NURIOOTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING
Minutes of the meeting held
Tuesday October 29th, 2019
Languages Building at 7.00 pm

Staff: Gerri Walker, Andrew Dickinson, Peter Shute Sarah Afshin-Pour, Ann-Marie Ward.
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


1. Welcome
2. Apologies: John Martens, Sharyne Young, Andrew Dickinson, Sonya Carmody, Serena Lange, Noah Eggleton, Sarah Asfín-Pour, Bec Waechter
3. Minutes from previous meeting:
   Accepted: Yes Moved: Bernadette Patterson Seconded: Belinda Haeft
4. SRC Report - Serena Lange and Noah Eggleton
5. Business Arising from Minutes

<table>
<thead>
<tr>
<th>Item</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages Review</td>
<td>Executive will visit feeder school sites this term and undertake the survey with the students. Will also survey parents. Data to be collated by end of year</td>
</tr>
<tr>
<td>Traffic on roads adjacent to school – responding to survey presented to Barossa Council late in 2017.</td>
<td>Meeting between 3 SRC students, Barossa Council, Ann Hargreaves, Anne Barclay and Gerri Walker on August 26th – updated information provided re 25km/h not available and other possible solutions. The Council staff are going away to further the work and will re-convene a meeting with us soon. No update</td>
</tr>
<tr>
<td>Tree Audit</td>
<td>Feedback has been provided by Kym Feltus about possible ways forward – currently with Building and Grounds Committee as an email conversation. Trent Heneker is getting cost of mature trees Jenny Howard may be able to provide some funds for seats from Exchange Program</td>
</tr>
<tr>
<td>Daymap - Assessment and Reporting Policy – update from Andrew Dickinson</td>
<td>Draft policy tabled at Staff Meeting 21st October – changes to be made before voting on this policy.</td>
</tr>
<tr>
<td>Nuri High School Website</td>
<td>Every page/document has been reviewed and responsibility for updating has been shared. Progress is being regularly monitored at Leadership meetings. Progress is being made and monitored.</td>
</tr>
</tbody>
</table>
6. **SHARED LEARNING SESSION (30 minutes per meeting)**

**DayMap** – session by Andrew Dickinson on how to use this

Next year with year 8 it’s been suggested to bring in parent groups to be aware of how to use Daymap. Tarnya suggested that we open Daymap training sessions run by Governing Council members who are confident in using Daymap to also lead some parent groups.

7. **Finance Report – See Appendix 1**

8. **WH&S**

<table>
<thead>
<tr>
<th>Item</th>
<th>Response</th>
</tr>
</thead>
</table>

9. **General Business**

<table>
<thead>
<tr>
<th>Item</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Governing Council Award</strong> – currently the award is for one female and one male – do we want to keep the different genders or just have 2 recipients?</td>
<td>Discussion held about whether gender plays a role. The Governing Council would like to review the criteria for the award and decision to be held over until next year.</td>
</tr>
<tr>
<td><strong>Newsletters</strong> – can we reduce to 2 newsletters per term?</td>
<td>Positive response to the change. Suggested a Daymap message at beginning of year to cover early information before first newsletter is published. All in favour to go to 2 newsletters per term.</td>
</tr>
<tr>
<td><strong>Finishing Time Last Day of Term</strong> – we can dismiss 60 minutes before the end of the day – currently only dismissing 45 minutes before the end of the day. Can we change for term 4 this year? Proceed for 2020?</td>
<td>Earlier finish time would improve the bus times for the primary schools for the last day of term. All in favour for 1 hour early finish on last day of term.</td>
</tr>
<tr>
<td><strong>Polling Information for Discussion</strong> – see Appendix 4</td>
<td></td>
</tr>
<tr>
<td><strong>Working with Children Check (WWCC)</strong> – this replaces the DCSI clearance that Council members previously had to have – information about the new check</td>
<td>Please email a copy of up to date WWCC or DCSI clearance to Ann-Marie Ward. If NHS does not have a copy of this Ann-Marie Ward will email to or you will receive an email about WWCC as it is a requirement for Governing Council Members.</td>
</tr>
</tbody>
</table>

10. **Reports/Committees**

    - **Chairperson Report** –
      - The constitution to be reviewed to see if Tarnya Eggleton is required to attend the finance meetings as work commitments are preventing her from attending.
      - Moved: Halena Frick  Seconded: Bernadette Patterson

    - **Principal report** – refer to Appendix 3
      - Agreed
        - Moved: Karen Underwood  Seconded: Pricilla Heidenreich
## Subcommittees -

<table>
<thead>
<tr>
<th>Committee</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canteen Committee</strong>&lt;br&gt;Meet week 5 on a Tuesday&lt;br&gt;Pricilla Heidenreich</td>
<td>Refer to Finance Report</td>
</tr>
<tr>
<td><strong>Uniform Committee</strong>&lt;br&gt;Anne Barclay, Ann-Marie Ward, Belinda Haeft, Keely Lydeamore, Lucy Dickinson and Maddi Eggleton</td>
<td>Met 23 October. Students to organise a proposal for staff, parents, Finance &amp; GC Committees.</td>
</tr>
<tr>
<td><strong>Finance Committee</strong>&lt;br&gt;Meet on the afternoon before Governing Council meeting – Peter Lange and Tarnya Eggleton</td>
<td>As per Finance Report&lt;br&gt;Still in discussion about Curriculum Cost, Equipment&lt;br&gt;Submissions to be reviewed&lt;br&gt;Bad Debts to be written off:&lt;br&gt;Moved: Peter Shute  Seconded: Peter Lange</td>
</tr>
<tr>
<td><strong>Wine Committee</strong>&lt;br&gt;Peter Lange &amp; Peter Shute</td>
<td>• Vineyard redevelopment update – see Principal’s report&lt;br&gt;• Art and Wine Session possibly December 6th&lt;br&gt;• Wine Launch&lt;br&gt;• Continuing to look at how to increase wine sales</td>
</tr>
<tr>
<td><strong>Fundraising Committee</strong></td>
<td>Next year major fundraiser to be discussed early next year. Do we want to go back to having a NHS dinner? How do we attract families to attend?</td>
</tr>
</tbody>
</table>

### 11. General Business

<table>
<thead>
<tr>
<th>Task</th>
<th>Person Responsible/Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2 data on the following areas will be tabled at the end of the year:&lt;br&gt;Bullying and Harassment Data for semester 2 will be tabled at the end of semester 2&lt;br&gt;Suspension and Exclusion Data for Semester 1&lt;br&gt;Complaints</td>
<td>On hold</td>
</tr>
</tbody>
</table>

### 12. Correspondence

SASSSO membership letter received.

### 13. Any Other Business

<table>
<thead>
<tr>
<th>Task</th>
<th>Person Responsible/Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Timetable for 2020 needed to decide staffing levels&lt;br&gt;Ann-Marie Ward reviewing budgeting requirements.&lt;br&gt;FLO students for 2020 also being reviewed currently.</td>
</tr>
</tbody>
</table>
These factors need to be decided to create a budget for 2020. When budget ready it will be presented to Governing Council.

<table>
<thead>
<tr>
<th>Year 7 Update 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting for architect to be appointed. Hopefully the architect will be by the end of this week.</td>
</tr>
<tr>
<td>Toolkit available to work out how the teaching of year 7’s will be. This will depict the teacher/curriculum allocation.</td>
</tr>
<tr>
<td>Special class needs will under discussion</td>
</tr>
</tbody>
</table>

14. **Meeting Closed at 8:15pm**

15. **Next Meeting:** December 3rd, 7pm Hospitality Centre (TBC)

16. Please email secretary on which type of platter you would like to bring on Dec 3rd:
   - Tarnya – sweets
   - Halena – sweets
   - Bernadette – savoury
   - Peter S – savoury
   - Peter L – savoury
   - Luke R – sweet
   - Belinda – savoury
   - Pricilla - sweet
   - Sonya - savoury
APPENDIX 1: FINANCE REPORT

Business Manager: Finance Report for Governing Council

1. Financial reports:

School

The following reports for August were tabled and discussed at Finance Committee Meeting today (29/10/19):
- Profit and Loss statement
- Balance Sheet
- Governing Council report

Period 8 shows a Surplus $2,311.90 and YTD Surplus $654,909.41

The variances to budget are mainly attributable to:

Variance to budget for Period 8:

Under Budget
- Parent Contributions: received $41K less than cash flowed (School Card $21K cash flowed to receive in Aug when we receive in Sept)
- Curriculum Maintenance: general savings
- Administration: general savings
- Facilities: general savings
- Utilities & Maintenance: general savings
- Other Expenditure: general savings

Over Budget
- RES: Global Budget – received more than cash flowed
- Other Income sources: received $4,917 more than cash flowed (wines sales, hire facilities)
- Non Budget revenue: no budget – offset by Non Budget Expenses
- Salaries: TRTs $7,340 Ancillary $32,356 (staff leave $12K & incorrect cashflowing – will be under budget at end of the year) & TRTs $41,305 more than cash flowed. We are still waiting on T4 2018 and T1 & T2 2019 TRT reimbursements.
- Site Funded works: LED lighting upgrade $32,243 - journal to Grant: Sustainable Schools Program
- Non Budget Expenses: no budget – offset by Non Budget revenue

Summary of areas over budget:
- Parent Contributions: received $41K less than cash flowed (School Card $21K cash flowed to receive in Aug when we receive in Sept)
- Salaries: Tchs $7,340 Ancillary $32,356 (staff leave $12K & incorrect cashflowing – will be under budget at end of the year) & TRTs $41,305 more than cash flowed. We are still waiting on T4 2018 and T1 & T2 2019 TRT reimbursements.
- Site Funded works: LED lighting upgrade $32,243 - journal to Grant: Sustainable Schools Program
- Non Budget revenue: no budget lines – offset by Non Budget Expenses
- Non Budget Expenses: no budgets – offset by Non Budget revenue

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)

M&S Year to Date Revenue
AUG:
- M&S $355,784
- School Card $44,242
- M&S previous years $11,461
- Waive Non Legal Amount $- -52,541
- Total $358,945
UNIFORM
August Sales $ 4,058.00
Expenses $ 6,350.00

YTD Sales $ 75,427.00
Expenses $ 37,071.00

Surplus $ 38,356.00

Canteen
The following reports for August were tabled and discussed at Finance Committee Meeting today (29/10/19):
• Profit and Loss statement and Balance Sheet
• Period 8 shows a Surplus $1,744.07 and a YTD Surplus $8,250.50
The Governing Council notes that the year to date result is in Surplus $8,250.50 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 Bernadette Patterson Seconded: Peter Shute

School
The following reports for September were tabled and discussed at Finance Committee Meeting today (29/10/19):
• Profit and Loss statement
• Balance Sheet
• Governing Council report

Period 9 shows a Surplus $38,072.25 and YTD Surplus $692,981.66
The variances to budget are mainly attributable to:

** Variances to budget for Period 9:
Under Budget
• Parent Contributions: received $4,899 less than cash flowed
• Curriculum Maintenance: general savings
• Utilities & Maintenance: general savings

Over Budget
• RES: Global Budget – received more than cash flowed
• Other Income sources: received $2,425 more than cash flowed (wines sales, hire facilities)
• Non Budget revenue: no budget – offset by Non Budget Expenses
• Salaries: Tchs $28,203 Ancillary $14,631 & TRTs $33,175 more than cash flowed. T4 2018 and T1 & T2 2019 TRT reimbursements have come through on Sept RES – total $169,104
• Administration: spent more than cash flowed
• Site Funded works: LED lighting upgrade $32,243 journal from Grant: Sustainable Schools Program – not cash flowed
• Facilities: ½ deposit Sign
• Other Expenditure: FLO invoice $86K cash flowed only $45K
• Non Budget Expenses: no budget – offset by Non Budget revenue

Summary of areas over budget:
• Parent Contributions: received $4,899 less than cash flowed
• Salaries: Tchs $28,203 Ancillary $14,631 & TRTs $33,175 more than cash flowed. T4 2018 and T1 & T2 2019 TRT reimbursements have come through on Sept RES – total $169,104
• Site Funded works: LED lighting upgrade $32,243 journal from Grant: Sustainable Schools Program – not cash flowed
• Non Budget revenue: no budget lines – offset by Non Budget Expenses
• Non Budget Expenses: no budgets – offset by Non Budget revenue
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)

M&S Year to Date Revenue

Sept:
- M&S $374,885
- School Card $66,363
- M&S previous years $13,490
- Waive Non Legal Amount $-$ 67,761
Total $386,977

UNIFORM
Sept Sales $2,182.00
Expenses $1,351.26
YTD Sales $77,609.00
Expenses $38,638.00
Surplus $38,971.00

Canteen
The following reports for September were tabled and discussed at Finance Committee Meeting today (29/10/19):
- Profit and Loss statement and Balance Sheet
- Period 9 shows a Surplus $3,999.41 and a YTD Surplus $12,249.91

The Governing Council notes that the year to date result is in Surplus $12,249.91 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: Peter Lange Seconded: Belinda Haeft

2. Budget Adjustment – New Sign
Budget of $38,695 was against Facility Improvements E-ZZF-7121-0002
Purchase is $38,695 needs to go against Asset Line A-ZZF-2560
Therefore, we need to decrease Facility Improvements E-ZZF-7121-002 $38,695 and increase the budget of Asset – Improvements A-ZZF-2560 to $38,695
The SRC will contribute $8,000 from their 2019 budget for the sign. The budget line E-SGR-7121 will be reduced by $8,000 at the end of 2019 to allow for the contribution. These funds will then go back into the school’s general revenue.

Moved: Bernadette Patterson Seconded: Tarnya Patterson

3. Submissions – Finance Meeting met today to discuss

4. Materials and Services charge
The Watermark Notice for the Materials and Services Charges of $480 for 2020 was verified by the department in September (see below). Parents were invited to attend the GC Meeting on 29 October where the proposed Materials and Services Charges were discussed. 1 parent attended (Vanessa Gaston) after reading the invitation in the newsletter and daymap message.

Motion: The Governing Council approves the 2020 Materials & Services Charge recommended by the Principal. The Materials and Services Charges of $480 with the Standard Sum $322 and Non Legal Amount $158
Moved: Luke Rothe Seconded: Peter Shute

5. Polling.
The Governing Council discussed further the polling process.
Motion: The Governing Council approves to proceed with the Polling process as recommended by the Principal.
Moved: Luke Rothe Seconded: Peter Shute
6. Bad Debts
The Governing Council approves the write off of 13 bad debts totalling $4,055.12 in accordance with the recommendation of the Principal.
Moved: Peter Shute  Seconded: Peter Lange

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### Notice of Materials and Services Charges for 2020

#### Notice of Charges for Years 8 To 12

<table>
<thead>
<tr>
<th>HEADING</th>
<th>ITEMS AND SERVICES</th>
<th>COST ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed and electronic materials related to the educational program</td>
<td>Workbooks</td>
<td>$0.00</td>
</tr>
<tr>
<td>and which are provided for the student</td>
<td>Text Book Hire / E-Book Access</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Photocopied Material</td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZPREM)</strong></td>
<td><strong>$115.00</strong></td>
</tr>
<tr>
<td>Stationary items that are provided for the student</td>
<td>Stationery Items</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZSTAT)</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>Materials and Services that are provided by the school for the</td>
<td>Access to Student Information Technology</td>
<td>$95.00</td>
</tr>
<tr>
<td>student to consume or use the materials or take ownership of a</td>
<td>Access to Machinery</td>
<td>$0.00</td>
</tr>
<tr>
<td>finished article produced by the student with the materials</td>
<td>Access to Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Curriculum/Subject Supplies and Services</td>
<td>$260.00</td>
</tr>
<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other [please Specify]</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZACMS)</strong></td>
<td><strong>$355.00</strong></td>
</tr>
<tr>
<td>Materials for inclusion in the school library and to enable use by</td>
<td>Library resources including access to</td>
<td>$10.00</td>
</tr>
<tr>
<td>the student</td>
<td>borrowing library resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL (ZACLI)</strong></td>
<td><strong>$10.00</strong></td>
</tr>
<tr>
<td>Total Materials and Services Charge (excluding Subject Charges)</td>
<td></td>
<td><strong>$480.00</strong></td>
</tr>
</tbody>
</table>

These subject charges are in addition to the Materials and Services Charge above for those students undertaking the following subjects.

<table>
<thead>
<tr>
<th>Subject Description</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
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<tr>
<td></td>
<td>$0.00</td>
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<td></td>
<td>$0.00</td>
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<td></td>
<td>$0.00</td>
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<tr>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
## INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
<th>Budget for Year</th>
<th>Estimated</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Entitlement STA</td>
<td>587,616</td>
<td>1,105,114</td>
<td>187,508</td>
<td>8,390,241</td>
<td>9,444,000</td>
<td>153,759</td>
<td>12,693,797</td>
<td>15,189,040</td>
<td>319,258</td>
</tr>
<tr>
<td>Parent Contributions</td>
<td>53,258</td>
<td>12,225</td>
<td>(41,033)</td>
<td>342,885</td>
<td>358,943</td>
<td>16,058</td>
<td>443,788</td>
<td>459,875</td>
<td>16,087</td>
</tr>
<tr>
<td>Other Income Sources</td>
<td>6,501</td>
<td>4,971</td>
<td>1,530</td>
<td>31,919</td>
<td>108,549</td>
<td>76,630</td>
<td>11,940</td>
<td>75,610</td>
<td>63,688</td>
</tr>
<tr>
<td>NON BUDGET - EXPENSES</td>
<td>0</td>
<td>47,447</td>
<td>47,447</td>
<td>0</td>
<td>56,545</td>
<td>9,045</td>
<td>0</td>
<td>46,545</td>
<td>4,545</td>
</tr>
<tr>
<td>ACCRUED RECURRENT EXP</td>
<td>0</td>
<td>235</td>
<td>235</td>
<td>0</td>
<td>58,596</td>
<td>58,596</td>
<td>0</td>
<td>58,596</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>1,443,261</td>
<td>1,100,021</td>
<td>123,240</td>
<td>8,770,042</td>
<td>9,778,649</td>
<td>1,008,607</td>
<td>13,325,375</td>
<td>14,333,072</td>
<td>1,008,197</td>
</tr>
</tbody>
</table>

## EXPENDITURE

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
<th>Budget for Year</th>
<th>Estimated</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>879,286</td>
<td>905,057</td>
<td>(25,771)</td>
<td>7,491,928</td>
<td>7,288,012</td>
<td>(233,916)</td>
<td>11,421,277</td>
<td>11,659,340</td>
<td>(238,062)</td>
</tr>
<tr>
<td>Curriculum Maintenance</td>
<td>74,039</td>
<td>39,755</td>
<td>34,284</td>
<td>443,753</td>
<td>403,559</td>
<td>40,194</td>
<td>590,985</td>
<td>631,858</td>
<td>40,873</td>
</tr>
<tr>
<td>Administration</td>
<td>10,997</td>
<td>9,021</td>
<td>1,976</td>
<td>73,246</td>
<td>58,242</td>
<td>15,004</td>
<td>105,300</td>
<td>90,194</td>
<td>15,106</td>
</tr>
<tr>
<td>Site Funded Work</td>
<td>1,767</td>
<td>33,128</td>
<td>(31,361)</td>
<td>8,143</td>
<td>41,302</td>
<td>(33,159)</td>
<td>44,663</td>
<td>76,322</td>
<td>(31,659)</td>
</tr>
<tr>
<td>Utilities &amp; Maintenance</td>
<td>4,170</td>
<td>3,589</td>
<td>581</td>
<td>64,013</td>
<td>41,069</td>
<td>22,944</td>
<td>95,827</td>
<td>49,912</td>
<td>46,915</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>49,498</td>
<td>38,644</td>
<td>10,854</td>
<td>283,443</td>
<td>284,096</td>
<td>6,653</td>
<td>549,541</td>
<td>466,118</td>
<td>83,423</td>
</tr>
<tr>
<td>NON BUDGET - EXPENSES</td>
<td>111,022</td>
<td>29,089</td>
<td>81,933</td>
<td>699,366</td>
<td>599,731</td>
<td>99,635</td>
<td>1,093,047</td>
<td>784,412</td>
<td>308,635</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>1,131,707</td>
<td>1,121,911</td>
<td>9,796</td>
<td>9,122,999</td>
<td>9,129,295</td>
<td>(6,296)</td>
<td>13,810,490</td>
<td>13,814,876</td>
<td>(4,386)</td>
</tr>
<tr>
<td><strong>Net Total</strong></td>
<td>68,440</td>
<td>46,011</td>
<td>132,559</td>
<td>(352,816)</td>
<td>649,344</td>
<td>1,002,211</td>
<td>(465,115)</td>
<td>517,096</td>
<td>517,096</td>
</tr>
</tbody>
</table>

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

Version 3.01 (17/09/2019 3:17:56 PM)
### Funds Available Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Cash at Bank</td>
<td>42,040</td>
</tr>
<tr>
<td>Add AI Investments</td>
<td>1,119,438</td>
</tr>
<tr>
<td>Add P21 Accrued</td>
<td>82,683</td>
</tr>
<tr>
<td>Add Prepayments</td>
<td>5</td>
</tr>
<tr>
<td>Add Receivables</td>
<td>100,000*</td>
</tr>
<tr>
<td>Less Payables</td>
<td>43,235</td>
</tr>
<tr>
<td>Less Liabilities - ShortTerm</td>
<td>(11,180)</td>
</tr>
<tr>
<td>Less Liabilities - GST</td>
<td>(7,838)</td>
</tr>
<tr>
<td>Less Committed Investments</td>
<td>13,824</td>
</tr>
</tbody>
</table>

**Closing Balance:** 1,175,403

### Year-to-Date (Budget Vs Actuals)

- **Income**
- **Expenditure**

* (Denotes Forecast Actuals have been edited. See Variance notes for explanation)
<table>
<thead>
<tr>
<th>INCOME</th>
<th>CURRENT MONTH - Sep</th>
<th>YEAR TO DATE - 2019</th>
<th>END OF YEAR FORECAST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actuals</td>
<td>Variance</td>
</tr>
<tr>
<td>RECEIVED MORE THAN EXPENSED</td>
<td>987,676</td>
<td>1,162,441</td>
<td>174,765</td>
</tr>
<tr>
<td>RESOURCE ENTITLEMENT STA</td>
<td>1,064</td>
<td>4,009</td>
<td>2,442</td>
</tr>
<tr>
<td>PARENT CONTRIBUTIONS</td>
<td>0</td>
<td>25,771</td>
<td>25,771</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>1,022,191</td>
<td>1,385,181</td>
<td>363,990</td>
</tr>
<tr>
<td>EXPENDITURE</td>
<td>CURRENT MONTH - Sep</td>
<td>YEAR TO DATE - 2019</td>
<td>END OF YEAR FORECAST</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>Actuals</td>
<td>Variance</td>
</tr>
<tr>
<td>SALARIES</td>
<td>810,656</td>
<td>965,604</td>
<td>(154,948)</td>
</tr>
<tr>
<td>CURRICULUM MAINTENANCE</td>
<td>68,005</td>
<td>41,365</td>
<td>16,640</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>10,672</td>
<td>11,604</td>
<td>(932)</td>
</tr>
<tr>
<td>AMOUNT FUNDED WORKS</td>
<td>9,655</td>
<td>(32,189)</td>
<td>41,844</td>
</tr>
<tr>
<td>UTILITIES &amp; MAINTENANCE</td>
<td>3,304</td>
<td>18,169</td>
<td>(14,865)</td>
</tr>
<tr>
<td>OTHER EXPENSES</td>
<td>49,408</td>
<td>30,635</td>
<td>18,774</td>
</tr>
<tr>
<td>NON BUDGET - EXPENSES</td>
<td>165,272</td>
<td>127,644</td>
<td>(37,628)</td>
</tr>
<tr>
<td>TOTAL EXPENDITURE</td>
<td>1,111,033</td>
<td>1,166,609</td>
<td>(55,576)</td>
</tr>
<tr>
<td>NET TOTAL</td>
<td>(10,831)</td>
<td>(73,539)</td>
<td>23,252</td>
</tr>
</tbody>
</table>

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

Version: 3.91 (11/10/2019 3:47:44 PM)
FINDS AVAILABLE RECONCILIATION

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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Cash at Bank</td>
<td>77,427</td>
</tr>
<tr>
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<td>1,410,573</td>
</tr>
<tr>
<td>Add P21 Accrued</td>
<td>219,723</td>
</tr>
<tr>
<td>Add Prepayments</td>
<td>0</td>
</tr>
<tr>
<td>Add Receivables</td>
<td>71,923</td>
</tr>
<tr>
<td>Less Payables</td>
<td>77,671</td>
</tr>
<tr>
<td>Less Liabilities - ShortTerm</td>
<td>8,491</td>
</tr>
<tr>
<td>Less Liabilities - GST</td>
<td>15,045</td>
</tr>
<tr>
<td>Less Committed Investments</td>
<td>13,942</td>
</tr>
<tr>
<td>Closing Balance:</td>
<td>1,488,095</td>
</tr>
</tbody>
</table>

(Columns may add up to the total amount)

* (Denotes Forecast Actuals have been edited. See Variance notes for explanation)
APPENDIX 2: PRINCIPAL’S REPORT

Year 12s
This Friday is the last official school day for our Year 12s. On Wednesday we had a successful whole school assembly to farewell the students and wish them well. It was great to hear from 3 of the students. The formal graduation assembly is on Friday evening. The Disability Unit Graduation is on Thursday of this week. The FLC graduation is on December 4th.

Congratulations to Trent Heneker on winning the Public Education Award for School and Preschool Support. This award recognises outstanding support staff members in a school or preschool setting. It honours the outstanding contributions of individuals whose roles ensure a high functioning site and learning environment. It rewards the inspirational efforts of those who manage operational functions and support the educational goals, development and wellbeing of children, young people and their families.

A deserving recipient.

Electronic Sign
Our electronic sign went live on Friday of week 1. It was great to have the Year 12 SRC students and Jayne Pfeiffer from the Soroptimist Club on-site when it went live. The Year 12s were so pleased to finally see this come to fruition. Thanks to Ann-Marie for her work in researching the sign and getting council and state government approval and to the grounds persons who have done much to get it to happen.

Staffing Update Term 4, 2019
Jo Hudson and Ann and Mark Reincke have returned from LSL.
Ryan Bray is replacing Richard Clarridge while he is on LSL for 5 weeks.
Nev Saint has returned this week.
Ally Dennis and Donna Mullins have gained permanency as SSOs—they have been in the same role for 3 years.
Kate Skarstrom has won the position of 30 hours per week in the Disability Unit this term.
Michael Slade continues with us in the Disability Unit and Mainstream classroom support.

Staffing Update 2020
Penny Chancellor has won the Assistant Principal, VET and SACE, responsible for Years 11 and 12. We welcome Penny to our school from Kapunda High School where she is currently an Assistant Principal in VET and FLO.
Jenelle Draper has won the one-year position of Assistant Principal, Special Needs.
Jen Williams has won the Year 11/12 coordinator position for 3 years.
Panels are currently in process through external adverts for the Coordinator Years 9 and 10 and Coordinator Special Needs (Disability Unit and Special Class). The position for Female Wellbeing Leader is currently advertised, closing 27/9/19. Internal panels are now in process for the Years 8 and 11 Year Level Managers and a range of SSO positions. The Wine Manager, Sports Manager and Aboriginal Education Teacher positions are about to be advertised – PAC are finalising J&Ps. Congratulations to Ruth Bedford who has won a teaching position at Botanic High starting next year. We wish her well and will miss her – but it is a great opportunity to work at a different school.

Vineyard update
After kindly receiving a donation from Nick Dry, at Yalumba Nursery of 250 Shiraz rootstock vines, the 8 rows (1 extra row than last year), have been planted successfully with the keen assistance of some Wine and Vine students and Trent. The planting rig was kindly donated for use by Steven Stoll. New submain, risers and valves were installed (irrigation underground pipes) by Graetz Irrigation, and dripper tube and wires and stapling up has occurred, dripper tube connected to risers and watering is happening at full capacity. Great work!

One Plan – Executive are continuing to look at any work they can do this year. The Disability Unit staff are continuing their work in this area – they have had a session on Monday October 21st and will do another session on our Pupil Free Day.

Next Pupil Free Day – Monday November 25th – we are currently developing the program. The last Pupil Free Day with Stephen Graham was a huge success. Staff found the day productive and immediately looked at how they could develop and improve their scaffolding of writing tasks.

Progress against Site Improvement Plan
**Writing**

**Goal:** Increase the Writing achievement of our year 8 students

**Whole School**

1. Continued focus on Tier 3 Words at staff meetings.
2. Pupil Free Day with Stephen Graham with a focus on Writing. This will now inform our work for term 4. There was an instant energy by staff to look at how they could use this information.
3. Knowing Your Students via their Data – staff continue to be encouraged to look at the data on DayMap about their students and use for planning and programming.
4. Agreed to continue the focus on Writing and persist with task development and scaffolding of writing tasks.

**English Faculty - Brightpath**

Second narrative for each student has been uploaded – awaiting feedback on moderation and then will be able to have data re improvement for students.

**HASS Faculty – Brightpath**

Year 8 Geography/Business teachers are in the process of administering the Brightpath persuasive essay and History/Civics teachers (team) are in the process of uploading and internally moderating their tasks.

**NAPLAN Data Analysis:**

**Cohort Data:** 188 students undertook NAPLAN

17 students were absent, 8 students were Exempt, 15 students were withdrawn

**General NAPLAN Analysis**

- 37 students achieved a High Band with 9 of these students achieving High Bands in Reading and Numeracy.
- Of the 4 Aboriginal students, 1 achieved High Bands in both Reading and Numeracy and 3 were absent or withdrawn for both tests.
- Of the 79 students who did not achieve SEA:
  - 24 were withdrawn or absent for both Reading and Numeracy
  - 7 were absent for one of the tests
  - 12 were below SEA in Reading
  - 19 were below SEA in Numeracy
  - 17 were below SEA in both Reading and Numeracy

**Reading:**

- Highest % of students achieving SEA ever
- High bands – 12% - area of work
- 40 students (24%) had a decrease in progress achievement; 113 (69%) maintained their progress and 9(7%) increased their progress against their year level. This is the lowest decrease and highest maintenance over the last 5 years.

**Writing in 2019**

- We had 62% of our students at SEA and above – nationally this statistic was 61%.
- Our growth was 25% low, 55% medium and 20% high – we would be aiming for a higher growth in 2020.

**PDPs**

All staff are preparing to have their final PDP meeting for 2019 in term 4.

**Numeracy**

**Goal:** Increase the Numeracy achievement of our year 8 students

**Whole School**

On hold while focus is on Writing – looking for a presenter to introduce to the whole staff in 2020.

**Addressing Misconceptions**

At Year 8, Numeracy classes continuing to address Misconceptions in Fractions and Percentages.

**Tracking and Monitoring SIP**

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

**NAPLAN Data Analysis:**

**Numeracy**

- 67% of Year 9 students achieved SEA – highest was 2018 with 71%
- High Bands – 9% - identified area of work
- 45 students (27%) had a decrease in progress achievement; 110 (67%) maintained their progress and 9(5%) increased their progress against their year level. The decrease is around the lowest for the 3 of the 5 years and equal highest maintenance over the last 3 of the 5 years.
APPENDIX 3: POLLING INFORMATION

Attachment 6 – The Polling Process

The following procedures must be followed where the Governing/School Council intend to poll parents and seek majority support to increase the legally recoverable amount.

Step One – Prior to undertaking the poll

The Governing/School Council must ensure the following processes are complete in setting the Materials and Services Charge:

- The ‘notice’ has been endorsed by the Department.
- The ‘notice’ has been sent to all parents/caregivers.
- All parent/caregivers have been invited to the Governing/School Council meeting where the proposed Materials and Services Charge was discussed.
- The Materials and Services Charge has been determined in accordance with the requirements outlined in this document.
- The Materials and Services Charge has been approved by the Governing/School Council.

Step Two – Intention to poll

Before polling the Governing/School Council must:

- Understand that where the charge is less than or equal to the standard sum there is no requirement to conduct a poll.
- Understand that they can charge higher than the standard sum without polling, but the difference will not be legally recoverable in the event of non-payment.
- Understand that where the poll is not successful that all materials and services listed on the notice must be provided to all students.
- Consider the communities response to the poll and the probability of a successful poll.

Step Three – Determine the scope of the poll

Who to poll

The Act requires that all persons who, in the opinion of the council (subject to the requirements of the Act), would be liable for the greater amount, if such an amount is approved by the Chief Executive/or delegate, must be given the opportunity to participate in a poll. This includes:

- All persons who are likely to be affected by the increased charges for the year subject to the charge, including School Card holders.
- In the case of students who will not commence at the school until the following year (e.g. year 8 or students commencing reception), parents will only be polled if they have enrolled their child prior to the date of the poll.
- This excludes those students who will not be attending the school in the following year (e.g. year 7 students in primary schools and year 12 students in secondary schools).

Number of polls required

A separate poll is required for each separate Materials and Services Charge approved by the Governing/School Council. For example:
• The Governing Council of a Reception to Year 7 School has approved the following Materials and Services Charges; Reception to Year 2 is $280 and Years 3 to 7 is $300. In this circumstance two independent polls need to be conducted, one for the Reception to Year 2 and another for Years 3 to 7.

• The Governing Council of a Secondary School has approved the following Materials and Services Charges; Year 8 or 9 is $330, Year 10 is $340 plus subject charges, and Years 11 and 12 $350 plus subject charges. In this circumstance the school would need to conduct three independent polls, one for Years 8 and 9, another for Year 10, and a third for Years 11 and 12.

Polling letter and voting slip

• The Governing/School Council must use the attached polling letter and voting slip proforma.

• The applicable dates of when the notice was sent to all parents and the meeting date the Governing/School Council approved the charge must be inserted into the polling letter.

• The polling letter must be sent to parents/caregivers on the school’s letterhead.

• The polling letter must include a closing date which allows reasonable time for parents/caregivers to provide a response (recommended 2 weeks).

• The polling letter must be signed by the Governing/School Council chairperson.

• A Returning Officer must be nominated and their name included on the voting slip. The Returning Officer must not be involved in the counting of the votes.

• Where deemed by the school as being required, a process to ensure that parents/caregivers only submit the appropriate number of votes is determined.

Step Four – Conduct the poll

• It is imperative that all parents/caregivers (including all School Card holders) affected by the increased charge receive the opportunity to vote. Where parents/caregivers affected by the charge are not given the opportunity to vote the poll will be deemed invalid.

• Schools that undertake a poll must post the polling letter and voting slip to each parent/caregiver who is to be invoiced for the Charge.

• Each family is entitled to one vote per student per poll. For example, a family with two children, one in Reception and another in Year 3, using the example in step three, would have one vote in the Reception – Year 2 poll and another vote in the Year 3-7 poll. For a secondary school, a family with two children, one in Year 8 and another in Year 9 would receive two votes in the poll for the Years 8 and 9.

• Reasonable time (recommended 2 weeks) must be allowed between the date on which the polling letter and voting slips are sent to families and the closing date of the poll.

• Confidentiality of the respondents is essential.

Step Five – Outcome of the poll and approval of the ‘prescribed sum’

• The poll is only valid for the proposed school year, and the majority [a simple majority eg 51%] is based on the number of respondents for each individual poll.

• Once the votes have been counted and a majority has been ascertained, the Governing/School Council must seek in writing the approval of the ‘prescribed sum’ from the Principal. The Chief Executive has delegated the approval of the ‘prescribed sum’ to the Principal.

• In approving the ‘prescribed sum’ the Principal must ensure that the poll was conducted within the requirements, and that all documentation is kept relating to the outcome of the poll. This documentation including the signed approval of the Principal may be subject to an audit.
Step Six – Inform parents of the outcome of the poll

- All parents must be informed, in writing, of the outcome of the poll, and where applicable approval of the ‘prescribed sum’ prior to or at the time of invoicing. The school must ensure that they use all communication mediums to ensure parents are aware of the outcome of the poll.

Step Seven – Raise the invoices

- Once the poll has been finalised and the parents have been informed of the outcome, the Materials and Services Charges invoice can be raised within EDSAS for the Materials and Services Charge. The invoice must reflect the subtotals of the ‘Notice’. Refer 4.2.13 for further information.

- A copy of the invoice may be subject to an audit to ensure compliance with the legislation and Administrative Instructions and Guidelines.
Dear Parent

Section 106A of the Education Act 1972 enables schools, in consultation with the school council/community, to continue to set, collect and recover a materials and services charge.

A copy of the proposed Materials and Services Charges notice for 2019 as set by the Governing/School Council was distributed on the ……………………., and approved by the Governing/School Council at a meeting held on the ……………………………

Section 106A stipulates that a materials and services charge is recoverable as a debt due to the school council, for an amount known as the ‘standard sum’. The ‘standard sum’ for 2019 is $241 for a primary student and $318 for a secondary student. In addition to the ‘standard sum’, the legislation allows the Governing/School Council on application to the Chief Executive (or delegate), to apply for an increased legally recoverable amount, known as the ‘prescribed sum’.

At the above mentioned meeting the school recommended that an application to the Chief Executive (or delegate) to increase the legally recoverable amount be endorsed. Prior to the Governing/School Council applying, the school must conduct a successful poll, which demonstrates that a majority of the respondents are in favour of legally recovering an amount higher than the standard sum.

The Governing/School Council therefore asks that you support their recommendation to increase the legally recoverable amount to a ‘prescribed sum’, which is the core Materials and Services Charge of $………….. for year level/s ….., plus any subject charge for those subjects chosen by the student for 2019.

If the majority of parents vote in favour of the higher amount (that is the core Materials and Services Charge plus any applicable subject charges), then all parents (excluding approved School Card holders) are liable for this charge. Each family is entitled to one vote per student per poll, with a majority based on the number of respondents. If parents would like to submit an individual vote please contact the Returning Officer for an additional voting slip. The poll closes on the ……………………………

If you have any questions, please contact the Principal or myself.

Yours sincerely

__________________________
CHAIRPERSON, GOVERNING COUNCIL
Date:
School Name:

I/We support the Governing/School Council's recommendation that the 2019 Materials and Services Charge be set at the core Material and Services Charge of $........ for year level/s ... plus any subject charge, where applicable, to be known as the 'prescribed sum'. I/We understand that by voting in favour of the higher amount that this (core Materials and Services Charge plus any applicable subject charges) amount becomes legally recoverable in the event of non-payment.

Yes [ ]  No [ ]

Number of students in the family affected by poll: [ ]

Please return to: __________________________

Returning Officer: __________________________

This portion of the voting slip will be removed by the Returning Officer (who will not be involved in the counting process) and is for Administrative Use Only.

Parent/Caregiver Name: __________________________

Note: This will only be used to check the number of students affected by the poll, to confirm the correct number of votes.