

# Minutes

## Clifton Creek School Council – Annual Reporting Meeting

Monday 28<sup>th</sup> March 2011

5:10 p.m. – 6:00 p.m.

**Present:** Carol, Georgia, Jenny, Karen, Anne, Nigel, Dianne

**Apologies :** Pamela, Melissa

**Minutes from 16<sup>th</sup> March 2010 AGM accepted. Moved:** Anne **Seconded:** Nigel

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**Clifton Creek School Council would like to thank all of the current and new members for their contributions to date.**

**A special thank you and farewell to Pamela Black and Tammy Caruana for their contributions as outgoing members.**

**Welcome to Melissa Holloway as a new member.**

**PRESIDENTS REPORT:** See attached

**ANNUAL REPORT:** See attached

**Motion:** School Council ratifies the 2010 Annual Report to the School Community

**Moved:** Georgia **Seconded:** Nigel

### **2011 COUNCIL MEMBERSHIP & ELECTION OF OFFICE BEARERS**

**Ratification of new Council members:** Melissa Holloway

**Election of President:** Anne Eager **moved:** Carol **sec.** Nigel

**Election of Vice President:** Georgia Zerbe **moved:** Carol **sec.** Nigel

**Election of President:** Dianne Phillips **moved:** Carol **sec.** Nigel

**Election of President:** Karen Crawford **moved:** Carol **sec.** Nigel

### **PRESENTATION OF FINANCIAL REPORTS:**

**Motion:** School Council approves the Financial Reports including Reconciled Cash Book Balances to December 31, 2010, Financial Commitment Summary, Operating Statement and Balance Sheet.

**Moved:** Nigel **Seconded:** Anne

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**ENDORSEMENT OF FINANCE POLICY:**

**Motion:** School Council endorses the operation of the finance sub-committee as part of CCPS's financial management and reporting plan. School Council endorses the attached CCPS Finance Policy which includes policies for Investment and Internet Banking and outlines financial delegation authorities (payments and purchases) within the school.

**Moved:** Nigel **Seconded:** Jenny

**APPROVE FUNDRAISING EVENTS:**

**Motion:** School Council approves the following fundraising events – bulbs, fete and Bunnings BBQ's.

**Moved:** Dianne **Seconded:** Carol

**ENDORSE GST TREATMENT OF ANY FUNDRAISING EVENTS:**

**Motion:** School Council may undertake activities during the year for the purposes of raising funds for Clifton Creek Primary School. These will be treated as Non Profit Sub Entity activities, unless otherwise minuted. All NPSE revenue items are outside the scope of GST and should be coded NS6. All NPSE expense items are outside the scope of GST and should be coded NP6.

**Moved:** Dianne **Seconded:** Carol

**APPROVE CURRENT LIST OF VOLUNTEERS:**

**Motion:** School Council approves the current list of volunteers working within the school.

**Moved:** Carol **Seconded:** Karen

**MEETINGS:**

**Set dates for the meetings for the year will be organized at each meeting.**

**Meeting Closure:** 6.00 p.m.

**Next Meeting:** Monday 9<sup>th</sup> May 2011 at 5.15pm

**Next Finance meeting:** Tuesday 3<sup>rd</sup> May 2011 at 5.00pm

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