

**FRANKSTON HEIGHTS PRIMARY SCHOOL  
COUNCIL MEETING MINUTES 20<sup>th</sup> JUNE 2022**

**MEETING OPENED:** 7.00pm

**PRESENT:** C. Clark, J. Craig M. Smith, L. Gage, H. Panton, S. Moltrasio, S. Long, H. Calvert, K. Robinson, D. Cross, T. Crick, R. Jamieson

**APOLOGIES:** R. Colcott, B. Aitken

**ABSENT:**

**MINUTES OF PREVIOUS MEETINGS**

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**Motion** that Minutes of previous meeting be accepted.

**MOVED:** K. Robinson

**SECONDED:** M. Smith

**CARRIED**

**CORRESPONDENCE IN**

Nil

**CORRESPONDENCE OUT**

Letter to Camp Australia

**REPORTS**

**MAY FINANCE REPORT** K. Robinson

**MEETING – JUNE 20<sup>th</sup> 2022**

**Recommendation to School Council:**

Motion that the financial reports for months of May 2022 are accepted and approved by School Council and endorsed as a true and correct depiction of the school's finances.

**Monthly Reports Tabled:**

- |                            |                       |                             |
|----------------------------|-----------------------|-----------------------------|
| • Bank Account Movement    | • Cash Payments       | • Cash Receipts             |
| • Cancelled Receipts       | • Cancelled Payments  | • Balance Sheet             |
| • Operating Statement      | • Journal Report      | • Cash Flow Statement       |
| • Annual-Sub-Program       | • Credit Note Reports | • Bank Reconciliations      |
| • Purch Card Statement     | • SRP Report          | • Invoices Awaiting payment |
| • Bank Reconciliations x 3 |                       |                             |

**MOVED:** R. Jamieson

**SECONDED:** J. Craig

**CARRIED**

**Recommendation to School Council:**

Motion that the following receipts/payments/transfers be ratified by School Council:

**MOVED:** D. Cross

**SECONDED:** H. Calvert.

**CARRIED**

Receipts May	\$24,232.89
Payroll May	\$9166.23
Creditor payments May	\$91,998.00
<b>TOTAL PAYMENTS MAY 2022</b>	<b>\$101,164.23</b>

Balances as at 31/05/2022

High Yield	\$977,682.27
Official Account	\$59,800.68
Building Fund	\$24,866.88
<b>TOTAL</b>	<b>\$1,062,349.83</b>

**Recommendation to School Council:**

The following Purchasing Card Payments made for the month of MAY 2022 have been tabled:

Xxxx xxxx xxxx 5807 – H. Oke – \$XXXXXX

Xxxx xxxx xxxx 5556 – J. Craig – \$440.00

Xxxx xxxx xxxx 9766 – C. Clark – \$494.38

Motion to School Council to approve all payments as tabled for the School Purchase cards

**MOVED:** L. Gage.

**SECONDED:** R. Jamieson

**CARRIED**

**Student Resource Package** – in surplus.

**Friends of Heights Report – Year to date 2022.**

<b>EVENT</b>	<b>RECEIPTS</b>	<b>EXPENSES</b>	<b>BALANCE</b>
Fun Run	\$25,886.48	\$11,736.20	\$14,150.28
Easter Raffle	\$3,114.05		\$3114.05
Mother's Day Stall	\$4,148.90	\$3,784.77	\$364.13
Fair	\$5,243.60		\$5243.60
Mother's Day Raffle	\$301.60		\$301.60

**Recommendation to School Council:**

Motion to approve the revised School Library Rules for Frankston Heights Primary School School Account with Bank Australia

**MOVED:** C. Clark

**SECONDED:** J. Craig

**CARRIED**

**Banking**

It will be necessary for Michelle Smith to be able to be a Signatory whilst Cheryl Clark and Shane Long are both on Long Service Leave.

**Recommendation to School Council:**

Motion to School Council to endorse the decision to have Michelle Smith as a Bank Signatory to cover whilst Cheryl Clark is on Long Service leave.

**MOVED:** D. Cross

**SECONDED:** R. Jamieson

**CARRIED**

**Principal's Report** as tabled by C Clark.

Dates (if any) approved

**MOVED:** K. Robinson

**SECONDED:** L. Gage

**CARRIED**

**Friends of Heights report:** M. Smith

**Education report**

Nil

**Facilities report**

Nil

**Community Partnerships Report**

Nil

**Motion** that all reports be accepted

**MOVED:** T. Crick

**SECONDED:** H. Panton

**CARRIED**

### **GENERAL BUSINESS**

David Cross spoke about Frankston Heights Primary School involvement with Schools Tree Day, Wallace Reserve and the Frankston City Council. Our school values its long-standing participation in this annual community event. Tara Crick will work with David Cross to oversee the organisation of our School Tree Day on Friday 29<sup>th</sup> July.

Feedback was reported about school camps- a short timeline was provided for payment of the deposit. General consensus for a camp is that more time is needed to enable families to budget for deposits & payments

### **Sub-Committees**

<b>FINANCE</b>	<b>FACILITIES</b>	<b>EDUCATION</b>	<b>COMMUNITY PARTNERSHIPS</b>	<b>FRIENDS OF HEIGHTS</b>
<b>6.30-7.00pm Monday prior to School Council</b>	<b>6.30-7.00pm Mon week before School Council</b>	<b>6.00-6.45pm Mon week before School Council</b>	<b>6:00-6.30pm Mon week before School Council</b>	<b>Friday mornings</b>
Treasurer	C. Clark	M. Smith	C. Clark	M. Smith
President	S. Long	J. Craig	D. Cross	B. Aitken
Principal	S. Moltrasio	K. Robinson	T. Crick	
Business Manager	H. Panton	H. Calvert	H. Panton	
	L. Gage		L. Gage	
	B. Aitken		N. Farey	
	H. Calvert		R. Jamieson	
			S. Moltrasio	

### **Schedule of Meetings 2022**

Community Partnerships	6.00-6.30pm	1 <sup>st</sup> August
Education	6.00-6.45pm	1 <sup>st</sup> August
Facilities	6.30-7.00pm	1 <sup>st</sup> August
Finance	6.30-7.00pm	8 <sup>th</sup> August
School Council	7.00pm	8 <sup>th</sup> August
Community Partnerships	6.00-6.30pm	5 <sup>th</sup> September
Education	6.00-6.45pm	5 <sup>th</sup> September
Facilities	6.30-7.00pm	5 <sup>th</sup> September
Finance	6.30-7.00pm	12 <sup>th</sup> September
School Council	7.00pm	12 <sup>th</sup> September
Community Partnerships	6.00-6.30pm	17 <sup>th</sup> October
Education	6.00-6.45pm	17 <sup>th</sup> October
Facilities	6.30-7.00pm	17 <sup>th</sup> October
Finance	6.30-7.00pm	24 <sup>th</sup> October
School Council	7.00pm	24 <sup>th</sup> October
Community Partnerships	6.00-6.30pm	14 <sup>th</sup> November
Education	6.00-6.45pm	14 <sup>th</sup> November
Facilities	6.30-7.00pm	14 <sup>th</sup> November
Finance	6.30-7.00pm	21 <sup>st</sup> November
School Council	7.00pm	21 <sup>st</sup> November
Community Partnerships	6.00-6.30pm	28 <sup>th</sup> November
Education	6.00-6.45pm	28 <sup>th</sup> November

Facilities	6.30-7.00pm	28 <sup>th</sup> November
Finance	6.30-7.00pm	5 <sup>th</sup> December
School Council Dinner	7.00pm	5 <sup>th</sup> December

**MEETING CLOSED: 8.00pm**

**NEXT MEETING: 8<sup>th</sup> August, 2022**