SCHOOL COUNCIL
AGENDA AND MINUTES

DATE:	19 May 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),
Apologies:	Katharina Attana (KA), Chris Phillips (CP), Mark Ryan (MR), Elif Doktoroglu (ED),
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	Katharina Attana (KA), Chris Phillips (CP), Mark Ryan (MR), Elif Doktoroglu (ED) – noted as apologies	
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: FM 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	AG has not yet drafted letter, discussion held on content of letter including: - Not enough space/car parking for the infrastructure - Not easy to get out of the street - AG to draft letter confirm dot points with CP	
7	Reports		
7.1	Principals Report	MN spoke to written report including: - Industrial Action Impacts - NAPLAN – Preliminary results	Motion: That Council accepts the Principals Report as tabled. Moved: SZ Seconded: GO Accepted: Yes
7.2	SRC Report	SZ spoke to written report including: - Active Schools Grant GSC sport shop - SRC working on having students to participate more - Interschool Sports - Year 9 VET Expo - Year 11 Melb Museum - Course counselling in week 7	Motion: That Council accepts the SRC Report as tabled. Moved: LG Seconded: GO 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 March 2026 as tabled. Moved: FM Seconded: CF Accepted: Yes Motion: That School Council move that $59,599.60 in payments be endorsed, $0.00 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 March 2026. Moved: LG Seconded: FM Accepted: Yes Motion: That School Council move all statements and payments as tabled $4779.60 for the School Purchase Cards to be accepted. Moved: CF Seconded: SV Accepted: Yes Motion: That Council accepts the Finance Reports for April 2026 as tabled. Moved: FM Seconded: LG Accepted: Yes Motion: That School Council move that $172,554.18 in payments be endorsed, $70,000 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 April 2026. Moved: DC Seconded: FM

			Accepted: Yes <u>Motion</u>: That School Council move all statements and payments as tabled $6483.12 for the School Purchase Cards to be accepted. Moved: CF Seconded: LG Accepted: Yes <u>Motion:</u> That School Council approve reversal for outstanding charges related to 2026 Term 1 activities for non-attendees. Moved: FM Seconded: SZ Accepted: Yes
7.4	Sub Committee Reports	NIL	
8	Correspondence		
8.1	Incoming	NIL	
8.2	Outgoing	NIL	
9	General Business		

9.1	Sub Committee Establishment – Continuation of discussion from past meeting	Discussion on the subcommittee structure and membership pushed to next meeting.
		
		We agreed that:
		- if there is no sub committee for Parents and Fundraising – that this element/work would not be tabled at council as we have other business to address.
		- There must be a sub committee for Finance and this could compose of school staff
		
		At previous meetings we agreed:
		
		<u>Finance and Infrastructure</u>
		- Frequency = monthly (2 x term)
		- Membership
		    o Chair = SD
		    o Principal
		    o Treasurer
		    o 2 others from council
		- MR expressed interest in this group.
		
		<u>Parents and Fundraising</u>
		- Frequency = 1 x term
		- Membership
		    o Chair = from council
		    o Principal
		    o 1 staff representative
		    o 2 others from council
		    o 2 students
		- GO expressed interest in this group.	

9.2	2026 Confirmed Cash Budget	MN and SD presented 2026 Confirmed Cash Budget for approval. Discussion on the overall budget situation including credit to cash transfers to balance the cash budget as well as the likely scenario of using the cash operating reserve.	<u>Motion:</u> That council approves the 2026 Cash Budget as tabled. Moved: FM Seconded: LG Accepted: Yes
9.3	2027 Yr 12 Graduation Dinner	MN and SD presented details for 2027 Yr 12 Graduation Dinner including: - Friday 10 December 2027 – 7pm - Hyatt Place - Tickets to be sold at $160pp - Includes 3 course meal, security, AV - College Leadership tickets to be fully subsidised and all other staff would be able to purchase tickets at $100pp CSEF can be used Available options for meals eg allergy and cultural options	<u>Motion:</u> That council endorses the proposed 2027 yr 12 graduation dinner as tabled. Moved: CF Seconded: GO Accepted: Yes
9.4			

Meeting Closed:	19 May 2026, 6:10pm	**Next Meeting:**	16 June 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.			