GOVERNING COUNCIL

Minutes of the Meeting held Monday 15 August 2016
7pm in the Resource Centre

Opened 7.00 pm

1. Welcome and Apologies

Present: Cheraleen Barrett, Phil Boyle (Staff), Ray Martin (Chair)
Liz Milford (Secretary), Megan Ring (Staff), Kirrily Tugwell (Canteen Rep)
Petra Turner (Community Rep), Matthew Usher, Anthony van Ruiten (Principal)
Breandan Wolff (Treasurer)

Attendees: Avril Dargie, Cindy Davies, Naomi Rivers

Apologies: Andrew Biddle, Leon Bignell, Hannah Georgeson (Staff)
Kasandra Harris (Deputy Chair), Gail Kilby (Onk Council), Simon Rothwell

*7. General Business (request to present item early)

Attendance Procedures
Naomi Rivers and Avril Dargie discussed the recent letters sent home to parents for students who are ‘non attenders’ for 5 days, 10 days and 20 days (either consecutive days or over a term). The attendance policy brochure and attendance procedures are being updated at present. The website will be updated soon. Sample letters were given to Governing Council members for perusal.

3. Acceptance of the previous minutes (20 June 2016)

Minutes from the meeting held on 20 June 2016 were accepted by all present. Moved by Petra Turner, seconded by Matthew Usher.

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 – completed.
- Collate and present student survey data and staff feedback to Governing Council at the next meeting - Hannah Georgeson, Megan Ring and Phil Boyle (see email).
  - It can be noted from the distributed report that there is overwhelming support from the students for an EFTPOS machine.
  - Kirrily Tugwell raised a number of concerns re the EFTPOS machine as raised at the Canteen meeting (see Canteen meeting minutes) but noted that they are not opposed to an EFTPOS machine, just need a few pertinent questions answered before implementation.
  
  **ACTION:** Liz Milford to contact Cindy Davies to prepare a response to the questions raised in the Canteen meeting minutes for Nola.

- Find a copy of the Uniform Code and uniform order forms for consideration at the next meeting - Liz Milford (see email).
  - Anthony van Ruiten suggested that the gender coloured female/male order forms be reformatted to be less gender specific and one document. Ray Martin moved that the Uniform Code on the website should be amended to have a simple uniform list with no gender separation of items. Petra Turner seconded this and all Governing Council members were in favour of this amendment.
• 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 – completed. Anthony van Ruiten mentioned that the supply of uniforms through Marino Uniform has been ad hoc to date but he is keen to formalise this arrangement more in the future with an official procurement process.
• Investigate the implementation of a suitable notice display system for internal school information – Cindy Davies – completed.

5. Correspondence in

• Letter from Canteen Manager with LSL request (see email)  
**ACTION:** Governing Council members happily approved this request but suggest Nola should be advised on normal leave booking processes by Cindy Davies via Liz Milford.
• Letter from Susan Close re STEM funding
• Letter from John Gardner MP re STEM Works program
• SAASSO weekly update bulletins
• School Post
• Parent’s Say

6. Correspondence out

• Nil

7. Reports and Committees

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

• Tragic passing of Clyde Norris
• Year 12 Formal
• Strategic Planning
• STEM funding
• Japanese study tour

Finance Report
Breandan Wolff presented the Finance Report (as emailed):

• Year to date surplus of $676 873.53 with Cash at bank and at call investments totalling $432 496.78.
• Utilities debts are already over $45 000 which is of concern.
• Statements have been run for outstanding fees for families for 2016. Total Materials and Services outstanding amounts are now at approximately $265 000.
  Breandan Wolff put forward a motion that the Governing Council approve debt collection for 2016 Materials and Services fees. Liz Milford seconded this. All voted in favour.
• Canteen year to date surplus of $6 144.81 has been recorded with sales to date totalling $78 386.50.
• The revised Budget (as circulated by email) was discussed by Breandan Wolff and Anthony van Ruiten. Adjustments have been made across teaching/SSO as some information was previously inaccurate. The cash flow for the year is of concern and the closing cash balance is estimated to only be approximately $67 177.

Staff Report
Phil Boyle ran through a number of additional activities that have occurred recently. These included:

• STEM planning meetings
• Pastoral Care Canteen Survey
• ATAR Assessment Days at Flinders University
• Innovation in Schools Workshop
• Willunga Primary School and McLaren Vale Primary School meetings and STEM expo
• Senior School Formal
• Flinders University Open Day  
• Weather Balloon Launch  
• SRC/LEO Club Leadership Camp  
• Child Studies Camp  
• Transition Visits  
• Science Week  
• Principals Tour  
• Course Counselling  
• Japanese Visit  
• Bush Foods BBQ

A site visit to Flinders University Tonsley site may occur in the near future. Phil Boyle will advise Governing Council members when he has more details on this.

A demonstration of some interesting new science technologies/gadgets was given by Phil Boyle at the conclusion of the meeting.

**Chairperson Report**

Ray Martin said he had received an invitation to an afternoon tea community forum with Jay Weatherald at the Port Noarlunga Surf Club with the SRC and Principal.

**Canteen Report**

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

- More volunteers are needed for the Canteen.  
  **ACTION:** Anthony van Ruiten to ensure a notice is placed in the forthcoming newsletter.
- Roller doors aren’t working very well at present.  
  **ACTION:** Liz Milford to contact Cindy Davies to ask her to organise maintenance to look at these and to also advise Nola on how to raise a maintenance request.
- Nola has expressed concern that she does not receive figures on the Canteen finance.  
  **ACTION:** Liz Milford to contact Cindy Davies to ensure Nola receives a copy of the monthly canteen finance report.

**Community Report**

Petra Turner mentioned the following in her report:

- Almond Blossom Festival.
- Almond Blossom Ball.
- Local Football and Netball seasons are at the end of the minor rounds.
- Basketball season has been a bit quiet this year.
- Redevelopment for the Gym and Football Club is planned for the near future.

8. General Business

**Attendance Procedures**  
(Item already discussed by Naomi Rivers and Avril Dargie at the beginning of the meeting.)

**STEM Works update**  
Anthony van Ruiten said we have an allocated $2.5 million for the STEM Works program. This can only be spent on the facility and fit out. Expenditure timelines are very short for this funding. Restrictions are in place to encourage the use of SA builders and architects. Preliminary discussions have been held with project officers and an information pack has been received. One focus is to refurbish existing spaces into flexible STEM learning spaces. Teaching methodology needs to be updated to match the STEM learning requirements and desired outcomes.
Strategic Directions 2017 – 2022
Anthony van Ruiten distributed a summary document with strategic plans as discussed in a recent staff planning day. Five ‘Whole School Priorities’ were developed in these discussions in line with Wellbeing, Quality Teaching, ICT/eLearning, Inclusion and STEM.

**ACTION:** Feedback from Governing Council members on the strategic planning document would be appreciated.

Flinders University Visits
Breandan Wolff and Kirrily Tugwell thanked Phil Boyle for leading recent successful Flinders University visits.

Fee Payments
Cheraleen Barrett asked if there could be an agreement form for parents to sign at the beginning of the year to indicate how they will pay their fees. Ray Martin suggested an option to allow direct debit could also be useful for this.

9. Next Meeting:  Monday 12 September, 7pm in the Resource Centre

Meeting Closed 9.10 pm

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**Willunga High School Governing Council**  
*Actions from the minutes of the meeting held 15 August 2016*

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<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>Contact the Business Manager, Cindy Davies in relation to Canteen Items:</td>
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<tr>
<td>1. Prepare a response to the EFTPOS questions raised in the Canteen meeting minutes for Nola.</td>
<td>Liz Milford</td>
<td>12 September 2016</td>
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<td>3. Advise Nola on regular maintenance request procedures.</td>
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<td>4. Provide a copy of and discuss the Canteen monthly Finance report with Nola each month.</td>
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<td>Place a notice in the forthcoming newsletter to search for Canteen Volunteers.</td>
<td>Anthony van Ruiten</td>
<td>12 September 2016</td>
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<td>Consider the Strategic Directions document as distributed and provide feedback to the Principal, Anthony van Ruiten.</td>
<td>All Governing Council</td>
<td>12 September 2016</td>
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<tr>
<td>Discuss / submit agenda items for the next Governing Council Meeting.</td>
<td>All Governing Council</td>
<td>By close of business on the Friday prior to the meeting.</td>
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