



COLLEGE COUNCIL MEETING MINUTES
Tuesday 20 February 2024 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, Keira Singleton, Rory Spicer, Ryan Li
Minutes: Gill Ross

ACKNOWLEDGEMENT OF COUNTRY Gary Howell

APOLOGIES: Sandra Greenhill, Stace Kerr, Keira Singleton, Rory Spicer

ACCEPTANCE OF PREVIOUS MINUTES

Motion: That College Council approve that the previous minutes dated 12 December 2023 as presented are an accurate record of business

Moved: Geoff Spicer

Seconded: Andrew McNeil

Accepted

BUSINESS ARISING FROM PREVIOUS MINUTES

COMMITTEE REPORTS

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

-IED recruitment tour to China, tabled

Koonung SC is a Level 2 Education Services for Overseas Students (ESOS) accredited provider and currently have 63 students enrolled in the program. Tracey Song (International Student Coordinator) will travel to China in March as part of the ASP recruitment activity. This will allow Ms Song to undertake meetings with parents of current students in the Koonung program and visit our previous sister school to begin proceedings to renew the sister school arrangement

-AIP tabled

-Conflict of Interest Management Plan for Andrew McNeil, as tabled

Student Leadership – circulated via email and presented by Chloe Shi and Jai Reddy

Uniform – update by Allira Howe

Finance – circulated via email and presented by Conor Sheehan

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 December and January, the school budget management report, investment report and the Business Manager's report, including revisions to budgets (including the revised 2024 cash budget) as presented

Moved: James Chan

Seconded: Conor Sheehan

Accepted

Official orders and authority to conduct other business:

Motion: That College Council approve that staff authorised to sign official orders and conduct business on behalf of Koonung Secondary College are Stace Kerr (Business Manager) and Tracie Edgell (Assistant Business Manager)

Moved: Katherine Harding *Seconded:* Mary Eade **Accepted**

2023 financial commitment summary: circulated via email

Motion: That College Council ratify the 2023 financial commitment summary as presented

Moved: Katherine Harding *Seconded:* Geoff Spicer **Accepted**

2023 Balance day adjustments (BDAs): circulated

Motion: That College Council accept the presented Balance Day Adjustment Journals pertaining to revenue received in advance and/or prepaid expenditure

Moved: James Chan *Seconded:* Glen Bartlett **Accepted**

Additional corporate card:

Motion: That College Council approve that Conor Sheehan can be issued with a corporate card with a maximum expenditure of \$5,000

Moved: Martina Johnson *Seconded:* Glen Bartlett **Accepted**

Fundraising GST treatment: circulated via email

Motion: That College Council approve that the proposed 2024 fundraising events be treated as indicated on the circulated document for GST purposes

Moved: Gary Howell *Seconded:* Katherine Harding **Accepted**

Canteen service provider in liquidation:

At the end of last year, Chalkboard catering, our canteen provider, went into administration and liquidators have been appointed.

In the interim, a taxable canteen will be operated by Koonung Secondary College Council and all relevant financial transactions will be accordingly recorded in the schools accounting and taxation records as taxable for BAS reporting purposes.

Motion: That College Council approve that the interim (term one 2024) internally run canteen be treated as taxable for GST purposes

Moved: Mary Eade *Seconded:* James Chan **Accepted**

Facilities and Sustainability – circulated via email

Working bee date: 17 March 2024, with 2 weeks' notice provided to families via a post on Compass

PFA – no report

ACCEPTANCE OF COMMITTEE REPORTS

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

Moved: Ryan Li *Seconded:* Geoff Spicer **Accepted**

CORRESPONDENCE

-Email to College Council members re Tracey Song travel to China

-Emails re Chalkboard Catering liquidation

EXCURSIONS AND ACTIVITIES – presented and tabled by Conor Sheehan

-College musical (25-28 July, 1-3 August) and rehearsals dates as tabled

Motion: That College Council approve the dates presented for both the College musical and rehearsals

Moved: Gary Howell *Seconded:* Katherine Harding **Accepted**

-Year 7 Camp update

College Council has previously given in principle agreement for the Year 7 Camp to occur at Alexandra Adventure Resort from Monday 25 March to Wednesday 27 March. Documents regarding organisation, staffing and risk management were tabled and final approval sought

Motion: That College Council provide final approval for the 2024 Year 7 Camp

Moved: Geoff Spicer

Seconded: Ryan Li

Accepted

-2024 Ski Camp

The camp is scheduled for Tuesday 6 August to Friday 10 August 2024 at Alpine Retreat, Mount Buller.

Motion: That College Council provisionally approve the 2024 Ski Camp

Moved: Katherine Harding

Seconded: Gary Howell

Accepted

-Student Leadership Alpine School Enrolment

Student Leadership Alpine School is a DE initiative. Koonung students attended last year for 9 weeks in Term 2. This year we are seeking to send 6 students to the Snowy River Campus, Marlo for eight weeks in Term 3.

Motion: That College Council provisionally approve that six Year 9 students be selected to be part of DE's Student Leadership Alpine School as presented

Moved: Glenn Bartlett

Seconded: Martian Johnson

Accepted

CHILD SAFETY & OHS –

We continue to be mindful and proactive of the safety and the wellbeing of our students and staff at Koonung.

GENERAL BUSINESS –

-Artist in Schools program, circulated via email

Motion: That College Council approve that the Visual Arts Domain proceed with the Artist in Schools program as presented

Moved: Gary Howell

Seconded: James Chan

Accepted

-60 year celebrations

AHO will be involved in coordination of this event. It may be held in conjunction with Koonung Day. More information to follow

NEXT MEETING – Annual Reporting Meeting, 19 March 2024

Meeting closed at 7:25 pm

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