

Term 1 31 March 2022 4.30 pm – Webex

Attendees:

David Watson (Chair), Jamie Milne, Iain Browning, Amanda Biddlestone, Lauren Brown, James Jarvis, Karen Martella, Jesse Richards, Jonelle McLoughlin Eileen Annandale

WHO

ACTION

Welcome and apologies

1.1	Opening and welcome	David Watson	
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1.2	Acknowledgement of Country	David Watson	
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1.3	Apologies/absentees: James Jarvis	David Watson	
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1.4	Confirmation of Agenda:	David Watson	
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Disclosure of interest

2.1	No conflicts of interest noted		
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Minutes of previous meeting & Business Arising

3.1	Minutes of previous meeting	David Watson	
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Amendment for previous minutes – To be included 'noted' 2022 Budget plan

Accepted: David Watson
Seconded: James Milne

Financial Report

4.1	<ul style="list-style-type: none"> One Line budget statement 	Eileen Annandale	
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Census is completed and we have moved over to our operational budget. Eileen outlined reports noting the amount reflected the budget requested and the money's received to date, explaining the budget amounts are received monthly, via our gateway payments.

Salaries Plan

Outlined that the report was a very similar to the previous months report however is now an operational plan with the move to our 2022 funding module.

Jamie asked Eileen to outline the difference between; the *casual leave relief* - being for sick/LSL taken versus the *casual payments general* which is a budgeted expenditure for relief payments for those 'expected' leave, such as professional learning etc.


Collection Rates

Collection rates received to date is overall of 28% (up to 23/03/2022)

	<ul style="list-style-type: none"> - Kindy 80% - Primary 42% - Secondary 16% <p>SAS – Secondary Assistance Scheme does make up any of these contributions to date.</p> <p>Jamie mentioned that he felt that the impact of COVID-19 with the household costs may affect our anticipated revenue from families.</p>		
4.2	<ul style="list-style-type: none"> • P & C Report <p>The committee have requested to have a 'free dress day' for a gold coin donation to raise money for the P & C on the last day of term, to coincide with the Easter Parade.</p> <ul style="list-style-type: none"> - Board in favour <p>Karen put forward some concerns the committee had regarding the accountability of funding offered to the school for various projects and requested that the P & C fund the project once the work/items had been completed or purchased.</p> <ul style="list-style-type: none"> - This raised concerns from the schools' view, for large projects, as funds are not often readily available to fund projects so we would need to 'borrow' from other cost centres or reserve accounts until the funds were received. - Making sure we can have good practices in place for future. - P & C looking at their practises in acquitting funds. - School cost centres close off at the end of Term 3 so any submissions to be funded prior to end of Term 3. <p>Voluntary contribution for 2021 not received as yet, Eileen will organise that to be paid.</p> <p>Karen raised the question as to whether when a parent paid only some of their contributions, would the P & C contribution be removed automatically? Eileen explained that no items are removed unless a parent requests them to be removed, however if a child has other siblings that the multiple family contributions are removed.</p> <p>Easter hot cross bun fundraising and Easter raffle seems to be running well this year.</p> <p>Canteen is running smoothly this year and seems to be taking a lot more orders. They are going to trial opening on a Tuesday and see how that goes. The canteen is also looking at introducing a 'family meals' orders. This will involve offering a tray of food i.e., Lasagna or similar, for a family to purchase for \$20.00. The delivery of the tray would need to be out of the driveway of the canteen if possible.</p> <p>High school canteen and uniform shop is going well also.</p>	Karen Martella	

5.1

<p>• Carpark</p> <ul style="list-style-type: none"> - The submission was declined last year due to funding not being available from the department. When Eileen contacted the department associated with the funding, the lady resubmitted it, however it was declined again due to funds not being available again this year, however she did advise that the school should try again at a later stage and perhaps making the submission 'more attractive' for funding if the school could contribute. This is obviously not something the school is in a position to do. - We would not be able to 'fundraise' or have local companies contribute to the carpark works as all work would need to be undertaken through building management and works. - The board would like to see the costs involved in the carpark submission <p>• Overspend in 2021</p> <ul style="list-style-type: none"> - Over largest overspend was in our casual payments, we used more of our budgeted casual payments amount that we don't normally spend, approx. \$35,000 more than in previous years. - Expenditure not budgeted for also was significant <ul style="list-style-type: none"> \$11,000 on a server repair and switches \$5,500 on a new photocopier for Admin building \$ 9,000 on Compass - A lot of the cost centres did not overspend their budget, and some were quite a bit under budget. - A bit of incidental spending took place, which would not have normally taken place <ul style="list-style-type: none"> \$1,200 on hand sanitizer/face masks \$5,000 on accommodation and PL, which is not something we normally undertake. - Travel claims, milk, programs purchased not budgeted for and incidental expenses adding up to a significant amount of overspending <p>This resulted in a lower carryover budget into this year</p> <p>We have slightly less student-centred funding for 2022, less senior campus students in 2022 but an increase in primary students. This has resulted in needing to spend more on salaries this year, with the extra primary students, needing to put on another class and additional education assistances to support additional disability students.</p> <p>All of these factors have contributed in an reduction of cash budget for 2022 and a need to tighten our spending.</p>		<p>Eileen will email the contact people to endeavour to see an approximate costing</p>
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New Business			
6.1	<ul style="list-style-type: none"> 2021 DRAFT Annual Report <ul style="list-style-type: none"> We will add photo's to the draft before completing. Board endorsed draft annual report 	Jamie Milne	
6.2	<ul style="list-style-type: none"> 2022 Funding Agreement <ul style="list-style-type: none"> Outlines the 96% spend for the school We will update the board throughout the year as to how we are tracking with our 96% spend through our financial reports. We are endeavouring to spend at the 96% or slightly under to get ourselves back on track. Any clarification to the targeted initiatives is welcomed at any stage 	Jamie Milne	David to print off and sign agreement.
Other Business			
7.1	<ul style="list-style-type: none"> Mindful education at Senior Campus <ul style="list-style-type: none"> Jonelle has mapped out plans for this program Building a profile for each student to assist in guiding students in pathways throughout their learning journey at Donnybrook DHS One lesson per week, rotating through the timetable to not disadvantage one learning area. The students are really enjoying it, and the teachers are enjoying the relaxed atmosphere to get to know the students on a different level. Students learning there strengthens to also help in the classroom Head Boy/Head Girl <ul style="list-style-type: none"> Discussion to change the tradition of Head Boy and Girl Should we go down the path of School captains No discussion with students at this stage 		Agenda for next meeting - members to consider this and discuss at next meeting
Next meeting			
8.1	Thursday 12 May 2022		
Meeting Close			
	5.23pm		
CHAIRPERSON:	David Watson	SIGNATURE:	
		DATE:	25-6-22