NURIOOTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING
Meeting Tuesday 12th February 2019
Languages Building
7.00 pm


Chair: Brenton Wildman

Secretary: Halena Frick


Welcome new SRC Reps
Resignation from Gavin Day

Apologies:

Minutes from previous meeting:
Accepted:  Seconded:

1. Business Arising from Minutes

- Matt Smith requested that a Governing Council member be part of the WHS committee. – Ann Hargreaves to put this proposal to the staff group –
  - Matt is leaving and AH is still to put to whole staff.
- Review of Languages – Gerri has met with Jenny Howard – she is contacting a person from Flinders Uni about possible support with the process
  Tarnya Eggleton suggested a Well Being Committee be formed, all agreed this was a good idea. – in progress. Action: The ‘Wellbeing’ student team has been formed (but we will need new student members) and we are working with YACSA to look at Anti-Bullying actions both at school and the FLC. Jenelle Draper and Anne Barclay started this work at the end of last year and will work on it first semester. Anne to ring Tarnya and invite her to the first meeting .
- Update re tree audit from Ann-Marie
- External School Review Update – feedback
- SRC leaders from 2018 – letter of thanks from Governing Council – Halena to follow up on last year’s letter.
  Brenton to sign. Ann-Marie to liaise with Halena and Brenton.

2. Finance Report

School

The following reports for December were tabled and discussed at Finance Committee Meeting today (12/2/19):
- Profit and Loss statement
- Balance Sheet
- Governing Council report

December shows a Surplus of $118,455.37 and YTD Surplus $73,262.21

The variances to budget are mainly attributable to:

Under Budget
- RES: Global Budget – received more than anticipated/cashflowed (TRT reimbursements and small grants)
- Parent Contributions: received $25,660 - not cashflowed correctly
- Other Income sources:
- Non Budget revenue – no budget lines – offset by Non Budget Expenses
• Salaries: savings of $17,664 – tchr & SSO underspent, TRT overspent $9,031 Term 4 Additional TRT Supplementation yet to be received
• Administration – general savings
• Site Funded works – includes payment for LED/Solar and general savings
• Utilities & Maintenance: general savings across all lines
• Other Expenditure: less spent than cashflowed and general savings

**Over Budget**
• Curriculum Maintenance – more purchases than cashflowed/anticipated incl Musical, Yr 12 Presentation, Prizegiving, VET, Yr 12 Formal, Internet charges
• Facilities – overspent due to cleaning/toiletry expenses
• Non Budget Expenses: no budgets – is offset with Non Budget revenue

**Summary of areas over budget:**
• Curriculum Maintenance – more purchases than cashflowed/anticipated incl Musical, Yr 12 Presentation, Prizegiving, VET, Yr 12 Formal, Internet charges
• Facilities – overspent due to cleaning/toiletry expenses
• Non Budget expenses: (eg includes camps, excursions – offset by revenue shown by Non Budget revenue)

**UNIFORM**

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<tr>
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<tbody>
<tr>
<td>Dec Sales</td>
<td>$ 6,850.04</td>
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<tr>
<td>Expenses</td>
<td>$ Nil</td>
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<tr>
<td>YTD Sales</td>
<td>$ 90,264.10</td>
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<tr>
<td>Expenses</td>
<td>$ 74,520.96</td>
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<td>Surplus</td>
<td>$ 16,013.14</td>
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**Canteen**
The following reports for Period 9 SEPT were tabled and discussed at Finance Committee Meeting today (1/11/18):
• Profit and Loss statement
• Balance Sheet

December shows a Deficit of $1,046.05 and a YTD Surplus $16,716.83
Congratulations to Bev and Fiona and the volunteers on a great effort in the Canteen in 2019.
The Governing Council notes that the year to date result is in Surplus of $16,716.83 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: Luke Rothe Seconded: Sharyne Young

**SRC non Profit Sub Entity**

A motion is hereby placed before Nuriootpa High School Governing Council that the fundraising body listed below is nominated as Non-profit sub-entities for GST purposes.

• **SRC**
The SRC are planning to conduct fundraising events in the financial year ended 31 December 2019 and all relevant financial transactions will be recorded in the school accounting and taxation records as out of scope of the Business Activity Statement (BAS) for reporting purposes (G21).

The Council notes that the record of this decision must be retained for 7 years and that this election cannot be revoked during the financial year nominated.

The Council notes that the transactions of the NPSE body will have separate accounting records (distinct revenues and expense EDSAS lines to level 4 accounts as required by the Australian Tax Office) and that the annual turnover of the NPSE will be no more than $100,000.

The Governing Council approves the above recommended by the Principal.
Moved: Halena Frick Seconded: Sharyne Young
Annual Delegations 2019

The Principal recommended the following staff members be approved by the Governing Council as delegates for the 2019 year:

**Procurement Delegations:** Delegated authority to sign purchase orders for Nuriootpa High School and Canteen

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<th>Position</th>
<th>Name</th>
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<tr>
<td>Business Manager</td>
<td>Ann-Marie Ward</td>
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<td>Finance Officer</td>
<td>Dianne Emes</td>
<td>$20,000</td>
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<td>Principal</td>
<td>Geraldine Walker</td>
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<td>Deputy Principal</td>
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**Contract Delegations:** Delegated authority to enter into written agreements or contracts that require a site signature (e.g. Hall hire agreement)

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**Financial Delegations (SASIF Account):** Delegated authority to authorise withdrawals from the SASIF Accounts including Canteen

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**Financial Delegations (Operating Account):** Delegated authority to authorise payments from the Operating Account and Canteen Account

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**Cheque Signatories:** Delegated authority to sign cheques for Nuriootpa High School and Canteen including payroll (two signatories required for each cheque)

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**EFT Signatories:** Delegated authority to authorise EFT payments for Nuriootpa High School and Canteen (two authorisers required for all payments)

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<td>Deputy Principal</td>
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**Issue Petty Cash:** Delegated authority to issue petty cash - Nuriootpa High School

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<tbody>
<tr>
<td>Finance Officer</td>
<td>Dianne Emes</td>
<td>$100</td>
</tr>
<tr>
<td>Finance Assistant</td>
<td>Rachael Pain</td>
<td>$100</td>
</tr>
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ATO online facilities: Enter bank account details & other records, Submit BAS/other returns

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Manage Load & Go debit card – Nuriootpa High School

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</thead>
<tbody>
<tr>
<td>Tech Studies &amp; IT Co-Ordinator</td>
<td>John Barkley</td>
<td>$999</td>
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Manage Purchase card – Nuriootpa High School

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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Geraldine Walker</td>
<td>$10,000</td>
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<td>Business Manager</td>
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The recommendation of the Principal has been accepted by the Governing Council
Moved: Peter Lange    Seconded: Taryna Eggleton

Balance Sheet and Profit & Loss Statement 2018 for Nuriootpa High School and Canteen.
CANTEN: Surplus $16,919.92
SCHOOL: Deficit $8,269.59
The Governing Council approves the Balance Sheet and Profit & Loss Statement for 2018 for Nuriootpa HS and Canteen recommended by the Principal.
Moved: Sharyne Young  Seconded: Luke Rothe

Bank SA – 2019 Signatories – Letter of Bank SA
The Governing Council of Nuriootpa High School approves the signatories listed to conduct business and to sign cheques and process EFT payments and investment transactions as per our Constitution.
Geraldine Walker - Principal
Andrew Dickinson - Deputy Principal
Ann-Marie Ward - Business Manager
Dianne Emes - Finance Officer

BANK ACCOUNTS
Nuriootpa High School - Account number 105-055 0233809740
Nuriootpa High School Canteen Fund - Account number 105-055 0229043940

SASIF INVESTMENT ACCOUNTS
NHS Consolidated
Trade Training Centre
AJ & CC Chapman
Groom Family
Falland Music Award
Comm Ctr Scholarship
Building Fund
Canteen
Moved: Taryna Eggleton  Seconded: Halena Frick

Amendment to Authority to Operate Bank SA – School and Canteen
The Governing Council of Nuriootpa High School approves the signatories listed to conduct business and to sign cheques and process EFT payments as per our Constitution.
Nuriootpa High School - Account number 105-055 0233809740
Geraldine Walker - Principal
Andrew Dickinson – Deputy Principal
**Nuriootpa High School Canteen Fund** - Account number 105-055  0229043940

Kirsty Gebert – previous Deputy Principal – to be deleted as signatory for Nuriootpa High School & Nuriootpa High School Canteen.

Moved: Sharyne Young    Seconded : Peter Lange

**2019 Interim Budget**
Interim Budget is currently showing at deficit of $97,000
School is still waiting on confirmation of January Resource Entitlement Statement and IESP (Disability) Funding.
SASIF account as at 11/2/19 $766,475
Committed Funds (carryovers 2018) $246,258
Leaves a Balance of $520,217 less deficit budget $97,000 Anticipated balance $423,217

Proposal: that the Governing Council accept the Interim Budget and once Jan RES and IESP Funding is confirmed, budget to be re-tabled at next GC Meeting.

**3. WH&S**

**4. General Business**

- School Closure Days for 2019 – email agreement received
- AGM

**5. Reports/Committees**

- Chairperson
- Principal
  - Staffing Update
    - Andrew Dickinson has started as Deputy Principal
    - Brad Westley has commenced as VET/PLP coordinator for 12 months
    - New teachers are:
      - Karlia Davoli in Maths
      - Noah Tilley in Music
      - Aaron Golding in English
      - Kieran O’Dea who is based at our school as an Instrumental Music teacher
    - Jess West, Lyn Seidel, Nev Saint, Wayne Roscarel and Bill Conway have returned
    - Libby Krahling has resigned from her contract at the FLC as she has won another job – she has done a great job at the FLC. Anne Harris and Gianna Slater will both increase in time.
    - Krista Zanker, youth worker, has moved to Playford International College for one year. Julie Flatman has increased her time and is doing the bookings for the DOCS program; we will be advertising for a youth worker 25 hours per week for this year.
  - Student Numbers are higher than in 2018 but there are about 20 less students than we did the budget on so it is being re-drafted to re-present to Governing Council on Tuesday night.
  - Site Improvement Plan –next draft to be discussed for approval – attached
  - STEM Update
    - Upstairs lab completed – awaiting new furniture
    - Main STEM building – we are using
  - School Culture – we are undertaking some work on school culture with a focus in the following areas:
    - Decision Making Policy to be reviewed including committees
    - Revisiting as a whole staff
      - Positive Behaviours for Learning
• Restorative Practices
• Behaviour Code
  ▪ Grievance Procedures and Bullying and Harassment Policy – some shared work on how to start a critical conversation
  ▪ Social Committee names and role to be revisited
  ▪ Staff Induction Policy to be reviewed
  ▪ Reviewing what happens in week 9, term 4
  ▪ Developing a School Charter
- SRC – report – see attached
- Subcommittees
  • Canteen
  • Buildings & Grounds – have not met since last meeting
  • Fundraising Committee
  • Wine Committee

6. Correspondence

• Emails of appreciation received from governing council award recipient Bailey Walsh
• Email resignation from Gavin Day
• SAASSO

7. Any Other Business