Minutes of the Meeting held Monday 26 March, 2012
At 7.00pm in The Resource Centre

Opened 7.00pm

1. Welcome and apologies

Present: Cheraleen Barrett (Treasurer) Malcolm Dean Chris Duncan (Staff)
Corinne Garrett (Chair) Amy Hughes Gail Kilby (Onkaparinga Council)
Katherine Martin (SRC) Marie McAllan Liz Milford (Secretary)
Melissa Nelson Janelle Reimann (Principal) Simon Rothwell
Michelle Small (Canteen) Margaret Staples (Com. Rep.) Trish Walker (Staff)
Chris Walters Wayne Ward (Deputy Chair) Sandra Waye

Note the City of Onkaparinga Council Representative for 2012 is Councillor Gail Kilby (with Heidi Greaves as proxy). The contact list will be updated accordingly.

Apologies: Leon Bignell

2. Acceptance of the previous minutes

The minutes of the Governing Council meeting held on 20 February 2012 were accepted by Simon Rothwell and seconded by Liz Milford with an apology from Margaret Staples to be noted.

All in favour. Carried

3. Business Arising from the previous minutes

3.1. Consider types of sub committees for the Governing Council to set up/have input to from 2012.

According to the Constitution the only Committee that is mandated is the Finance Committee but other committees can be established as needed.

It was agreed that the Canteen committee will continue and Michelle Small is happy to continue as the representative for this.

Other committees may be put together as needed in relation to future projects.

3.2. Contemplate specific activities/ideas for possible future discussions/presentations at Governing Council meetings.

Three ideas were tabled for future session ideas:

- Cyberbullying
- eLearning
- National Curriculum
4. Correspondence in

- DECS Bulletin re Responsibilities of Schools and Preschools around Bullying and Violence
  This was further discussed by Janelle Reimann with three handouts given to Governing Council members. In connection to the Cossey Review both the Grievance Procedure and Anti-Harassment and Bullying policy have been updated and are now posted on the school website.
- SAASSO Bulletin – SACE Review
- SAASSO Bulletins - weekly updates

5. Correspondence out

- Email to Council and Mayoral representatives

6. Reports and Committees

   ➢ Principal

As tabled by Janelle Reimann including topics:

- Staff movements
- NBN and related computing issues in the school
- eSmart school
- School redevelopment opening
- Buses
- Website and photographs
- Numbers for 2013 and new facilities plans
  - Governing Council members support the concept of a capital works assistance program loan for the purpose of building a new gymnasium and refurbishment of the tennis courts. This was moved by Margaret Staples and seconded by Simon Rothwell.  
    All in favour. Carried
  - Further planning details and full costings will be provided at a later date.
- Grounds and ideas
  - Margaret Staples asked if the significant trees fundraising project (as mentioned by Wayne Ward in 2011) would go ahead in the future with sponsorship options available. Wayne Ward offered to present a brief overview of this suggested project at the next meeting for all Governing Council members to consider and further discuss.

Liz Milford mentioned the Open night was wet but seemed well attended and the school looked great for this.

   ➢ Finance

Cheraleen Barrett gave the Finance report with the following notes:

- A breakdown of figures was given and account summary put on the Governing Council file.
  - In the Consolidated account the year to date surplus recorded is $328 653.30. Cash at bank and at call investments total $788 436.51.
  - In the Waverley Park account the year to date deficit recorded is $610.17
  - In the Canteen account the year to date surplus recorded is $6 878.09. Cash at bank and investments excluding provisions total $70 694.29.
- The February global budget was in deficit due to breakdown/maintenance charges but this will resolve by April.
• Finance delegation requested:
  Resolved that purchase order signing be delegated to Chris Walters with countersigning
  approval to Amy Hughes or Carol Smith as per procurement rules. This was moved by
  Cheraleen Barrett and seconded by Wayne Ward.

  All in favour. Carried

• 2012 budget was tabled for approval. A surplus of over $235 000 is predicted:
  Resolved that the budget be adopted in principal. This was moved by Margaret Staples
  and seconded by Sandra Waye.

  All in favour. Carried

• Debt collection policy was tabled for Governing Council consideration:
  Resolved that the DECS debt collection policy be ratified by the Governing Council. This
  was moved by Simon Rothwell and seconded by Michelle Small.

  All in favour. Carried

• 2011 audit was carried out in March 2012 and the statement from the Auditors was tabled in
  the finance report. The three reports from this audit were for Waverley Park, Canteen and the
  Governing Council Inc Consolidated Account.

• Credit card limits need to be confirmed:
  Resolved to approve credit card limits to be $5000 for the card allocated to Chris
  Walters and $5000 for the card allocated to Janelle Reimann. The DECS credit card
  policy is to be followed in accordance with use of these cards. This was moved by
  Margaret Staples and seconded by Sandra Waye.

  All in favour. Carried

• $18 510 is still outstanding on the old Skills Centre loan and it would be good to pay this loan
  out in this year’s budget. This was moved by Cheraleen Barrett and seconded by Margaret
  Staples.

  All in favour. Carried

➢ Staff

Chris Duncan tabled a brief staff report and mentioned:

• this year has started well and uniform matters are well resolved
• the gym is at absolute capacity for school assemblies
• technology and training development for the National Australian curriculum will shortly be held
  for staff
• year 12’s finally have a common room and they have been very responsibly looking after this
  space to date

➢ Library

Trish Walker noted in library news that:

• new shelving would arrive in the library soon
• sorting through obsolete articles in the library is a current ongoing process
• students using the library have been responsible and respectful with new furniture and items

➢ Chairperson

Corinne Garrett mentioned she had recently attended an educational forum at Brighton High School
which involved in depth discussions with the Prime Minister, Julia Guillard.
SRC

In the future the SRC representative will be allowed to report first on the agenda so they are able to leave the meeting.

Katherine Martin reported on the SRC and said:

- two meetings have been held to date
- Jake Jones and Evangaline McAllan are the new Year 12 SRC representatives
- a SRC bus is being considered
- discussion of Sports Day and fundraising ideas
- discussion of the Seaford bus matter
- election of junior members and office bearers
- several SRC related projects are occurring around the school
- fundraising ideas such as The Greatest Shave and a Footy Colours day
- soap is still needed in the toilets

Sub Committees

A. Canteen: Michelle Small gave a brief Canteen report and said the Canteen is still quite profitable but more staff have had to be employed due to the lack of volunteers.

B. Community: Margaret Staples had no Community business to report.

7. General Business

7.1. Review of the Willunga High School Governing Council Constitution and Code of Practice

A copy of the Willunga High School Constitution and the Code of Practice was given to all Governing Council members. Due to a lack of meeting time it was agreed that Governing Council members should read these documents for further discussion and update to the current template at the next Governing Council meeting. Janelle Reimann mentioned that a newer version of these documents is available and she will endeavour to find these.

7.2. Willunga High School Website – Governing Council page

Governing Council members considered the draft text for the Governing Council web page and only minor edit to the listed committee structure was made to make this a little more flexible (remove the numbers). Liz Milford will make arrangements for this text to be placed on the Governing Council web page.

7.3. Tour of Facilities (time permitting)

No tour was possible due to a lack of time.

8. Next Meeting: 30 April at 7pm in the Resource Centre

Meeting Closed 9.03 pm
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<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>Update Governing Council contact list to remove Lorraine Rosenberg and</td>
<td>Liz Milford</td>
<td>27 March, 2012</td>
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<tr>
<td>Don Chapman.</td>
<td></td>
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<tr>
<td>Present a brief overview of the Significant Trees fundraising project</td>
<td>Wayne Ward</td>
<td>30 April, 2012</td>
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<td>for further discussion.</td>
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<tr>
<td>Governing Council Constitution and Code of Practice:</td>
<td>All Governing Council</td>
<td>30 April, 2012</td>
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<tr>
<td>1. Review for discussion at the next meeting.</td>
<td>Janelle Reimann</td>
<td></td>
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<tr>
<td>2. Find more recent version than 2007 (if available)</td>
<td>Liz Milford</td>
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<td>3. Consider DECS template/framework alterations</td>
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<tr>
<td>Organise update of the Willunga High School Governing Council web</td>
<td>Liz Milford</td>
<td>30 April, 2012</td>
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<td>page to include new text and information.</td>
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<td>Discuss / submit agenda items for the next Governing Council Meeting.</td>
<td>All Governing Council</td>
<td>By close of business on Friday prior to the meeting.</td>
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