



COLLEGE COUNCIL MEETING MINUTES
Tuesday 21 November 2023 at 6:00 pm (Conference room)

COUNCIL MEMBERS:

Andrew McNeil, Sandra Greenhill, Stace Kerr, Mary Eade, Conor Sheehan, Geoff Spicer, Glenn Bartlett, James Chan, Katherine Harding, Gary Howell, Martina Johnson, Vittoria O'Brien, Keira Singleton, Rory Spicer, Emily Li, Ryan Li
Minutes: Gill Ross

ACKNOWLEDGEMENT OF COUNTRY Gary Howell

APOLOGIES: Keira Singleton, Rory Spicer, Geoff Spicer

ACCEPTANCE OF PREVIOUS MINUTES

Motion: That College Council approve that the previous minutes dated 17 October 2023 as presented are an accurate record of business

Moved: Katherine Harding

Seconded: Ryan Li

Accepted

BUSINESS ARISING FROM PREVIOUS MINUTES

Coffee machine payment query clarified; PFA to review next year

COMMITTEE REPORTS

Principal's report (including International Student Program), tabled and presented by Andrew McNeil

Shade Grants program

Funding for shade cover to expire in February

Motion: That College Council approve expenditure up to \$100,000 for shade sail structure on the western side of the oval

Moved: Vittoria O'Brien

Seconded: James Chan

Accepted

Student Leadership – circulated via email and presented by Emily Li and Ryan Li

Uniform – No report

Finance – circulated via email and presented by Conor Sheehan/Stace Kerr

Financial statements, school budget management report, investment report and Business Manager's report: circulated, as presented

Motion: That College Council approve the financial statements for October, the school budget management report, investment report and the Business Manager's report, including revisions to budgets, as presented

Moved: Martina Johnson

Seconded: Katherine Harding

Accepted

Policies

-Cash handling policy, school purchasing card policy – no change

-Electronic funds management policy (and EFTPOS user register) – the Department has made changes to its template to streamline this policy (deletions in strikethrough)

Motion: That College Council approve and endorse the cash handling policy, school purchasing card policy and the electronic funds management policy (and EFTPOS user register)

Moved: Glenn Bartlett

Seconded: James Chan

Accepted

Facilities and Sustainability – circulated via email and presented by Stace Kerr

PFA – circulated via email and presented by Vittoria O’Brien/Martina Johnson

- PFA acknowledgement at the Artist in Schools opening
- Gates on Elgar Road will remain closed. This is an occupational health and safety issue. PFA request for further communicated to families
- Uniform shop relocation, an occupational health and safety issue in current location
- College leadership presence at meetings – PFA to invite leadership as required
- Theatre Group fundraising event in 2024 at Box Hill Town Hall 20 April (Musical Trivia)

ACCEPTANCE OF COMMITTEE REPORTS

Motion: That College Council accepts all of the above committee reports

Moved: Conor Sheehan

Seconded: Vittoria O’Brien

Accepted

CORRESPONDENCE

-Letter Kara FVS

-OHS form 5, stage 1c, capital works

EXCURSIONS AND ACTIVITIES – no report

CHILD SAFETY & OHS – nothing to report

GENERAL BUSINESS

-Request to serve alcohol on College grounds

The College plan to have three events prior to the end of the year where alcohol will be offered. There will be no students will be present at the events and an RSA representative will be attending.

- PFA breakup – Wednesday 29 November
- Retirement function – 14 December
- Staff breakup – Wednesday 20 December

Motion: That College Council approve the [request for alcohol to be consumed on the college grounds](#) at the abovementioned events given no students will be present at the various functions.

Moved: Katherine Harding

Seconded: Vittoria O’Brien

Accepted

-Proposed 2024 student free days and professional practice days in 2024

All Victorian Government school are to schedule 5 student free days per year as well as a professional practice day as per the agreement. The dates for 2024 are:

- 29 January
- 15 April
- 18 June (Assessment Day)
- 25 July
- 7 October
- 14 August (Professional Practice Day)

Motion: That College Council approve the proposed 2024 student free days as presented

Moved: Vittoria O’Brien

Seconded: Glenn Bartlett

Accepted

-Koonung will be celebrating 60 years next year
No details as yet for this celebration

**NEXT MEETING – 12 December 2023, a brief meeting at the College
followed by a break up dinner to be confirmed**

Meeting closed at 7:15pm

<p><u>Accepted as correct:</u></p> <p>.....</p> <p>Gary Howell College Council President</p> <p>Date:</p>
