AGENDA

Present/Apologies: Halena Frick, Tarnya Eggleton, Sharyne Young

1. Welcome

2. Minutes of Previous Meeting: Held on 17 May 2018 were accepted as correct.
   Moved: Peter Lange
   Seconded: Peter Shute

3. Business Arising from Minutes
   - Ann Hargraves to put a reminder to all about Sunsafes – in daily bulletin and newsletter. Was actioned.
   - Matt Smith requested that a Governing Council member be part of the WHS committee. – nomination delayed until more committee members available. Action: Agenda item for next meeting
   - Committees – Canteen Vacancy – nomination delayed until more committee members available. Pricilla Heidenreich nominated herself. Ann-Marie till contact Pricilla to confirm meeting dates and time.
   - Tarnya Eggleton suggested a Well Being Committee be formed, all agreed this was a good idea. – in progress. Action: Agenda item for next meeting
   - Request for NHS to acquire two purchase cards – applications is in process
   - New Lathe in Tech Studies – has been ordered
   - Cold water fish purchased – new cold water set up soon to be installed
   - Tech Studies - machines under work benches to vacuum away filings and saw dust – ordered

4. Finance

Finance Report for Governing Council – Ann-Marie Ward

School
The following reports for Period 5 May were tabled and discussed at Finance Committee Meeting today (21/6/18):
   - Profit and Loss statement
   - Balance Sheet
   - Governing Council report

May Period 5 shows a Deficit of $28,674.95 and YTD Surplus $ 490,546.53
NOTE: We are still waiting for TRT Additional Supplementation T3 & T4, 2017 & T1 2018.
The variances to budget are mainly attributable to:

**Under Budget**
- Other Income: anticipated $5,067 – received $27,102 (includes $12,228 uniform sales)
- Non Budget Revenue: no Budget amounts: camps, excursions etc and are offset by Non Budget Expenses.
- Curriculum Maintenance: general savings
- Administration: general savings
- Site funded works: minor invoices – general savings
- Other Expenditure: general savings

**Over Budget**
- Curriculum Maintenance: more spending than what was cash flowed for the month
- Facilities: Furniture and toiletries purchases – over spend $2,891
- Non Budget Expenses: no budgets – is offset with Non Budget revenue
- RES: we have received more in the RES than anticipated due to grants reported above
- Parent Contributions: M&S anticipated to receive $31,362 and we received $42,485 Difference $11,123 more
- Salaries: Teacher, TRT and SSOs overspent. Teachers overspent $23,634, SSOs overspent $11,317 and TRTs overspent $31,231 Claim for additional TRT supplementation has been forwarded to DECD for Term 1.
- Utilities: overspent Breakdown maintenance $1,606 & periodic cleaning for Term 1 $28,614 (more than what was cash flowed for that period.

**Summary of areas over budget:**
- Salaries – Teachers (FTE to be readdressed for Sem2), SSOs (still waiting confirmation of some additional Disability RAAP funding) and TRTs (claim for Additional TRT reimbursement for Term 2 yet to be submitted)
- Curriculum maintenance – more spending that was cash flowed for the month
- Facilities: more spending that was cash flowed for the month
- Utilities – more spending that was cash flowed for the month
- Non Budget expenses: (eg includes camps, excursions – offset by revenue shown by Non Budget revenue)

As a result the school is:
- School has re-addressed teacher FTE and class sizes for Semester 2. Students and families have been counselled and small classes have been joined with other classes. Looking at 0.6 FT teacher salary savings for Semester 2.
- Following up Additional TRT reimbursements T3 & 4 2017 & T1 2018 and Disability RAAP funding.

**Canteen**
The following reports for Period 5 May were tabled and discussed at Finance Committee Meeting today (21/6/18):
- Profit and Loss statement
- Balance Sheet

May Period 5 shows a Deficit $2,461.43 and a YTD Deficit $261.26
Canteen Manager yet to raise invoices back to school for reimbursement of catering costs approx. $2,360 outstanding plus wages.

The Governing Council notes that the year to date result is in Deficit of $261.26 and the Principal and Business Manager will continue to monitor the Canteen’s viability and will report again to next GC meeting.

Reports accepted:
Moved Karen Underwood Seconded Matt Smith
### Fundraising to be minuted at Governing Council – Audit Requirement

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/02/18</td>
<td>SRC Valentines Day - sale of chocolates &amp; flowers</td>
<td>$133.39</td>
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<tr>
<td>21/02/18</td>
<td>Pedal Prix - Kytons Hot Cross Buns &amp; Lamingtons</td>
<td>$120.75</td>
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<tr>
<td>2/03/18</td>
<td>SRC casual day</td>
<td>$703.35</td>
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<tr>
<td>3/03/18</td>
<td>SRC BBQ &amp; doughnuts</td>
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<tr>
<td>8/03/18</td>
<td>Special Ed - Car Wash</td>
<td>$59.09</td>
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<td>16/03/18</td>
<td>SRC - sports day BBQ</td>
<td>$650.31</td>
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<tr>
<td>29/03/18</td>
<td>SRC - casual day</td>
<td>$626.90</td>
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<tr>
<td>11/04/18</td>
<td>Barossa Ladies Wine Club Dinner</td>
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<tr>
<td>12/04/18</td>
<td>SRC - Glo</td>
<td>$101.50</td>
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<tr>
<td>23/05/18</td>
<td>Drama performance - gold coin donation to birthing kits</td>
<td>$91.00</td>
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<tr>
<td>1/06/18</td>
<td>SRC - casual day</td>
<td>$543.65</td>
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<tr>
<td>2/06/18</td>
<td>Pedal Prix - BBQ at Mitre 10</td>
<td>$471.16</td>
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<td>TOTAL</td>
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<td>$5,257.41</td>
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Motion: that Governing Council accept the Fundraising Report: Moved Peter Shute Seconded Gavin Day

### Unexpected Revenue to be minuted at Governing Council – Audit Requirement

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<thead>
<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>14/02/18</td>
<td>Vine Inn student welfare</td>
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<td>1/03/18</td>
<td>Pedal Prix</td>
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<td>20/03/18</td>
<td>Susanne Collins Grant</td>
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<td>25/03/18</td>
<td>Auto Program</td>
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<td>28/03/18</td>
<td>Youth Week Expo</td>
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<td>3/04/18</td>
<td>Pedal Prix</td>
<td>$1,000.00</td>
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<tr>
<td>8/05/18</td>
<td>FLC - garden</td>
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<tr>
<td>17/05/18</td>
<td>Birthing Kits</td>
<td>$500.00</td>
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<tr>
<td>22/05/18</td>
<td>FLC - cooking program</td>
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<tr>
<td>22/05/18</td>
<td>Homework &amp; Cultural Club - Aboriginal</td>
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<td>23/05/18</td>
<td>Grant - SAASTA - SA Aboriginal Sports Training Academy</td>
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<tr>
<td>1/06/18</td>
<td>Grant - National Science Week</td>
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<td>1/06/18</td>
<td>International Training Program - Thai visit 17/6 to 30/6</td>
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<td>6/06/18</td>
<td>Electrical Testing Grant</td>
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<td>6/06/18</td>
<td>STEM student ambassadors grant</td>
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<tr>
<td>TOTAL</td>
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<td>$23,799.73</td>
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Motion: that Governing Council accept the Unexpected Revenue Report: Moved Peter Lange Seconded Matt Smith

### Bad Debt write-off
The Governing Council approves the write off of debts totalling $990.75 in accordance with the recommendation of the Principal. Moved Karen Underwood Seconded Peter Shute

### Bank SA Amendment to Authority to Operate
The Governing Council of NHS approves Neil White, previous principal to be deleted as a signatory for Nuriootpa High School and Nuriootpa High School Canteen. Moved Matt Smith Seconded Gavin Day

### Other Finance Matters discussed at Finance Committee 21/6/18:
- Instrumental Music Program: Students who participate in the Instrumental Music Program have been paying $150 as a Program fee. The department has advised that from 2019, schools cannot charge this fee.
- Instrumental Music Program does not offer individual keyboard lessons. Currently the school has been
providing a keyboard teacher and has funded the salary via the Program Fee. From 2019, students wishing to have individual keyboard lessons will need to pay direct to the keyboard teacher. The school will provide a facility for lessons at no charge to the teacher and families.

- **Motion:** that Governing Council approves: from 2019 that students wishing to have individual keyboard lessons will need to pay direct to the keyboard teacher. The school will provide a facility for lessons at no charge to the teacher and families. Moved: Peter Shute Seconded Karen Underwood.

- Hand controller C&C machine in woodwork had died and cannot be repaired. David Vaughan asked Finance Committee if Tech Studies could access $1,732.50 for replacement from Tech Studies Reserves. Ann-Marie explained that Reserve Funds are for big ticket equipment items not for items of this nature. Gerri & Ann-Marie will discuss with John Barkley re purchasing via Tech Studies budget.

- Yr 12 Outdoor Ed 3 Day Bike Tour – Peter Welford had sent an email out to staff re setting up the tour and requesting bikes to be loaned or donated and to be looking for submitting a Curriculum Submission to Finance for support for funding for 2019. Discussion held as this is not in the current Curriculum Guide. Action Ann Hargreaves to speak to Rhys Lacey and Peter Welford.

- **Tractor:** school’s tractor is WHS non-compliant. Staff have been advised of restricted use and tasks for the remainder of the year. School will need to investigate replacing in 2019. To remain as an Agenda item.

- **Pavers & Trees in courtyard:** 2 staff are on Work Cover from falling in the courtyard. Ongoing issue with the roots of the trees raising the pavers. Pavers have been pulled up and roots cut out twice now. School will need to investigate removal of trees and seating/shading options for 2019. To remain as an Agenda item.

5. **WH&S**
- **Tractor:** school’s tractor is WHS non-compliant. Staff have been advised of restricted use and tasks for the remainder of the year. School will need to investigate replacing in 2019. Reminder when purchasing new tractor to ensure it will fit in the new Shed. To remain as an Agenda item.

6. **General Business:** Gerri
- Feedback re Site Improvement Plan – presented the progress to date as at the end of Term 2 (refer to Site Improvement Plan attached)
- Semester 2 staffing update – provided an update
- STEM facility update – building is on track for completion beginning of October.
- Student reporting follow up from semester 1
- Bullying and Harassment Data – as part of the Debelle enquiry, schools are required to report Bullying data to GC. We haven’t been collating the data correctly, this has now been rectified and incidents are being included into Daymap and EDSAS. Report will be available at the end of the year.
- Leadership Review Update – PAC are still working through this process. 6 positions are being reviewed. It is an extensive exercise and also involves costings, TRTs for additional programs ie Sports, class sizes.

7. **Reports/Committees**
- **Chairperson** NIL
- **Principal** (above)
- **SRC** – refer attached report
- **Subcommittees**
  - Canteen NIL
  - Buildings & Grounds NIL
  - Uniform NIL
  - Fundraising NIL

8. **Correspondence**
- **SRC** provided information on a cooking fundraiser. Karen Underwood will investigate and report back to next meeting.
- **Matt Smith** provided:
  - AEU Fair Funding documents and stickers
  - Rotary Police Officer of the Year nomination form which he has submitted for Sgt Mick McNally
  - BluePrint article submitted