GREENVALE SECONDARY COLLEGE

DREAM · BELIEVE · ACHIEVE

SCHOOL COUNCIL AGENDA AND MINUTES

DATE:	16 June 2026	**TIME:**	5:30pm
DURATION:	1-2hrs	**LOCATION:**	Greenvale Secondary College
CHAIR:	AG	**MINUTE TAKER:**	SD

Meeting Objective or Intention:	Consider issues around Education, School Policy, Governance and Finance for Greenvale Secondary College
Pre-Requirements:	Read documents sent via email
Attendees:	Mark Natoli (MN), Danielle Cerra (DC), Sofia Zovko (SZ), Andra Guccione (AG), Florin Mitoiu (FM), Carolyn Potter (CP), Susi Dombrzalski (SD), Leonora Granata (LG), Carolyn Potter (CP), Claire Farnan (CF), Gulnoza Opa (GO), Belinda Lowden (BL), Katharina Attana (KA), Chris Phillips (CP), Elif Doktoroglu (ED),
Apologies:	Mark Ryan (MR),
Absent:	NIL
Conflict of Interest:	NIL

Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
  - during the discussion unless invited to do so by the person presiding at the meeting
  - when a vote is taken on the matter
- may be included in the quorum for that meeting.

The declaration of interest should be included in the minutes of the meeting.

Meeting Norms:

1. Every meeting has an intention or specific purpose.
2. Side conversations are avoided.
3. We give and receive open feedback in a constructive manner
4. Honour timeframes and respect colleagues by attending all meetings and being punctual and prepared so meetings can start and finish on time.
5. We help everyone to participate by respectfully listening and engaging in professional conversations, everyone is given the chance to voice their opinion and be understood.
6. All agendas and action items are communicated in a timely and accessible way and we follow-up on the actions we are assigned responsibility for and complete them on time - within an agreed time frame
7. Be professional and respectful with technology and phones.
8. If people are forced to leave early this should be stated at the beginning of the meeting and any apologies for the meeting must be made to the meeting convenor as well as to an Assistant Principal in person or via email
9. We use improvement tools that enhance meeting efficiency and effectiveness, and we use data to make decisions
10. We strive to continually improve our meeting process and build time into each agenda for reflection

MINUTES			
ITEM		**DETAILS**	**ACTIONS**
1	Welcome and Acknowledgement of Country	AG Welcomed all to the meeting and completed acknowledgement of country.	
2	Apologies	Mark Ryan (MR) – noted as apology	
3	Quorum	Yes	
4	Conflict of Interest	NIL	
5	Minutes of the Previous Meeting	As tabled and distributed	Motion: That the minutes of the previous meeting be endorsed. Moved: KA Seconded: LG Accepted: Yes
6	Business Arising from the Previous Minutes		
6.1	Draft letter from School Council President to Hume City Council RE Carparking	As per correspondence outgoing – AG emailed Hume City Council and response received. Agreement to review at next meeting to see if the traffic management review has been completed.	
7	Reports		
7.1	Principals Report	MN presented written report including: - Mid year exams - Reports due last week of term - Impacts from industrial action - Wellbeing in the current school environment - Revised AIP	Motion: That Council accepts the Principals Report as tabled. Moved: ED Seconded: KA Accepted: Yes
7.2	SRC Report	CP and SZ spoke to written report including: - Spirit week – week 1-3 term 3 celebrating traditions and unity. Building connections. Students to add input as to dress up days for these events - year 11 tradition - Surveys to students for end of year activities will be sent out	Motion: That Council accepts the SRC Report as tabled. Moved: GO Seconded: KA Accepted: Yes

7.3	Finance Report	SD presented Finance Report including: • Financial Commitment Summary • Balance Sheet • Operating Statement • Cash Flow Statement • Bank Account Movements • Bank Reconciliations • Annual Sub Program Budget Report • Cash Receipts Report • Cash Payments Report • Cancelled Receipts Report • Cancelled Payments Report • Journal Report • Invoices Awaiting Payment Report • Family Credit Notes Report • Sundry Debtor Credit Notes Report • Fee Code Receipt Summary	Motion: That Council accepts the Finance Reports for May 2026 as tabled. Moved: KA Seconded: LG Accepted: Yes Motion: That School Council move that $267,652.09 in payments be endorsed, $250,000.00 of transfers be ratified and all presented reports accepted as a true and correct depiction of the Greenvale Secondary College school finances for the month of May 2026. Moved: KA Seconded: SZ Accepted: Yes Motion: That School Council move all statements and payments as tabled $4597.83 for the School Purchase Cards to be accepted. Moved: KA Seconded: LG Accepted: Yes
7.4	Sub Committee Reports	NIL	
8	Correspondence		
8.1	Incoming	NIL	
8.2	Outgoing	Email from AG to Hume City Council – RE Parking	
9	General Business		

9.1	Sub Committee Establishment – Continuation of discussion from past meeting	Discussion on the subcommittee structure and membership.
		
		At previous meetings we agreed:
		
		<u>Finance and Infrastructure</u>
		- Frequency = monthly (2 x term) to be held school hours
		- Membership
		  ○ Chair = SD
		  ○ Principal = MN
		  ○ Treasurer = CF
		  ○ 2 others from council = MR, GO, DC
		
		<u>Parents and Fundraising</u>
		- Frequency = 1 x term to be held school council meeting dates 5:00pm
		- Membership
		  ○ Chair = AG
		  ○ 1 staff representative = SD
		  ○ 2 others from council = GO
			<u>Actions:</u>
			SD to create and invite those listed to Finance and Infrastructure Meetings
			
			SD to create calendar invitation and agenda for Parent and Fundraising Meetings

9.2	2027 College Calendar	2027 College Calendar submitted for approval around student free days. It is worth noting that if the new agreement is approved, there would be an additional 4 student free days per year we would need to add. Student free day communication to be a separate reminder to parents for families for more clarity	<u>Motion:</u> That School Council endorses the 2027 College Calendar as tabled. Moved: CF Seconded: LG Accepted: Yes
9.3	Policy Updates	The following policies have been updated and require council approval: - Assessment and Reporting Policy The following policies have been updated and do not require council approval: - Class Placement Policy - Camps and Excursions Policy - Bullying Prevention Policy - Duty of Care Policy - First Aid Policy - Health Care Needs Policy - Volunteers Policy	<u>Motion:</u> That School Council endorses the updated polices as tabled Moved: KA Seconded: LG Accepted: Yes
9.4			

Meeting Closed:	16 June 2026, 6:07pm	**Next Meeting:**	18 August 2026, 5:30pm
Minutes Signed by the Chairperson:		**Date:**	
President or person who presided at the previous meeting to sign once minutes have been approved by school council.			