GOVERNING COUNCIL

Minutes of the Meeting held Monday 12 September 2016
7pm in the Resource Centre

Opened 7.00 pm

1. Welcome and Apologies

Present
Phil Boyle (Staff)          Hannah Georgeson (Staff)          Ray Martin (Chair)
Liz Milford (Secretary)     Megan Ring (Staff)              Petra Turner (Community Rep)
Matthew Usher               Anthony van Ruiten (Principal)  Breandan Wolff (Treasurer)

Attendees:  Cindy Davies          Katie Rees

Apologies: Cheraleen Barrett    Andrew Biddle          Leon Bignell
Kasandra Harris (Deputy Chair) Gail Kilby (Onk Council) Simon Rothwell
Kirrily Tugwell (Canteen Rep)

3. Acceptance of the previous minutes (15 August 2016)

Minutes from the meeting held on 15 August 2016 were accepted by all present. Moved by Petra Turner, seconded by Breandan Wolff.

4. Business Arising from the previous minutes

- Contact the Business Manager, Cindy Davies in relation to Canteen Items (Liz Milford – completed)
  - Prepare a response to the EFTPOS questions raised in the Canteen meeting minutes for Nola.
  - Advise Nola on normal leave booking processes.
  - Advise Nola on regular maintenance request procedures.
  - Provide a copy of and discuss the Canteen monthly Finance report with Nola each month.
- Place a notice in the forthcoming newsletter to search for Canteen Volunteers. (Anthony van Ruiten)
- Consider the Strategic Directions document as distributed and provide feedback to the Principal, Anthony van Ruiten.

5. Correspondence in

- SAASSO weekly update bulletins

6. Correspondence out

- Nil

7. Reports and Committees

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

- Course counselling and subject selections
- Classes and 2017 staffing
- 13 Japanese visiting students from Ushiku High School
• Royal Adelaide Show
• 2017 budget planning and preliminary discussion of 2017 Materials and Service fees

Petra Turner noted that the BYOD program is now in place with parents footing the cost of computers and devices and asked whether student ICT and printing costs had now reduced (and therefore should be providing some cost reductions to student fees). Anthony van Ruiten said that ICT costs had not reduced and that laptops previously supplied had come from additional government funding and therefore the school budget has remained unchanged as such. Ray Martin suggested that a breakdown of the Materials and Service fees would be a good idea to be able to respond to parent queries on this.

Liz Milford mentioned that there are only two meetings left for 2016 and if fees are to be increased a poll will be required. It would be ideal for this poll to occur prior to the next meeting on 31 October 2016 to allow this meeting to be open for parents to attend for poll comment.

Finance Report
Breandan Wolff and Cindy Davies presented the Finance Report:

• Year to date surplus of $583 398.37 with Cash at bank and at call investments totalling $773 042.90.
• Current receivable debts total $335 160.77 with Materials and Service charges of $212 655.94 still outstanding. The motion put forward to progress outstanding 2016 fees to debt collection stage at the last meeting has now been progressed and authorised.
• Repairs and maintenance charges are of some concern with older dust extractor and air conditioning units reaching end of life and needing replacing. It is therefore anticipated that the overall end of year budget balance will be significantly in deficit.
• Canteen year to date surplus of $9 697.39 has been recorded with sales to date totalling $94 201.50.

Staff Report
Phil Boyle had no staff report.

Chairperson Report
Ray Martin said he had no business to report.

Canteen Report
Kirrily Tugwell was an apology for the meeting.

Ray Martin mentioned that previous queries re the EFTPOS machine had been discussed with the Business Manager, Cindy Davies, and the Canteen Manager, Nola. Cindy Davies ran through the queries raised and the responses to these. A concern was raised by Canteen volunteers that parents should also be surveyed in this process as well as the children to ensure that parents are also happy with the EFTPOS idea. Ray Martin suggested that parental feedback would be a good idea - Liz Milford suggested that a notice in the newsletter may cover this and Cindy Davies suggested a notice with a tear off slip could also be prepared and distributed. Petra Turner suggested an SMS may also work for this. Further discussion with Nola is required at a leadership level around the potential EFTPOS implementation. Suggestion was made that Ray Martin arrange a meeting with Nola to discuss the logistics of the setup and actual running of the EFTPOS facility (from a parent and bank professional’s point of view).

ACTION: Anthony van Ruiten to consider methods for the gathering of parental feedback on the EFTPOS machine and to progress this matter.

The line of delegation/referral for Nola to follow for maintenance requests was discussed. Ray Martin suggested some guidelines should be formulated to specify the process to be followed relating to the value of items to be fixed/replaced as required to ensure an appropriate process is developed.

Community Report
Petra Turner did not give a Community Report.
8. General Business

Science, Technology and Mathematics Talk
Phil Boyle said that he had been approached by some female industry leaders in Science, Technology and Mathematics who are keen to speak to parents and students. A meeting will be held at the Willunga High School Trade Training Centre on Tuesday 8 November. Invitations will also be sent to other local school and community members.

Student Free/School Closure Dates
Petra Turner mentioned that Willunga High School student free/closure days had not lined up with local primary schools and this had led to some confusion and frustration. Anthony van Ruiten said that this was unfortunate and partly due to the availability of trainers for staff development programs pursued in 2016.

Reports
Petra Turner asked that reports have subject names clearly itemised on Term 3 reports (as well as the codes).

School Communication
Ray Martin mentioned that there still seems to be some glitches with the student attendance register with texts being received when the student is at school.

9. Next Meeting:  Monday 31 October, 7pm in the Resource Centre

Meeting Closed 8.25 pm

Willunga High School Governing Council
Actions from the minutes of the meeting held 12 September 2016

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>Consider methods for the gathering of parental feedback on the EFTPOS machine and progress this matter to the next stage.</td>
<td>Anthony van Ruiten</td>
<td>31 October 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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