Minutes of the Meeting held Monday 18 June, 2012
At 7.00pm in The Resource Centre

Opened 7.00pm

1. Welcome and Apologies

Present
Cheraleen Barrett (Treasurer)  Leon Bignell (Mawson Member)  Malcolm Dean
Corinne Garrett (Chair)  Katherine Martin (SRC)  Marie McAllan
Liz Milford (Secretary)  Marie Milne  Melissa Nelson
Michelle Small (Canteen)  Wayne Ward (Deputy Chair)  Sandra Waye

Apologies
Chris Duncan (Staff)  Gail Kilby (Onkaparinga Council)  Janelle Reimann (Principal)
Simon Rothwell  Margaret Staples (Com. Rep.)  Trish Walker (Staff)

2. SRC Report

Katherine Martin reported on the SRC and noted the following recurring issues and items again:

- Soap in the toilets
  **Action:** Cathy Trenouth will follow up this matter, particularly in relation to the complete lack of soap in the boys toilets.
- Shade areas
- Benches to sit on
- Drink fountains

Progression of these issues is required as they seem to constantly be on the agenda. Corinne Garrett suggested that the Principal and staff should continue to actively look into these with the SRC group but that the Governing Council should keep these matters on the agenda for revision at each meeting.

Katherine was excused from the meeting at 7.10pm.

3. Acceptance of the previous minutes

The minutes of the Governing Council meeting held on 26 March 2012 were accepted by Malcolm Dean and seconded by Liz Milford.

_All in favour. Carried_

4. Business Arising from the previous minutes

4.1. Present a brief overview of the Significant Trees fundraising project for further discussion.
   (Wayne Ward)

The idea to plant significant trees as a fundraising project for the school was discussed by Wayne Ward. It is intended that these trees will be spread throughout the school with appropriate plaques including information and sponsorship details. These trees will not be a part of the Indigenous Community Garden project.
Marie Milne mentioned that there is already a lone pine planted on the school grounds and the Indigenous Community Garden has a number of significant species planted within it.

Corinne Garrett suggested that a short list of trees be prepared, their relevant growing conditions be examined and location logistics thought through for these.

**Action:** Wayne Ward to select four or so trees and table the relevant information and growing conditions for these at the next Governing Council meeting.

### 4.2. Governing Council Constitution and Code of Practice:

Governing Council members briefly discussed the current Constitution and Code of Practice but there were no outstanding comments in relation to these documents other than the need to update the date and some minor terminology.

Cathy Trenouth mentioned she had searched for more recent versions of these documents but had been unable to locate them.

**Action:** Liz Milford to update the Constitution and Code of Practice and present to the Governing Council at the next meeting for consideration prior to submission to DECS.

#### Leon Bignell

Leon Bignell asked if there was any business for him to assist with. No direct requests were received from the Governing Council but the matter of litter allegedly blowing from the school yard into neighbouring properties was raised. It was noted that it may be that industrial bin lids are raising in windy conditions and perhaps the rubbish may be escaping from these. It was also mentioned that there was one recent particular instance with a car adjacent to the school grounds being wrapped in toilet paper which may have prompted the complaint received.

Leon was excused from the meeting at 7.35pm.

### 5. Correspondence in

- Right Bite News
- SAASPC invoice reminder
- SAASSO Bulletins – weekly updates
- Parents Say May 2012
- School Post Term 2 2012

### 6. Correspondence out

Nil

### 7. Reports and Committees

- **Principal**

As circulated prior to the meeting by Janelle Reimann. This included topics:

- Reports
- Staffing
- National Broadband Network
- Esmart and Cyber Safety
The letter written for the Capital Works Assistance Loan was also tabled for Governing Council members. This letter contains useful statistical information. This letter will be sent to the department who will then appoint a forensic auditor to attend the school to examine the situation. The loan being applied for is a 15 year loan.

Marie Milne commented that the potential opening of the Trade Centre will now occur in either weeks 3, 4 or 5 in Term 4.

Cathy Trenouth mentioned that data on harassment and bullying matters will be regularly presented to the Governing Council and that all policies are now available on the school web site.

Wayne Ward asked about recent mention of the removal of barriers for accessing a number of websites and applications. Cathy Trenouth, Marie Milne and Corinne Garrett briefly discussed this and the reasons behind this move in line with the eSmart and Cyber safety programs.

➢ Finance

Cheraleen Barrett gave the Finance report with the following notes:

- The school account has a current surplus of $637,383.98. Cash at bank and at call investments total $875,996.51.
- DECD have now forwarded payments to replace stolen administration block equipment and for the renovation of the Home Economics kitchen area.
- A revised budget has been prepared as the Resource Entitlement Statement has now been completed with updated student numbers for 2012. The motion that this revised budget be accepted was moved Sandra Waye and seconded by Cathy Trenouth. All in favour. Carried
- Final notices for 2012 Materials and Services charges will be sent out in the next couple of weeks. The outstanding amount still owed is significant.

**Action:** Cheraleen Barrett to find out how many school card applicants have been approved and if it is known how many more there may be and how this affects the amount of M&S fees currently outstanding.

- Waverley Park should make a profit if sales are consistent through to the end of the year. At present the year to date surplus is $15,488.63. Olive oil and wine sales are currently for sale – olive oil is $20 per flagon and wine $70 dozen (with bonus freebies).
- The Canteen year to date surplus is currently $12,213.41 with cash at bank and investments totalling $76,466.33. A new cake display fridge has been purchased for $2300.

Corinne Garrett asked if there is another Governing Council parent who is able to attend the Finance meetings held at 6pm prior to the Governing Council meetings. Wayne Ward offered to do this.

➢ Staff

No staff report was tabled at the meeting.

➢ Library

No library report was given.

➢ Chairperson

Corinne Garrett had no business to mention.

(Note: SRC report given earlier in the meeting by agreement)
Sub Committees

A. Canteen: Michelle Small said there had not been a Canteen meeting recently and her only business to report was the purchase of the new cake display fridge.
B. Community: Margaret Staples was an apology for the meeting and no report was given.

8. General Business

8.1. SRC items

Marie McAllan raised the issue of SRC items never being resolved. Marie has been on the Willunga High School Governing Council for nine years and would really like to see some of the original issues (soap in the toilet) resolved before she finishes this year. Regular follow up on these items is required if they are to be properly resolved. It was recommended that a proper system to facilitate ongoing discussions between SRC students, Principal and Staff should be set up to ensure matters are adequately and appropriately handled and resolved as possible. Suggestion was made that a list of past matters resolved (or not resolvable) and actions/reasons relating to these be put together to save current SRC students from wasting time on matters which can or cannot be progressed.

Action: Cathy Trenouth will meet with current SRC members to discuss this and to facilitate the set up of a more formal system.

8.2. Meeting Notices and Dates

Wayne Ward asked for notice on meeting dates and said he had not regularly received hard copies of previous documents. Liz Milford assured him that Lyn Fielke has been mailing all circulated items to him (including copies of emails, minutes, attachments etc) and this is checked for each round of Governing Council meetings. Margaret Staples also receives items by post and confirmed in telephone discussions with Liz on 18 June that she has been receiving these. Meeting dates are also tabled in the School Newsletter but unfortunately Wayne has not had access to this either as it is now predominantly online and not distributed in hard copy. Effort will be made to send Wayne hard copies of the Newsletter by post as well.

8.3. Timetable

Wayne Ward questioned the coding in use on the timetable as the subject abbreviations are confusing to work out. Cathy Trenouth explained that the timetables are really intended for interpretation by students (not parents) who should be aware of their compulsory and chosen subjects and a list of subject abbreviations was distributed earlier in the year to all students to assist with this. It is not possible to put the full subject name on this diary insert lists as there is a strict size/practicability issue with these. It can be noted that the full subject names should appear on reports as previously discussed at Governing Council (2011).

8.4. Communications with the school

Liz Milford mentioned some difficulty experienced in contacting staff at the school (both from personal experience and as reported by others). In recent instance 4 or 5 messages had to be left for return calls from staff members before any contact was made and in these cases the staff had said they had only received one message. It is understood that staff are extremely busy but there does seem to be a communication breakdown somewhere in the system.

Marie Milne said that the system currently being favoured is for messages to be taken and directly emailed to the staff person to ensure these communication matters and possible misplacement of messages etc are resolved and that the system is vastly improved in recent times.
8.5. Website

Sandra Waye asked why the logins to WHS email, daymap etc are on the website home page. Marie Milne explained that when the full system is implemented parents will also be able to login to view these items so they have been set up on the system in preparation for this.

9. Next Meeting: 6 August at 7pm in the Resource Centre

Meeting Closed 8.55 pm

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<tr>
<th>Action</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>Follow up the matter of soap in the toilets (especially the boys toilet area which has none).</td>
<td>Cathy Trenouth</td>
<td>22 June, 2012</td>
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<td>Meet with current SRC members to discuss this and to facilitate the set up of a more formal system.</td>
<td>Cathy Trenouth</td>
<td>6 August, 2012</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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