Minutes of the Meeting held Monday 17 February, 2014
Following the AGM in the Resource Centre

Opened 8.15pm

1. Welcome and Apologies

Present
Cheraleen Barrett (Treasurer)  Andrew Biddle  Deborah Carey-Burrows (ComR)
Malcolm Dean (Deputy Chair)  Nigel Mallabeer  Ray Martin
Liz Milford (Secretary)  Kirri Minnicon (Asst Principal)  Mark Munzberg
Haley Przibilla (Staff)  Janelle Reimann (Principal)  Shaun Walsh (Staff)
Wayne Ward

Apologies
Gail Kilby  Simon Rothwell (Chair)  Kylee-Anne Weakley

2. Election of Office Bearers

Chairperson  Simon Rothwell - elected by proxy. Acceptance to be confirmed.
Deputy Chairperson  Malcolm Dean
Secretary  Liz Milford
Treasurer  Cheraleen Barrett

Grounds Committee  Simon Rothwell  Wayne Ward
Canteen Committee  Deborah Carey-Burrows  Kylee-Anne Weakley
Cybersafety Committee  Nigel Mallabeer  Haley Przibilla
Finance  Cheraleen Barrett  Malcolm Dean
National Partnerships  Haley Przibilla
Health and Well Being  Haley Przibilla

Ray Martin asked if there was a way to incorporate matters relating to the Well Being student program regularly into the agenda. Haley Przibilla will continue as staff representative and is happy to briefly speak to this each meeting (in addition to National Partnerships).

Staff Representatives  Kirri Minnicon  Haley Przibilla  Shaun Walsh

Principal  Janelle Reimann

3. Acceptance of the previous minutes (28 October 2013)

The minutes of the Governing Council meetings held on 28 October 2013 were accepted by Malcolm Dean and seconded by Wayne Ward.

All in favour. Carried

4. Business Arising from the previous minutes (28 October 2013)

The staggered commencement to Term 1 2014 worked very efficiently with Years 8 and 12 starting on the first day of term and Years 9, 10 and 11 on the second day of term.

Rachel Ansell was reappointed as the CPSW for Willunga High School. Some changes have occurred to the role in view of feedback received and guideline alterations.
A new communication system, ‘Seqta’, has been introduced. At this stage some glitches are being ironed out but it is anticipated that this will work well in the near future. A snapshot of this will be presented at the next Governing Council meeting.

**ACTION:** Janelle Reimann to organise a brief overview of the ‘Seqta’ system for the next Governing Council Meeting.

5. Correspondence in

- Letter from Hon Jennifer Rankine
- SAASSO weekly update bulletins
- Parent’s Say

6. Correspondence out

Nil since the last meeting on 28 October, 2013.

A number of items were earmarked for Correspondence out prior to the next Governing Council Meeting:

- The absence of Margaret Staples was noted and Governing Council members expressed some concern on this. A call is to be made to Margaret on behalf of the Governing Council to thank her for her past input and to enquire as to whether she would like to continue with the Governing Council.
- Wayne Ward noted that he attended the excellent Cybersafety session recently held in the Willunga High School Hospitality Centre and asked if a letters of thanks had been sent to the Sonia Ryan (from the Carly Ryan Foundation) and the Police attendee.
- Thankyou letters to be sent to outgoing Governing Council members, Sandra Waye and Michelle Small, on behalf of the Governing Council.
- Malcolm Dean asked if new members wished to undertake Governing Council training. Ray Martin suggested that the booklet produced on the roles of Governing Council members might be a good starting point for new members. New members agreed this would be useful in the first instance. These booklets will be sourced and sent to new members (along with copies of the Constitution and the Code of Practice).
- It was noted that the Constitution and Code of Practice were updated in 2012 yet formal notification and acceptance of this has not, to the Governing Council’s knowledge, been received from the Education Department. This matter is to be followed up.
- All Governing Council members agreed to have their contact details added to a contact list and that this may be circulated within the group by the Governing Council Secretary.

**ACTION:** Liz Milford to attend to the above matters and report back at the next Governing Council Meeting.

7. Reports and Committees

**Principal Report**

Janelle Reimann outlined a new Strategic Plan document as tabled to all present

**ACTION:** All Governing Council Members to report back on this at the next meeting

**Finance Report**

1. Cheraleen Barrett put forward a motion to approve the following people to be signatories on the Bank SA school account:
   - Chris Walters
   - Janelle Reimann
   - Carol Smith
   - Shaun Walsh
   - Kirri Minnican

   and to remove the following as signatories on the Bank SA school account:
   - Amy Hughes
   - Cathy Trenouth

   This motion was seconded by Malcolm Dean.

   All in favour. Carried.

2. Cheraleen Barrett put forward a motion made to grant the Deputy Principal, Kirri Minnicon, a school credit card with a limit of $5000.

   This motion was seconded by Andrew Biddle.

   All in favour. Carried.

Reports from other groups were not available for this meeting.
8. General Business

Snow Trip for Year 12 students
Cheraleen Barrett asked why Year 12 students are not permitted to go on the Snow Trip this year. Janelle Reimann explained that Year 12 is such a short year with trial examinations and other important curriculum work being undertaken at the same time it is not acceptable in their best SACE interests to allow them to go.

Classrooms
Wayne Ward asked why the number of classrooms supplied did not match the number of classrooms required according to the Department. Janelle Reimann said that new laboratories will arrive in July this year and this will ease the space issue a little but more classrooms would always be required as the school numbers continue to increase every year.

Server room fire
Janelle Reimann has followed this matter further and recompense for the fire damage may still be forthcoming.

Meeting Dates for 2014
It was agreed that meetings will be held on Monday nights at 7pm during Weeks 3 and 8 of each term.

Dates for 2014 will therefore be:

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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</thead>
<tbody>
<tr>
<td>17 February (AGM) (week 4)</td>
<td>12 May</td>
<td>4 August</td>
<td>27 October</td>
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<tr>
<td>17 March</td>
<td>16 June</td>
<td>8 September</td>
<td>1 December</td>
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9. Next Meeting: Monday 17 March, 7pm in the Resource Centre

Meeting Closed 8.27 pm

Willunga High School Governing Council
Actions from the minutes of the meeting held 17 February 2014

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Due</th>
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<tbody>
<tr>
<td>Organise a brief overview of the ‘Seqta’ system</td>
<td>Janelle Reimann</td>
<td>17 March 2014</td>
</tr>
<tr>
<td>Contact Margaret Staples to thank her for her input to the Governing Council and to enquire if she will be continuing with the Governing Council in 2014.</td>
<td>Liz Milford</td>
<td>17 March 2014</td>
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<tr>
<td>Follow up if thankyou letters have been sent to the Cybersafety session presenters and organise these on behalf of the Governing Council if they have not.</td>
<td>Liz Milford</td>
<td>17 March 2014</td>
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<tr>
<td>Thankyou letters to be sent to outgoing Governing Council members, Sandra Waye and Michelle Small, on behalf of the Governing Council.</td>
<td>Liz Milford</td>
<td>17 March 2014</td>
</tr>
<tr>
<td>Source the SAASSO booklet on Governing Councils and distribute to new Governing Council members (along with copies of the Constitution and the Code of Practice).</td>
<td>Liz Milford</td>
<td>17 March 2014</td>
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<tr>
<td>Find out if formal notification and acceptance of the 2012 revised Constitution and Code of Practice has ever been received from the Education Department.</td>
<td>Liz Milford</td>
<td>17 March 2014</td>
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<tr>
<td>Create and circulate a new contact list for 2014 Governing Council members.</td>
<td>Liz Milford</td>
<td>17 March 2014</td>
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<tr>
<td>Review the new Strategic Plan document and report back to the next Governing Council meeting.</td>
<td>All Governing Council</td>
<td>17 March 2014</td>
</tr>
<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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