



SCHOOL COUNCIL MINUTES

Meeting Monday 16th February 2021-at 6.30 pm

For the attention of

Jo, Trevor, Mark H, Ainslie, Kerri, Mark C, and Betty

Vacancies 1 staff and 4 parent

Corrine (Minute Taker)

Welcome to 2021 School Year- MEETING CONDUCTED VIA WEBEX		
Meeting Opened 6.49pm		
Apologies NM		QUORUM YES
ITEM	DETAILS	ACTION (Recommended or Taken)
Minutes of the Previous Meeting	Minutes of the meeting held on 8 th December 2020 were previously distributed.	That the Minutes of the meeting held on 8 th December 2020 be accepted Moved: MH Seconded: KS Accepted
Essential Business School Policies for 2021	School Finance Policies for 2021(Tabled and emailed)	School Council approves and Endorses the following finance policies for 2021 Advertising Policy Asset Management policy Cash Handling Policy Electronic Funds & Internet Banking Policy Gifts and Benefits Policy Purchasing Card Policy Refund Policy Moved: TMC Seconded:MH Accepted
School Purchase Orders	Endorsement of 2021 Purchase Order Signatories Jo Hillman Corrine Humphrey (Bus Mgr)	The School Council approve and endorse Jo Hillman and Corrine Humphrey to sign and authorize official order forms with eSchools ordering system for the purchasing of goods and services. Moved: TMC Seconded KS Accepted

		<p>accept and endorse the Profit and Loss for the Canteen Trading Operation for the year ending 2019. As noted there was a profit of \$6,647.50</p> <p>Moved: TMC Seconded: KS Accepted</p>
Permission to Write off Charges prior to end of 2021	All outstanding Charges relating to 2021 including Camp, swimming, Essential Education Items, Excursions and Activities	<p>School Council approve the writing off of outstanding charges in 2021 prior to the end of the school year</p> <p>Moved: TMC Seconded: JH Accepted</p>
BDA for Revenue in Advance 2021	Discussed at meeting by CHU	<p>The School council accepts the presented Balance Day Adjustment Journal batches 13745, 13750 and 13751 pertaining to revenue received in advance/and or prepaid expenses for 2021</p> <p>Moved: TMC Seconded: KS Accepted</p>
End of year Finance Reports	<p>Presented by CHU</p> <p>Report for EOY 2020 are tabled</p> <p>Finance Commitment Summary</p> <p>Operation Statement</p> <p>Balance Sheet</p>	<p>The School council approves financial Commitment Summary, Balance sheet and Operations Statement for the previous year 2020 as presented</p> <p>Moved: MH Seconded:BA Accepted</p>
Finance Report December 2020 January 2020	<p>Presented by CHU</p> <p>Operation Statement</p> <p>Balance Sheet</p> <p>SRP Budget Report 202016</p> <p>All other reports were presented/tabled to Finance Committee and are tabled at School Council</p>	<p>School Council move \$162,041.07(Dec 2020) and \$12,303.26 (Jan 2021) payments endorsed, and all presented reports accepted as a true and correct depiction of the Chandler Park PS finances for the months of December 2020 & January 2020.</p> <p>Moved: BA Seconded:KS Accepted</p> <p>The School Council move all statements and payments of \$2,868.96 (Dec 2020) and \$115.43 (Jan 2021) for the School Purchase Cards for December 2020 and January 2021 to be accepted</p> <p>Moved: TMC Seconded: BA Accepted</p>
Profit and Loss Statements	<p>Presented by CHU</p> <p>No fundraising or JSC for 2020 due to COVID restrictions</p> <p>profit and loss P & L Canteen</p>	<p>The School Council approves the Canteen as a Trading Operation in 2021.</p> <p>School Council accept and endorse the Profit and Loss for the Canteen Trading Operations for the year ending Dec 2020. As noted there was a loss of \$11061.31</p> <p>Moved: TMC Seconded: JH Accepted</p>

	Graduation	School Council accept and endorse the Profit and Loss for Graduation for the year ending Dec 2020. As noted there was a loss of \$246.01 Moved: TMC Seconded: JH Accepted
Asset Stocktake	Asset Stocktake was conducted By MAJ Business Services on 13 th January 2020	The attached list of Assets from 2021 stocktake are to be disposed of due to age Moved: MH Seconded: TMC Accepted
Expired leases	The following leases (laptops) have been deleted from asset register due to lease expiration 797-826	The following assets have been disposed of due to lease expiration 797-826 Moved: TMC Seconded: KS Accepted
Fundraising	GST Treatment of Fundraising, JSC, Graduation Bears and Class BBQ's	The CPPS School council approves/endorse, unless otherwise stated all Fundraising, JSC, Graduation and Class BBQ activities will be run as Non Profit sub Entity (NPSE) for GST purposes until 31 December 2021 (no GST applicable to revenue or expenditure) Moved: TMC Seconded: JH Accepted
Canteen	GST Treatment of Canteen as a Trading Operation	The CPPS School Council approve the Canteen Trading Operation within the school to operate as input taxed for GST purposes. The input taxed canteen is planned to be operated by CPPS in the year ended 31 December 2021 and all relevant financial transactions will be accordingly recorded in the schools accounting and taxation records as input taxed for BAS reporting purposes. Moved: JH Seconded: MH Accepted
Staff Association	GST Treatment of Staff Association as Out of Scope (NP6)	The CPPS School Council notes that Staff Association is considered an independent organization run by the Staff for various Staff activities/functions Staff contributions to the Staff Association are not School funds and All Staff Association expenses are out of scope and should be coded NP6 Moved: JH Seconded: MH Accepted
Hire of facilities	Southern Basketball Kids martial Arts SERVA Pty Ltd	The School Council approve the hiring of the Gym at a rate of \$30.00p.h. Agreement of terms and conditions will be signed by all parties prior to the commencement of the hiring agreement and insurance of \$10M Public Liability sighted and kept on file Moved: KS Seconded: MC Accepted

Leasing Agreement Equigroup	New Leases to be entered 30 laptop computers (class set) CORRECTION Lease payments increased to \$1,900.90 per quarter, As advised at meeting CHU	The School Council sign and approve the Leasing agreement for 30 Laptops for a period of 3 Years at a cost of \$25,575.00 12 x quarterly payments of \$1,900.90 Moved: MC Seconded: JH Accepted
Leasing Agreement Equigroup	Replacement of photocopiers with Konica Minolta Administration Bizhub C650i Portables Bizhub C4050i and Papercut Lease amount may vary due to Benchmark rate on day of drawdown of lease	The School Council sign and approve the leasing agreement for 2 photocopiers and paper Cut Device License a period of 5 Years at a cost of \$18,537.60 (ex GST) 12 x monthly payments x 5 years \$308.96 Moved: BA Seconded: MH Accepted
Facility Report	No report Invoice for Bluegum playground repairs tabled (emailed). Options To be discussed	Quote Received from Playsafe for Supply and install rubber wet pour for \$44,000.00 as well as repairs to playgroup \$8,739.33
Curriculum Report	No report	Just completing Learn to learn

MEETING CLOSED 7.42pm

Next Meeting scheduled for Monday March 15th (AGM)

Dates for 2021 Council Meetings

Meetings will be held at 6.30pm on Mondays in 2021

March 15th (AGM), May 10th , June 14th , August 9th , September 13th , October 11th (2021 budget), November 15th and December 13th

Next Meeting – March 15th at 6.30 pm (To be confirmed)

Annual General Meeting

New Councillors