

**NURIO OTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING
MINUTES – Tuesday August 6th, 2019
Languages Building at 7.00 pm**

Members: Tarnya Eggleton, Halena Frick, Peter Lange, Karen Underwood, Sonya Carmody, Belinda Haeft, John Martens, Bernadette Patterson, Luke Rothe, Bec Waechter, Sharyne Young.

Staff: Gerri Walker, Andrew Dickinson, Peter Shute Sarah Asfin-Pour, Ann-Marie Ward (apology), Deb Wilson.

SRC: Noah Eggleton, Serena Lange

Governing Council Statement of Acknowledgement

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

Chair: Tarnya Eggleton

Secretary: Halena Frick

Members present:

1. **Welcome**
2. **Apologies:** Andrew Dickinson, Sarah Afshin-Pour, Ann-Marie Ward
3. **Minutes from previous meeting:**

Accepted: Luke Rothe **Seconded:** Belinda Haeft

4. SRC Report

Serena Lange and Noah Eggleton

Casual Days:

The SRC is still deciding on the casual day themes for this term. One of the themes will be selected by the year 12's and the fundraising from the other casual day will go towards a charity which is yet to be decided. We have had multiple organisations contact us about running a casual day for them this term, so the SRC will decide at our next meeting what we would like to fundraise for. As it is the year 12's last full term, they will organise to have a year 7 jumper day; however, this will not be a casual day.

House Teams:

In week 9 last term, a house team netball competition was held to allow students to gain points for their house team. The competition was for year 12 students and staff also participated within the teams. The house team which won this competition was Murray. As this competition was a success, the SRC will organise another knockout sport for the year 12's and one for the year 10's this term.

In preparation for the following years, a Job and Personal Specifications document is being created for the year 10 and 12 house captains and vice-captains. This will be inclusive of a contract the captains will need to uphold so they are aware of what their responsibilities are when they nominate themselves. Once this has been completed, it will be brought to the Governing Council to get approved. Over the past two years, students who have not been ready to take the responsibility needed to be House captains have nominated themselves and been appointed through a 'popularity' vote. We are hoping that by making this a more formal role that it will eliminate this issue.

Last term the SRC paired up with the year 9 Issues in Society class to donate goods to Back Pack 4 Kids SA. The donated goods were counted at the end of the first week back this term and points were allocated to the house teams as following:

Coulthard – 126 points

Sturt – 18 points

Angas – 16 points

Murray – 4 points

Light - 0 points

Tutoring Program:

This program was run last term; however, it did not take off and was not as successful as we had hoped.

Students were writing their names down to tutor or be tutored but were not attending the sessions despite

numerous methods of advertising to both parents and students. We are thinking of turning this tutoring program into a study program instead where the SRC can help other students.

University Options in the Barossa:

Two university representatives from the university campus that has been set up in the Barossa, attended our last SRC meeting. They explained how this campus will help young people living in the Barossa transition into university and the SRC provided them with feedback as to what the best forms of communication with young people are.

Traffic Management:

Six SRC members along with some staff members attended a meeting with representatives from the Barossa Council to further discuss traffic management around Nuriootpa High School in response to the Speed Limit Reduction Proposal that was previously presented. During this meeting, multiple courses of action were considered and discussed including: fencing, pedestrian islands/crossings, redirecting buses, having students dropped off to school on the school's side of the road to reduce the need to cross the road, additional parking, as well as a range of other ideas. This group of students will be meeting with the Council again soon to continue planning an effective course of action that will also be beneficial long-term.

5. Business Arising from Minutes

Item	Response
Languages Review	<p>Jenny Howard, Marilyn Homes, Margaret Staude (Languages teachers) and Gerri have met again – have used feedback from Governing Council to develop another draft survey. Brent Bloffwitch (Languages Officer from central Office) to be asked to :</p> <ul style="list-style-type: none"> • come to Governing Council to be part of a conversation about Languages and the history at Nuriootpa High school (to be supported by Nuri staff) • write a rationale about each of the languages to be included in the survey. <p>Refer to the Learning section of the agenda Students to be surveyed at feeder schools – Years 4 – 7 and current Year 8s. Parents/caregivers from feeder schools to be asked to do survey via their primary school newsletter. ACTION: On student and parent survey the students need to pick top 3 to tick. All agreed survey to go out. Thank you extended to Jenny and Brent for all their support and information. Parents/caregivers from feeder schools to be asked to do survey via their primary school newsletter.</p>
Traffic on roads adjacent to school – responding to survey presented to Barossa Council late in 2017.	<p>Meeting between 4 SRC students, Barossa Council, Ann Hargreaves, Andrew Dickinson and Gerri Walker on July 24th – background information provided re legislation. Proposals/suggestions from students and staff will be worked on by Barossa Council personnel and we will meet again on Wednesday August 14th</p>
Tree Audit	<p>Trees were pruned and removed during last school holidays except the 3 plane trees in the quadrangle. Meeting with Landscape Designer, Gerri, Deb and Trent scheduled for Friday 9th August 10 am.</p>
Daymap - Assessment and Reporting Policy – update from Andrew Dickinson	<p>Daymap was upgraded over the Term 2 break which has opened a number of new feedback options. A Dickinson will work with teachers so that the new verbal feedback option is used.</p>

Nuri High School Website	<p>The new version of Daymap also has a function for leaders to easily oversee assignments and feedback given by the teachers in their faculty. Leaders will be trained in this aspect in the coming weeks.</p> <p>We are currently trialling new laptops for teachers that will enable teachers to digitally ink on assignments. The plan is to introduce the new laptops in 2020.</p> <p>Given the new ways of feeding back to students via Daymap, Leadership are still in discussion around teacher responsibilities for Daymap entries.</p> <p>School information on NHS website needs updating. Every page/document has been reviewed and responsibility for updating has been shared. Progress will be regularly monitored at Leadership meetings</p> <p>Any members wishing to join a committee or ask more details, please email Tarnya Eggleton or A-M Ward</p> <p>All current committee commitments filled.</p> <p>Ann-Marie has forwarded approval to State Government – clarifying with them re having pictures. Application currently with Barossa Council.</p> <p>Engineering reports required by council as it is in first proposal. Reports completed by sign provider.</p> <p>At the beginning of semester 2, all staff talked with their classes about appropriate use of mobile phones.</p> <p>Gerri put an article in the last newsletter about appropriate use of phones in terms of the Universal Behaviour Expectations of the school.</p>
Review of governing council committees – any governing council members wishing to join a committee Sign for NHS approved by school. AM Ward to go to state and local for approval.	<p>Gerri checked with Kathryn Bruggemann(Education Director) and this is within the department guidelines.</p> <p>Brad West following up with Vine Inn to get the jumpers.</p>
Mobile phones in school	
Request from Brad West re new football jumpers	

6. SHARED LEARNING SESSION (30 minutes per meeting)

Languages Review – Brent Bloffwitch, Project Officer, Languages Education, Secondary Learners Directorate | Learning Improvement Division and Nuriootpa High School Languages Staff

Brent provided current information about Languages in the curriculum. He then shared the rationale behind the languages

7. Finance Report –See Appendix 1

8. WH&S

Item	Response

9. General Business

Item	Response
Pastoral Care Worker – letter of support from Governing Council and application	Letter was endorsed by chair
Wine as Gift - In line with the 'Catering, entertainment and gifts instruction for schools and preschools', Gerri is requesting that she can be approved to give bottles of wine to special visitors.	The governing council gives Gerri Walker permission to gift bottles of Nurihannam Wines Agreed.
Pay Rise for Governing Council employees The Fair Work Commission has announced a 3% increase to minimum wages under Federal Modern	This Pay Rise has been actioned.

Awards from 1 July 2019. This increase applies to all governing council employees covered by a modern award and paid at the award rate.	
Japanese Study Tour - The recent visit was a great success. Concern that of the 10 families taking students, 7 were staff. Would like to discuss sustainability of the program.	10 day study tour. Beneficial for students both locally and Japanese. Large commitment for co-ordinator due to regulations for housing students. May be beneficial to put together the role of the volunteer for housing a Japanese student.

10. Reports/Committees

- *Chairperson Report*
Moved: Sharyne Young Seconded: Peter Shute
- *Principal report – refer to Appendix 3*
Agreed
 - o Moved: Peter Shute Seconded: Belinda Haeft
- Subcommittees -

Committee	Report
Canteen Committee Meet week 5 on a Tuesday Pricilla Heidenreich	Have not met
Uniform Committee Belinda Haeft to join if one is formed	No committee
Finance Committee Meet on the afternoon before Governing Council meeting – Peter Lange and Tarnya Eggleton	As per Finance Report
Wine Committee Peter Lange & Peter Shute	<p>Key Points: Meeting on Monday 29th July</p> <ul style="list-style-type: none"> • School vineyard reworking - Thanks to Trent Heneker and Richard Mattner-majority of vineyard equipment has been donated by Treasury Wines. Mainline irrigation will need replacing. Peter Burgemeister currently cleaning up vineyard- to be completed ASAP. Awaiting soil test results, looking at getting vineyard surveyed and 7 new rows ripped. • Men's Shed having a function at the winery on 2nd August • Hickinbotham Lease – currently working with DfE and Barossa council on this • Nurihannam Wine Tasting event – Sunday 18th August 11-3pm. • Riesling production – Richard Mattner working with a vineyard about potential donation of grapes for 2020. • Website being updated with tasting notes • Wine Launch planning • Jig for tractor – Peter Lange following up re this • Recommendation is to skip the fortified this year. <p>Non-vintage to be the go from 2020</p>
Building & Grounds	<ul style="list-style-type: none"> • No meeting – meet once per term

Meet week 6 on a Tuesday – Luke Rothe Fundraising Committee	•
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11. General Business

Task	Person Responsible/Result
Bullying and Harassment Data for semester 1	Physical 9 Verbal or Written - 11 Sexual - 1
Suspension and Exclusion Data for Semester 1	Refer to Appendix 4
Complaints	Nil Semester 1 that were not resolved

12. Correspondence

Letter about grant to apply for from Tony Pasin (Local schools Community Fund)

Brochure from School of languages

13. Any Other Business

Task	Person Responsible/Result
Request Josh Bottrall and or Fiona Ramsey to give a wine tasting for and information session on wines made at Nuriootpa High School	Gerri to speak with Josh and Fiona
Nuriootpa High SALA events	Phantasmagoria at NGS Art Gallery starting Sunday 11/08 for 4 consecutive Sundays Chateau Yaldara Tutti Art displays former Unit Students art.
Tarnya Eggleton unavailable for next governing council meeting	Peter Lange to chair.

14. Meeting Closed at 8:43pm

APPENDIX 1: FINANCE REPORT

Business Manager: Finance Report for Governing Council Meeting 6th August 2019

1. Financial reports: School

REPORTS

The following reports to 30th June 2019 were tabled and discussed at Finance Committee Meeting 6/8/19:

- Profit and Loss statement
- Balance Sheet
- Governing Council report

FINANCIAL ISSUE FROM LAST REPORT

Previously reported discrepancy of \$700 in the Governing Council Report has been resolved.

FINANCIAL REPORTING ADJUSTMENT

The Finance Committee request approval of Governing Council to adjust the expenses of the Drama Shipping containers from an operating expense on Profit & Loss to an asset on the Balance Sheet. Unanimous agreement for governing council.

Moved

Peter Lange

Seconded Peter Shute.

PERIOD 6

GRANT SUMMARY YTD

AMOUNT \$

Aboriginal Programs Assistance Scheme	2,800.00
Better Schools Funding	54,585.83
Better Schools Funding – Aboriginal	4,821.20
Double Debiting (Teacher reimbursement)	40,565.45
First Aid Training	3,837.00
Microsoft Licence Contribution	-6,266.00
Prior Year Reconciliation	-9335.40
TRT NAPLAN	542.00
Global Budget	936,915.64

ACCOUNT AS AT end JUNE 2019

SASIF NHS	1,222,616.46
SASIF TTC	239,117.53
Cash at Bank (Cheque Account)	104,303.72
Accrued Recurrent Funding: Amount allocated by DFE	242,791
June 2019 for areas GB of June expenditure	
Accrued Recurrent Funding: Adjustment for June 2019	-11,521.83

PERIOD 6 Resource Entitlement Statement Variances

There is an increase from May to June RES of \$64275.78, being represented by:	
Increase in base funding: SSO replacement/DbI Debiting	\$ 8,866.28
Increase in IESP funding	\$ 22,048.63
STEM TRT Allocation	\$ 1,084.00
Other Discretionary Funding: School Card / Op Flinders Pgm / Student led Bullying Projects	\$ 32,276.88
TOTAL INCREASE from May to June	\$ 64,275.79

DEBTORS: Accounts Receivable

Period 6 Debtors total 170,841.46 which comprises:

School Families	\$145,145.40 (251 families / 835 families approx. 30%)
Staff Debtor	\$ 10.00 (1 person, invoice June 2019)
Customers	\$ 25,686.06 (11 customers, all June / July invoices)

Families have been contacted by mail, phone and emails will be sent this coming week to follow up either lodging school card, setting up a payment plan or payment in full options before debt collection.

- **Materials and Services Charges Budget** **\$ 443,788**

Includes:

M&S	\$235,638
Non Legal Amount	\$123,880 (approx. 15% don't pay full M&S)
School Card	\$ 84,270

- **Materials and Services Invoiced 2019** **\$473,017**

M&S Year to Date Revenue as at 30th June:

• M&S	\$ 324,757
• School Card	\$ 44,240
• M&S previous years	\$ 8,262
• Waive Non Legal Amount	\$ -41,881
Total	\$ 335,378

SUMMARY for JUNE 2019:

From Balance Sheet: Period 6 shows a Deficit (\$75,622.18) and YTD Surplus of \$639,706.54

Variances are highlighted below for June 2019. The variances to budget are mainly attributable to:

INCOME

Under Budget (ie received less than budget allocation for month)

- **RES JUNE 2019:** Expected RES income is below expectations by \$29500. Timing of allocation and payment of funds to us by the dept has a bearing on this. For information – the budget was set before "final" RES was issued in June 2019, therefore variances can / will occur.

Actuals for June are under projections, however, actuals YTD are above budget YTD and in scope.

- **PARENT CONTRIBUTIONS JUNE 2019:** Parent payments are below the allocated budget expectations for month, however against YTD, money received from Jan to June inclusive exceeds our projected budget income.
- **OTHER INCOME SOURCES JUNE 2019:** Across all accounts in this line, our YTD is positive with income exceeding budget projections to EOM June by \$31461. Minor variance June 2019 of 196. Main variances

WINE SALES: Wine sales exceed projections by \$8757.60.

HIRE FACILITES: Actual income received YTD exceeds budget to EOM June by 4356.25.

Non Budget items

- Non Budget Revenue – offset against Non-Budget expenses. Includes Musical, Camps, Pathways etc

Accrued Revenue

- In line with DFE distribution formula.

EXPENSES

Under Budget (ie expenses not accrued for these lines to date)

- **SITE FUNDED WORKS 2019:** YTD general savings.
- **UTILITIES & MAINTENANCE JUNE 2019:** General savings June & under budget by \$6745. YTD in scope with annual budget – under budget by \$77064.
- **OTHER EXPENDITURE JUNE 2019:** General savings June & under budget by \$3048. YTD in scope with annual budget – under budget by \$175,692.

Over Budget (ie expended more than budget allocation for month)

- **SALARIES JUNE 2019:** TRT days exceed cash flow projections. DFE allocation of 147 Days and Site has allocated an additional 150 days for PD and Faculty release.

Our claim backs for TRT term 4, 2018 and current year are still outstanding for TRT days in excess.

This will be followed up before the next meeting with the DFE to see if they can advise when our claims will be processed.

- **CURRICULUM MAINTENANCE JUNE 2019:** Expended \$14737 over monthly budget allocation. Mainly timing issues as prior months have been under budget. YTD is in scope with annual budget and the YTD is under spent. Change of semester has an impact on this line.
- **ADMINISTRATION JUNE 2019:** minor variance \$50.
- **FACILITIES JUNE 2019:** exceeds cash flow for June by \$5885. Major expense relates to hire

Equip / facilities. Timing of works undertaken as necessary. YTD is in scope of annual budget with YTD underspent by \$3568.

Non Budget Items

- Non Budget Expenses – offset by Non Budget Expenses

UNIFORM JUNE 2019

June Sales	\$ 3,095.51
Expenses	\$ 0.00
YTD Sales	\$ 68,846.22
Expenses	\$ 30,721.36
Surplus	\$ 38,124.86

CANTEEN

The following reports to 30th June 2019 were tabled and discussed at Finance Committee Meeting 6/8/19:

- Profit and Loss statement
- Balance Sheet

Period 6 end shows a surplus of \$3,770.60 and YTD surplus \$3594.14

The Governing Council notes that the year to date result is in YTD Surplus \$3594.14.

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: John Martens

PURCHASE CARD

Finance committee discussion on purchasing card to \$1000 for Technology to replace Load n Go card which expires at the end of August and will no longer be available.

The Finance committee recommend the acquisition of a purchasing card to \$1000 under the control of John Barkley.
Moved Seconded

The Finance committee recommend deferring the acquisition of a purchasing card to \$1000 with a limit of \$100 per transaction under the control of John Barkley until Governing Council Meeting Week 8, Term 3

AGREEED Moved Halena Frick Seconded Sharyne Young

1. Fundraising and Unexpected Revenue (reported 2 x yearly)

FUNDRAISING June 2019 TO BE MINUTED AT GOVERNING COUNCIL AS AUDIT REQUIREMENT

DATE	EVENT	AMOUNT
14/02/19	SRC - Valentines Day	\$80.55
1/03/19	SRC - Casual Day	\$699.30
1/03/19	SRC - BBQ & baked goods	\$365.10
15/03/19	SRC BBQ - sports day	\$742.23
15/03/19	Shrek the Musical - Easter Egg raffle	\$391.70
11/04/19	SRC - casual day	\$494.00
12/04/19	SRC - Poppies for RSL	\$155.00
31/05/19	SRC - Casual Day	\$559.15
	TOTAL	\$3,487.03

UNEXPECTED REVENUE June 2019 (TO BE MINUTED AT GOVERNING COUNCIL AS AUDIT REQUIREMENT)

21/01/19	Ebenezer Neukirch Ladies	Doctors on Campus	\$520.00
21/01/19	Grounds	Simsmetal	\$205.40
21/01/19	Grounds	Lange's Can & Bottle Recycle	\$7.50
25/01/19	Thinking Maths Grant	Dept for Education - Learning Improvement	\$3,252.00
12/02/19	sale of 3D Printer	Luke Solters	\$500.00
25/03/19	Grant - Automotive program	Barossa Council	\$1,000.00
25/03/19	Grant - Youth Week	Barossa Council	\$500.00
27/03/19	Grant - Middle Years & SACE Professional Learning	Dept For Education	\$7,967.00
1/03/19	Sponsorship - Musical	Ahrens	\$200.00
1/03/19	Sponsorship - Musical	Heinrich Cooperage	\$250.00
	Sponsorship - Musical	Clayton Scott Funerals	\$200.00
	Sponsorship - Musical	Cross Fit Barossa	\$250.00
	Sponsorship - Musical	Torbreck Vintners	\$500.00
	Sponsorship - Musical	Barossa Valley Hire	\$300.00
	Sponsorship - Musical	Barossa Enterprises	\$100.00
	Sponsorship - Musical	Key Financial Planners	\$250.00
	Sponsorship - Musical	Adelaide Heating & Cooling	\$500.00
	Sponsorship - Musical	Elders Insurance Barossa	\$250.00
10/04/19	Helen Rudiger - Musical Donation	Helen Rudiger - parent	\$300.00
12/04/19	Grant - National Day of Action	Dept for Education	\$1,000.00
12/04/19	Grant - Music Focus Grant	Dept for Education	\$15,000.00
12/04/19	grant - Early Career Teacher Development Program	Dept for Education	\$5,765.00
15/04/19	Donation - Musical	Adrian Hoffmann	\$2,000.00
1/05/19	Grounds	Simsmetal	\$699.05
7/05/19	sale of 3D printer	Ray Dicker	\$1,000.00
9/05/19	Grant - ILC	Barossa Council	\$1,000.00
14/05/19	Grant - Homework & Cultural Club	The Wyatt Trust	\$5,000.00
20/05/19	Grant - National Science Week	Aust Science Teachers Association	\$350.00
24/05/19	Disability Unit - purchase new oven	Community Helpers	\$1,400.00
3/06/19	sale of 3D printer	Nicole Parham	\$500.00
		TOTAL	\$50,765.95

Jun - 2019**Budgetary Position - Budget Area Details**

INCOME (Variance = Actuals - Budget)	CURRENT MONTH - Jun			YEAR TO DATE - 2019			Opening Balance:		
	Budget	Actuals	Variance	Budget	Actuals	Variance	910,884		
	\$	\$	\$	\$	\$	\$	Budget for Year	Estimated	Variance
RESOURCE ENTITLEMENT STA	987,676	958,116	(29,560)	6,419,893	6,702,558	282,665	12,839,787	13,122,452	282,665
PARENT CONTRIBUTIONS *	53,999	37,619	(16,379)	255,928	335,378	79,449	443,788	523,237	79,449
OTHER INCOME SOURCES *	19,384	19,188	(196)	27,245	58,707	31,461	41,800	73,261	31,461
NON BUDGET - REVENUE	0	62,999	62,999	0	369,676	369,676	0	369,676	369,676
ACCURED RECURRENT FUNDIN	0	242,791	242,791	0	192,302	192,302	0	192,302	192,302
TOTAL INCOME	1,061,059	1,320,713	259,655	6,703,067	7,658,621	955,553	13,325,375	14,280,928	955,553
EXPENDITURE (Variance = Budget - Actuals)	CURRENT MONTH - Jun			YEAR TO DATE - 2019			Opening Balance:		
	Budget	Actuals	Variance	Budget	Actuals	Variance	910,884		
	\$	\$	\$	\$	\$	\$	Budget for Year	Estimated	Variance
SALARIES *	879,656	972,128	(92,472)	5,710,638	5,902,433	(191,795)	11,421,277	11,613,072	(191,795)
CURRICULUM MAINTENANCE *	46,960	61,698	(14,737)	309,032	307,401	1,631	569,885	568,253	1,631
ADMINISTRATION	10,872	10,922	(50)	55,208	44,482	10,727	105,300	94,573	10,727
SITE FUNDED WORKS	16,367	1,151	15,216	35,867	7,965	27,902	56,000	28,098	27,902
FACILITIES *	4,379	10,264	(5,885)	39,317	35,749	3,568	54,500	50,932	3,568
UTILITIES & MAINTENANCE *	49,408	42,663	6,745	281,973	204,909	77,064	549,541	472,477	77,064
OTHER EXPENDITURE	107,939	104,890	3,048	526,128	350,436	175,692	1,053,987	878,295	175,692
NON BUDGET - EXPENSES	0	3,884	(3,884)	0	148,443	(148,443)	0	148,443	(148,443)
TOTAL EXPENDITURE	1,115,581	1,207,600	(92,019)	6,958,163	7,001,817	(43,654)	13,810,490	13,854,144	(43,654)
NET TOTAL	(54,523)	113,114	167,636	(255,095)	656,804	911,899	(485,115)	426,784	911,899

Cancelled Cheque Adjustment:

50

Closing Balance YTD:

1,567,738

Closing Balance Forecast:

1,337,668

① Nonbudget - income exceeds expenditure YTD ✓

* (Denotes Forecast Actuals have been edited, See Variance notes for explanation)

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Budgetary Position - Budget Area Details

FUNDS AVAILABLE RECONCILIATION

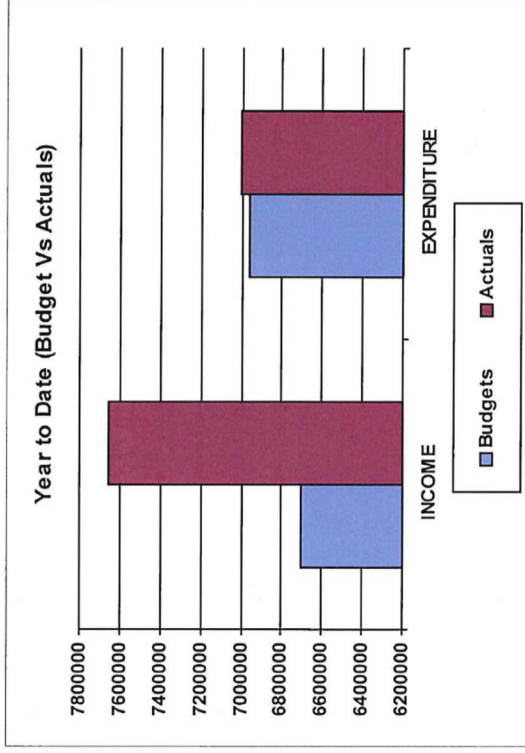
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Cash at Bank	106,004
Add All Investments	1,461,734
Add P21 Accrued	(11,522)
Add Prepayments	0
Add Receivables	172,628
Less Payables	21,953
Less Liabilities - ShortTerm	(5,139)
Less Liabilities - GST	(5,222)
Less Committed Investments	13,898

1,567,738

Closing Balance: 1,703,354

Purchase Order Commitments	32,795
Liabilities - Long Term	0
Reserves	0



✓ Income YTD exceeds budget projections

✓ Expenditure YTD slightly above budget projections

APPENDIX 2: PRINCIPAL'S REPORT

1. Staffing Update

Deb Wilson has begun backfilling Ann-Marie Ward while she is on leave for 6 weeks commencing July 29th. Deb has worked with us before when Ann-Marie had leave.

Aaron Golding, Noah Tilley and Karlia Davoli have returned in contract positions.

Vicky Menealou has joined us as a Science contract.

Jay Ferrin is on LSL/Retention Leave for the first 4 weeks of term 3 – Jenelle Draper is acting in this position.

Ally Royall is backfilling Jenelle. Dave Bowley is backfilling Ally.

Giles Bartram has reverted to a teaching role for semester 2 and Tanya Bowley has replaced him as HASS leader for this semester.

Sandra Barth has resigned as Aboriginal Community Education Officer.

Chris Gambell is on LSL for 8 weeks during semester 2 – this position has been advertised and closed –

Andrew Dickinson is running this panel.

2. Staffing Update 2020

- a. Four assistant principal positions – these positions have been advertised and closed – panels have begun.
- b. The ongoing Science coordinator position has been advertised for 5 years – panel has commenced.
- c. Disability Unit/Special Classes Coordinator position has been advertised for 3 years.
- d. Disability Unit/Special Classes for 2020 - we currently have 5 Disability Unit classes – this will be reduced to 4 classes and one Special Class in 2020. The Special Class does not attract leadership time as the Unit classes do. There are also conversations about Special Classes in 2022 when the Year 7 students join us.
- e. We have advertised 2 Year Level Leaders – one for Years 9 and 10 and one for Years 11 and 12 for 3 years.
- f. PAC are now developing J&Ps for the internal positions of :
 - i. 6 Year Level Managers for one year
 - ii. Wine Manager and SRC teachers for one year
 - iii. Sports Manager for 6 months

3. Buildings Upgrade – Year 7 Works – we have agreed to a high level concept for the new buildings – we are awaiting an architect to be appointed so that we can begin consultation with the school community.

4. Next Pupil Free Day – Monday September 23rd when we will have training with Stephen Graham about writing. There is a school closure on Monday September 2nd.

5. NCCD – is an annual national collection applied across all school settings to identify the number of school students with disability and the level of reasonable adjustment provided for them to access and participate in education. Staff entered accommodations onto DayMap for students who do not have an NEP but require accommodations. This data was collected nationally on August 2nd. A letter was sent out to parents about this collection.

6. School Culture –progress against this work:

- Decision Making Policy was put to staff on Monday July 29th – this was approved by staff. The policy is attached as Appendix 3.
- Positive Behaviours for Learning and Restorative Practices – audit to be undertaken with staff
- Behaviour Code – Anne Barclay is leading a group to look at this with respect to the role of the Learning Area coordinators being made explicit
- Staff Induction Policy to be reviewed – Ann Hargreaves to lead this work
- Reviewing what happens in week 9, term 4 – Andrew Dickinson has called for volunteers to be part of this working party.
- Developing a School Charter will be a piece of work that follows this initial work.

7. Progress against Site Improvement Plan

Goal: Increase the Writing achievement of our year 8 students

Last 5 weeks of Term 2:

1. Interoception – Jay Ferrin is identifying a few students and SSOs to run a trial project
2. Continued focus on Tier 3 Words at staff meetings.
3. Consideration of when to introduce Tier 2 words is happening.
4. Knowing Your Students via their Data – there was a session in week 9 of term to look at the data for the

classes for semester 1 – familiarity and how to manipulate the data. Week 2 staff meeting term 3 - staff looked at data about their students in their classes – NAPLAN and PAT data and asked to consider how this impacts on their teaching and assessment strategies. I had the pleasure of working with The Arts faculty. Their interrogation of the data and professional conversations about what this meant for students in their classes was very positive.

5. Stephen Graham will present to whole staff at Pupil Free Day on September 23rd

ENGLISH FACULTY - BRIGHTPATH

Received feedback from Brightpath team re Year 8 narratives – staff have reflected on this and used for next teaching points. English staff have been provided with Narrative Texts resources for scaffolding the work.

HASS FACULTY – BRIGHTPATH

Giles, Simon and Ruth attended initial training day - Tanya Bowley, Giles and Mark Reincke have undertaken the second day of training

All Year 8 HASS students have written a persuasive text which has been moderated by HASS team

Texts have been forwarded to Brightpath team for moderation.

HASS staff will be provided with Persuasive Texts resources for scaffolding the work.

Performance Development Meetings

All staff have met with their line managers for a conversation about the students they are tracking in writing and their general progress against their plan. They have also been provided with written feedback about their progress.

Goal: Increase the Numeracy achievement of year 8 students

WHOLE SCHOOL

- On hold while focus is on Writing – looking for a presenter to introduce to the whole staff

ADDRESSING MISCONCEPTIONS

- Numeracy classes have continued to address Misconceptions in Multiplicative Thinking and Fractions - some very positive feedback and progress from students.

TRACKING AND MONITORING SIP

Tracking and monitoring SIP is continuing with Executive Team – will move to Leaders' agenda when appropriate



DRAFT Decision Making Policy

1. Rationale

Inclusive decision making is a critical factor in the long term effectiveness of a school. It can contribute significantly to the achievement of organisational goals; the maximising of parent involvement; the increase in the morale, well-being and productivity of staff, and ultimately the enhancement of student learning. The Education Act, Regulations and Administrative Instructions detail clear expectations for Principals and School Councils with regard to school based decision-making.

All individuals and groups within a school community have the right to participate and be fairly represented in relevant decision making. Involvement of members of the school community will vary according to the issue under consideration.

A school community consists of the students, staff, parents and organisations within the local area. Where these appropriate stakeholders are involved in decision making it is a more satisfying and professionally rewarding place for students, staff and parents. It is a true community.

Decisions are made using a process of consultation with individuals and groups. Staff, parents and students are expected to participate in decision-making processes related to issues in which they have an interest, stake or expertise.

The school's organisational structure provides opportunities for people to make decisions on matters related to their roles and in accordance with established policies and procedures.

2. Principles

At Nuriootpa High School we believe:

Our policies, practices and decisions will be characterised by:

- Democratic principles ensuring consultation, ownership and evaluation
- An inclusive approach ensuring the needs of students as learners and teachers as professionals are addressed.

Decision-making works well when:

- Inclusive practices are in place
- There is an atmosphere of trust and respect
- Decisions are made within a framework of a shared vision, values and agreed goals
- Different opinions and ideas are listened to and respected
- People feel supported, considered and rewarded for their contribution
- Stakeholders accept and support decisions made, although the decision may not always be their preferred position
- The modes of decision-making vary according to needs of the groups and participants are clear on the process
- People's roles and responsibilities are clearly defined, and expectations made explicit
- Consultation and participation are routine aspects of the decision making process
Processes are clear for information sharing, deliberation, negotiation, participation and making decisions
- Organisational support ensures the implementation of decision into practice.

The above principles underpin our Decision Making Policy and accompanying procedures.

3. Role of the Principal

The Principal is accountable to the Chief Executive for the educational leadership and management of the school, and to the Governing Council for the implementation of the school's Site Improvement Plan.

It is incumbent on the Principal to establish decision-making procedures which give full opportunity for staff and other members of the school community to participate as appropriate.

The Principal is responsible for ensuring there is a mutual understanding of the roles and responsibilities of individuals and groups.

4. Role of teachers

Under the Education Act/Regulations, teachers are responsible to the Principal for the welfare and development of students in their care, participating in the development and review of policies and actively assisting in the general management of the school. In relation to decision-making, it is their responsibility to:

- Participate in decision-making and use the decision-making structures that are in place
- Ensure that the decisions they make in relation to teaching and learning, or their job, follow the principles above.

5. Role of ancillary staff

Ancillary staff are responsible to the Principal for providing quality support services, participating in the development and review of policies and actively assisting in the general management of the school.

6. General principles

- Those affected by a decision are given an opportunity to participate in the process so that their views are considered.
- The introduction of new policies and procedures or major changes to existing policies must be ratified by the Governing Council.
- Established committees are expected to consult more widely (ie. outside the immediate group) on occasions when insufficient information is available.
- Decisions are recorded in minutes of meetings and the person or group responsible for implementation is identified in the documentation.
- Individuals and groups are committed to equal opportunity and inclusivity principles when making decisions.

7. Types of decisions

Individual decisions

- These informed decisions are made when action is mandated by the Department for Education or an individual exercises his/her judgement to facilitate smooth day to day operations.
- If the decision or proposal only impacts on the individual staff member making the decision (or their core business) then the decision can be implemented.
- Such decisions, however, must be made within the school's broad policies and Department for Education regulations.
- Example of an individual decision: the teacher decides to have an outdoor lesson.

Collaborative decisions

These are mainly decisions made by Leaders, Faculties and Committees. See Appendix for the committees.

- Groups share ideas and make collaborative decisions to give direction for a particular purpose. If the decision or proposal falls within the group's mandate (see committee responsibilities in Appendix) and affects only the group (or their primary stakeholders), the decision can be implemented.
- Groups are responsible for ensuring that any decisions are taken in the best interests of their key stakeholders and any decisions, are made within the school's broad policies and Department for Education regulations.
- Example of a collaborative decision: the content and format of the Pupil Free Day

Consultative decisions

- These are decisions that will impact the whole staff, school and/or wider community. These require consultation with all key stakeholders. The degree of consultation will depend on the gravity of the decision or change, and whom it is likely to affect.
- Example of a consultative decision: the decision about what happens in Week 9, Term 4 each year.

Emergency decisions

- Principal or principal's nominee will have emergency decision-making powers when an urgent decision must be made and the situation makes it impossible to follow the usual decision-making process.
- Example of an emergency decision: cancellation of an event due to inclement weather.

Proviso

- In any school decision-making process the Principal retains the power of veto. If agreed and appropriate decision-making processes are used, this situation would be rare.
- Decisions arrived at must not:
 - contravene Department for Education guidelines or be illegal
 - affect the safety and wellbeing of children by placing them at risk contravene the school

8. Committees: Guiding Principles

There are 3 types of committees:

1. Mandated – these are mandated within the Education Act and Regulations - they include Governing Council, Finance, PAC, ...
2. Standing Committees – refer to Appendix for these committees – these committees can be changed without a total review of the Decision Making Policy
3. Ad Hoc Committees – these can be established to address a current issue

9. How issues are raised

An issue may be brought to the attention of the relevant person (eg a staff member, parent or student leader). Alternatively, the chairperson of the appropriate committee may be asked to include issue(s) on the agenda for the next meeting.

If neither of these alternatives suits, the matter should be taken to a member of the school's Executive Team.

The issue will be discussed at Executive Team level and either:

- resolved and the decision documented in the minutes.

or

- referred to a relevant forum for a decision or further consultation.

or

- an ad hoc committee, consisting of interested staff, established to deal with it.

10. Decision Making Process

The whole of staff meeting will be the main forum for consultation and discussion for new proposals or policy that directly affect staff and their work. Once all stakeholder groups have been consulted and there has been discussion at staff meeting, the proposal is presented to the Leadership Team as a motion for a decision.

A quorum is the minimum number of members that must be present before any valid business be transacted. For a committee meeting a quorum is at least half the voting members of the committee.

The decision will be reached through consensus or a 2/3 if consensus cannot be reached. Voting can be by secret ballot if requested.

A conflict of interest arises in the workplace when an employee has competing interests or loyalties that either is or potentially can be, at odds with each other. Committee members are asked to declare any

conflict of interest at a meeting and act appropriately. This may include leaving the meeting, not participating in a vote, ...

The recommendation is to be minuted and communicated to the principal for endorsement (or veto). Minutes of the meeting are to be published in TEAMS:NHS Staff: Committee Agendas and Minutes. The principal communicates the decision to the Governing Council.

11. Communicating Decisions

Chairperson of each committee to ensure that scheduled meetings are on the school calendar. Meetings for each week are to be put on DayMap on Mondays by Assistant Principal: Daily Operations.

Minutes of each meeting are to include key points discussed without assigning them to committee members and agreed actions with assigned responsibilities and timelines. Confidentiality is to be maintained where deemed necessary by the committee. Examples may be the information about the health of a staff member at PAC or Executive Meetings; naming of the port at the Wine Committee.

Minutes are to be published to:

- all staff in TEAMS:NHS Staff: Committee Agendas and Minutes
- non-staff members via email
- the wider community via newsletter, DayMap message, letters

12. Implementing Decisions

The minutes should clearly state who is responsible for overseeing the implementation of the decision. Each team/committee needs to plan how the decision will be implemented, and provide clear expectations and timelines to those affected by the decision.

13. Reviewing Decisions

When making a decision, each team/committee needs to put in place ways to monitor the implementation of the decision, evaluate its effectiveness and modify the decision if necessary. Not all of these processes need to be formal ones and can be built into effective practices where the progress of implementation is regularly and intentionally reviewed.

14. Appeals/grievance procedure

Members of the school community are encouraged to use established grievance procedures (TEAMS:NHS Staff:Policies) in the first instance.

Alternatively, the Personnel Advisory Committee *may at times be required to meet to consider and, where relevant, resolve issues in relation to a range of human resource matters. (PAC Handbook)*

There may be times when decisions need to be reconsidered. In addition to normal grievance procedures, any staff member, student or parent may lodge in writing a grievance with the Principal detailing the nature of the decision and the reasons for being reconsidered. These reasons may include:

- Consultation or participation inadequate
- Decision was outside role/responsibility of individual/team/committee that made decision
- Decision not in best interests of students, staff or wider community.

Review Date: May 2022

Appendix : Committees

Membership and responsibilities of each committee and subcommittee shall be determined by the committee/team and ratified by staff, except where the composition is mandated. Membership must be representative of the groups concerned. Staff, parents and students must be given the opportunity to be involved.

- Each committee and subcommittee is required to review its role statement each year. Any recommendations for change should be presented to the whole staff team.
- Some committee and subcommittee meetings are open to interested students, parents and staff, with only elected members have voting rights.
- Committees and sub committees will use consensus in the first instance and 2/3 majority voting if needed.
- Committees and sub committees are forums for investigation, consultation and debate. Decisions are made in accordance with existing policy.
- Ad hoc committees may be established at the discretion of the Governing Council or the Executive Team.
- Chairperson of each committee/sub-committee is responsible for the publication of minutes/decisions after each meeting.
- For general staff information, minutes of committee and subcommittee meetings will be published in TEAMS:NHS Staff: Committee Agendas and Minutes.

TEAM/COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

MANDATED COMMITTEES:

Governing Council	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none">• Provide advice to the Principal, as per constitution, on matters affecting the wellbeing of the school.• In collaboration with the Principal, determine how resources are allocated.• The work of the Governing Council is supported by a number of sub committees:<ul style="list-style-type: none">FinanceBuildings and GroundsCanteenUniform	Principal (ex officio) Elected Parents (14) Elected Staff (3) Elected SRC (2) Business Manager (ex officio) (Membership is as per Constitution)

Finance (Governing Council Sub Committee)	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none">• To monitor and plan expenditure of school budget.• To ensure NHS and DFE priorities are funded.• To consider submissions for curriculum and allocate available funds using established criteria.• To recommend the annual budget and student materials and services charge to Governing Council.	Chair (Treasurer elected by GC) Principal Business Manager Elected Parents (3+ Treasurer) Elected Staff (3) Elected SRC (2)

Canteen (Governing Council Sub Committee)	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To monitor the operation of the school canteen on behalf of the Governing Council. To support the Canteen Manager. To recommend changes to improve the service offered by the canteen. 	Principal Business Manager Canteen Manager Elected Parents (3) Elected Staff (1) Elected SRC (2)

Personnel Advisory Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> Provides advice to the Principal on a range of personnel issues. Conflict Resolution 	Principal Elected staff (1-AEU, 1-EO) Elected SSO (1) (Membership is externally determined)

WHS Committee (Level 1)	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To oversee all school policies and procedures for wellbeing, equipment, facilities and grounds to ensure that they comply with DFE OHSW requirements. To advise the Principal or nominee about management practices that need to change. To work with appropriate consultants. To promote OHS&W of staff, students and visitors to the school. 	Principal or AP, Daily Operations OHSW Staff Representative Elected Staff (4) SSO with responsibility for Business Manager

STANDING COMMITTEES

Buildings & Grounds (Governing Council Sub Committee)	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To plan maintenance and development of school buildings and grounds. To assist in the maintenance and development of agricultural facilities and grounds. To liaise with DFE and DAIS officers in planning building and grounds developments, repairs and maintenance. 	Principal Business Manager Elected Parents (2 or 3) Elected Staff (2) Elected SRC (2 or 3)

Uniform (Governing Council Sub Committee) As Required	
<i>Purpose/Responsibilities</i>	<i>Membership</i>

<ul style="list-style-type: none"> • Provide advice to the Governing Council on all aspects of the uniform policy. • Provide advice to the staff on procedures for ensuring student compliance with the uniform policy. • Assist in ensuring the uniform is available to all students and parents at a reasonable cost. • Monitor and review Uniform Policy and procedures. • Liaise with the supplier of the NHS uniform 	Deputy Principal (Convenor) Parent Representatives including Governing Council nominee (2) Elected Staff (2) Elected SRC (2)
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Student Representative Council	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To represent the views of students to the school administration and participate in the school decision making structure. To find out views of students on matters that affects them. To act upon suggestions requested by students as appropriate. To inform students of the decisions made and actions taken by the SRC as appropriate. Raise funds to improve the facilities within the school for the benefit of students. Run non uniform days to support school based programs, local or state wide organisations. 	Year 8 students(5) Year 9 students (5) Year 10 students (5) Year 11 students (5) Year 12 students (5) Year 13 students (1) Staff Liaison Teachers (2)

Executive Team	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To monitor whole school administration, curriculum priorities and policies. To determines and facilitate the process for decisions on major policy and procedural issues ie determine the process and timeline for consultation, feedback and decision. To refer issues to other teams/committees for consultation/recommendations/decisions. To ensure that day-to-day management strategies are in place and are implemented. To provide advice on emerging issues that require coordination across the school. 	Principal Deputy Principal Assistant Principals (3) Business Manager

Leaders Team	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> The main forum for decision making on new proposals or policy that affect the majority or all of the school community. To provide leadership in the areas of curriculum, policy and site improvement. To advise the Principal of issues and decisions needing consultation. To provide advice to the Principal and/or Governing Council as requested. To monitor and review existing practices of the school and identify areas for improvement. To represent the views of their team(s). To provides line management for designated staff. To facilitate communication between faculty teams, year level teams and staff. Support staff in relation to their work, wellbeing and professional development. 	Principal Deputy Principal Assistant Principals (3) Business Manager Coordinators Year Level Managers (5) Optional

Staff Amenities Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To assist with the maintenance and development of the staff room. To ensure that staff room notice boards are kept current and neatly displayed. To arrange appropriate presentations to staff on special occasions. 	Elected staff (4-5)

School Support Officers Team	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> Provides advice to the Business Manager on all issues relating to the management of School Support Services. 	Business Manager All School Support Staff

Staff Social Committee – Culture Club	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> Terms Of Reference. To promote social activities for staff. To encourage a welcoming environment for staff. To encourage laughter and happiness amongst staff. 	Elected staff (4-5)

ICT Executive Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To plan for the maintenance and development of ICT and NHS Oversee management of ICT infrastructure Manage ICT Budget (monitored by Deputy principal/Technology Coordinator and Network Manager) 	Principal Deputy Principal Coordinator of Technology Network Manager Business Manager

Digital Learning Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> Develop and implement ICT plan for staff/students Oversee whole school ICT needs from a curriculum level 	Deputy Principal (chair) Coordinator Technology Nominated staff Network Manager ICT Support staff Elected staff (8)

Training & Development Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> To facilitate the professional development of all staff in accordance with school, DFE and individual PD needs and priorities. To organise the pupil free training days. To manage the T&D budget. 	Assistant Principal, Daily Operations Elected Staff (6-8)

Whole of Staff Meetings	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> • To provide an opportunity for information sharing, reporting and decision making. • To work in small teams on the site improvement plan. • To provide professional development. • To provide a forum for discussion, consultation and feedback on school policy and procedures. • Information sharing and reporting 	<p>All teachers are required to attend. School Support Staff may elect to attend</p> <p>Chairperson and Minute Secretary to be elected by staff (Term 1).</p>

GLOW Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> • Provide support • Encourage diversity • Acceptance/support 	<p>Youth Worker4 Wellbeing</p> <p>Teacher</p> <p>Students</p>

Wine Committee	
<i>Purpose/Responsibilities</i>	<i>Membership</i>
<ul style="list-style-type: none"> • Meet twice per term • To provide advice/support for the school wine making program • Assist with wine marketing initiatives • To provide planning advice for the development and enhancement of the wine program • To monitor the wine budget 	<p>Wine Manager</p> <p>Principal</p> <p>Agriculture and Horticulture Coordinator</p> <p>Governing Council Reps (minimum 2)</p> <p>Interested parents (often with wine/viticulture experience)</p> <p>Staff Reps(no set number)</p>

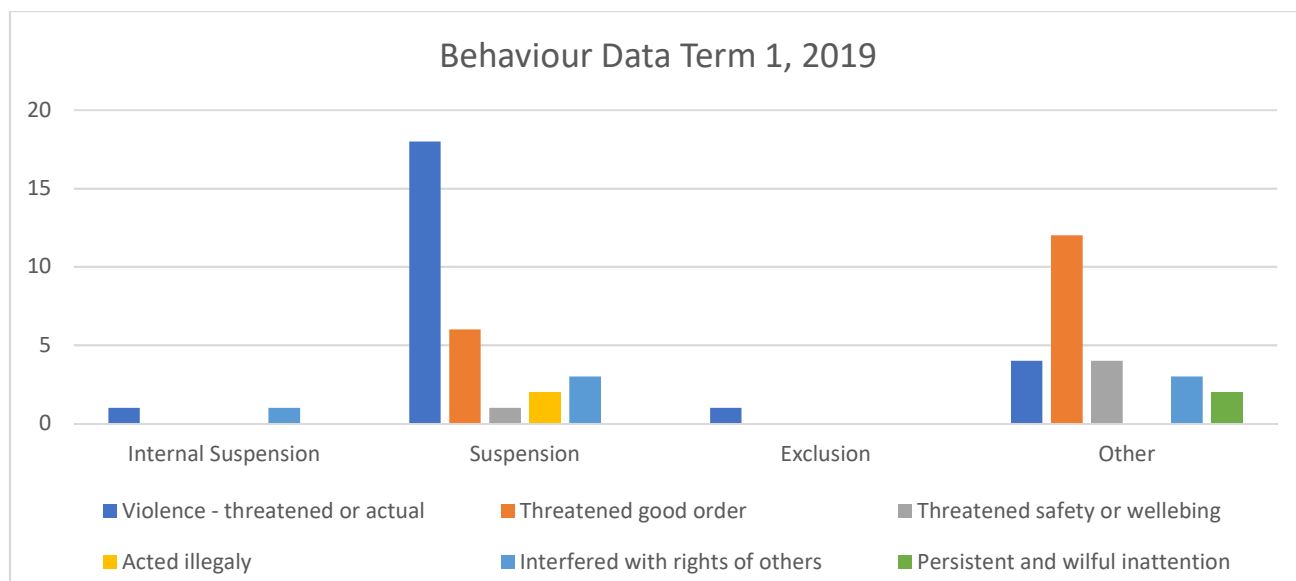
Last updated: 2019

Next update: 2022

APPENDIX 4

Semester 1 Behaviour Data

	Internal Suspension	Suspension	Exclusion	Other	Total
Violence - threatened or actual	1	18	1	4	24
Threatened good order	0	6	0	12	18
Threatened safety or wellbeing	0	1	0	4	5
Acted illegally	0	2	0	0	2
Interfered with rights of others	1	3	0	3	7
Persistent and wilful inattention	0	0	0	2	2
Total	2	30	1	25	58



Term 2	Internal Suspension	Suspension	Exclusion	Other	Total
Violence - threatened or actual	2	13	2	3	20
Threatened good order	7	9	0	2	18
Threatened safety or wellbeing	0	4	0	4	8
Acted illegally	3	3	0	0	6
Interfered with rights of others	0	0	1	3	4
Persistent and wilful inattention		0	0	7	7
Total	12	29	3	19	63

