GOVERNING COUNCIL

Minutes of the Meeting held Monday 20 May 2016
7pm in the Resource Centre

Opened 7.00 pm

1. Welcome and Apologies

Present
Cheraleen Barrett
Hannah Georgeson (Staff)
Kirrily Tugwell (Canteen Rep)
Phil Boyle (Staff)
Ray Martin (Chair)
Petra Turner (Community Rep)
Cindy Davies
Megan Ring (Staff)
Anthony van Ruiten (Principal)

Apologies
Andrew Biddle
Gail Kilby (Onkaparinga Council)
Matthew Usher
Leon Bignell
Liz Milford (Secretary)
Breandan Wolff (Treasurer)
Kasandra Harris (Deputy Chair)
Simon Rothwell

3. Acceptance of the previous minutes (16 May 2016)

Minutes from the meeting held on 16 May 2016 were accepted by all present. Moved by Petra Turner, seconded by Cheraleen Barrett.

4. Business Arising from the previous minutes

- Follow up with the SRC to place a question in the forthcoming survey re the potential use of an EFTPOS machine in the Canteen and gather staff feedback - Hannah Georgeson and Megan Ring
- Collate and present student survey data and staff feedback to Governing Council at the next meeting - Hannah Georgeson, Megan Ring and Phil Boyle. Survey data not yet available as the SRC survey is still being developed. This will be finalised by the end of Term 2.
- Investigate the costs of running an EFTPOS machine for the Canteen and whether this will be directly linked to the school account or set up as a separate entity (and where the line of purchase credits will appear in the system) - Breandan Wolff. Breandan Wolff was an apology for the meeting but Cindy Davies reported that an EFTPOS application has been prepared to submit.
  - Also please refer to information supplied by Liz Milford re the Blackwood High School Canteen.
  - Phil Boyle raised the issue of potential bullying by students against others with cards. Anthony van Ruiten suggested checking if this is a problem at Blackwood High School.
- Follow up with Kirri Minnican to ask for a simple reminder notice to be placed on Facebook and the APP to let parents know how to purchase uniform items and where to try sizes on - Liz Milford. This matter is still to be attended to prior to the next Governing Council meeting on 8 August 2016.
- Find a copy of the Uniform Code for consideration at the next meeting - Liz Milford. This matter is in hand but will be collated and presented at the next Governing Council meeting on 8 August 2016.

5. Correspondence in

- Police Checks – Updates – SAASSO article outlining recent changes to DCSI screening requirements
- SAASSO weekly update bulletins
- School Post
6. Correspondence out

- Email from Liz Milford re the system used in the Blackwood High School Canteen

7. Reports and Committees

Principal Report
Anthony van Ruiten discussed his report as tabled with comments about:

- Meetings with all staff are now complete.
- Sea and Vines Partnership to enhance seamless learning for students.
- Strategic Plan is being developed in Term 3 for 2017 – 2021 (introduction early in 2017).
- Literacy and Numeracy training days.

Finance Report
Breandan Wolff was an apology for the meeting and Cindy Davies presented the Finance Report to all present:

- Year to date surplus of $607,276 with Cash at bank and at call investments totalling $828,548.68.
- Receivable debts currently $432,426 with slow gains being made. Final notices for fees are now due.
- Significant water charges occurred over summer 2015/2016 period and Corellas are back on the grounds again (requiring eradication).
- Canteen year to date surplus of $96,49 has been recorded with sales to date totalling $55,919.
- EFTPOS for Canteen has been discussed at Finance level and an application is ready to be submitted to ANZ. ANZ will provide setup and full training to staff. Ongoing discussions on this matter to continue.

Finance Signatories
- A motion to remove Willunga High School account signatories Tony Green and Shaun Walsh was received.
- A motion to add Willunga High School account signatories Wendy Lloyd, Anthony van Ruiten, Pamela Bull, Kirri Minnican, Nola Bishop and Lucinda Davies was received.
  
  All voted in favour. Motions carried.

Staff Report
Phil Boyle said Staff had no specific issues but mentioned that the recent two day Staff Development program had worked well and was most beneficial in reinforcing learnings.

Chairperson Report
Ray Martin had no business to report.

Canteen Report
Kirrily Tugwell provided a written Canteen report as circulated to all Governing Council members prior to the meeting. More Canteen discussion included:

- Formalisation of regular, open communication meetings between the Canteen Representative and Canteen Manager Nola and for Nola to relay any issues or concerns back to Governing Council.
- Placement of notices on school display screens with details of any special days that could impact the Canteen.
  
  ACTION: Cindy Davies to speak to Craig from IT about implementing a suitable system.

Community Report
Petra Turner mentioned the following in her report:

- Almond Blossom Festival in late July 2016. Local school students will be assisting with waitressing at the Willunga Recreation Hall for Almond Blossom lunches.
8. General Business

Uniform (continued)
Information has now been sent out re Willunga High School uniform requirements. A blitz on checking appropriateness of items being worn is underway. A tighter policy on the issue of items to students out of uniform is required as all spare items have been lent out but not returned.

Website
Petra Turner commented that the school Website was not easy to navigate and that communication points were not clear. Anthony van Ruiten advised that it would cost approximately $20 000 to upgrade the website and that at this point this is not financially possible but it has been flagged as a matter of relative urgency.

Student Free Days
Anthony van Ruiten proposed that student free days be held on:

- Friday 29 July 2016 (Year 12 Formal)
- Monday 17 October 2016-06-29

and that a school closure day be held on:

- 7 September 2016 (in line with other schools)

A motion to accept the above-mentioned student free and school closure dates was proposed by Cheraleen Barrett and seconded by Kirrily Tugwell. All in favour. Accepted

Governing Council Meetings
Cheraleen Barrett suggested that Governing Council meetings should be held after the 15th of each month to enable more relevant and timely delivery of financial reports (not available for previous month until mid of the next month). This will affect the next meeting of the Willunga High School Governing Council which will now be held on Monday 15 August 2016.

ACTION: Liz Milford to advise Governing Council members of the change of date for the next Governing Council meeting from Monday 8 to Monday 15 August 2016.

9. Next Meeting: Monday 15 August, 7pm in the Resource Centre **NOTE CHANGE OF DATE**

Meeting Closed 8.55 pm

Willunga High School Governing Council
Actions from the minutes of the meeting held 20 June 2016

<table>
<thead>
<tr>
<th>Action</th>
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<td>Follow up with Kirri Minnican to ask for a simple reminder notice to</td>
<td>Liz Milford</td>
<td>15 August 2016</td>
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<td>15 August 2016</td>
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<td>Advise Governing Council members of the change of date for the next</td>
<td>Liz Milford</td>
<td>15 August 2016</td>
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<td>Governing Council meeting from 8 to 15 August 2016.</td>
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<tr>
<td>Investigate the implementation of a suitable notice display system for</td>
<td>Cindy Davies</td>
<td>15 August 2016</td>
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<td>internal school information.</td>
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<td>Discuss / submit agenda items for the next Governing Council</td>
<td>All Governing</td>
<td>By close of</td>
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<td>Meeting.</td>
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