Sandra	Moved: Seconded:
25 th October 7pm start	Tim					
6 th December Dinner	Sandra					
7. Correspondence	<ul style="list-style-type: none"> Details distributed and available at meeting 	Motion: "Correspondence be received and actions endorsed." Moved: Seconded:				
8. Reports Principal's report	Distributed – taken as read	Motion: "That the report as tabled is accepted and recommendations endorsed". Moved: Seconded:				

8.2 Finance

- Finance meeting minutes and reports distributed

Balance Sheet
and the Operating
Statement.

Motion: That school council
move payments for
\$108,707.27 be endorsed
and all presented reports
accepted as a true and correct
depiction of the school finances
for the month of September
2021

Moved:

Seconded:

8.3 Facilities

**8.4 Sub-
committees**

- Communication
 - Policy &
Planning
- Parents & Friends

**9. General
business**

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Moved:

Seconded:

11. Next Meeting:

- Next Council Meeting to be held on **6th December 2021**
Last meeting of 2021

**12. Closure of
meeting**

- The chairperson declared the meeting closed.

Time meeting closed :

Signed by the Chairperson: _____

Date: _____

9/11/21

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

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.

