

# WILLUNGA HIGH SCHOOL



## Meeting Minutes

Team	GOVERNING COUNCIL	Date of meeting	28 March 2022
Chair	Katherine Loney	Location	Online – via teams

## Acceptance of Previous Minutes

Attendees	Anthony van Ruiten, Haley Przibilla, Jenni Mitton, Jason Loney, Katherine Loney, Alison Sanders, Louisa Best, Belinda Turner & Laura McCard
Apologies	Kim Hughes, Lisa Jones & Kerri Hall
Absent	Dave Martin
Attachments	Student Voice report

We acknowledge that we are meeting on the traditional country of the Kaurna people and we pay our respect to Elders past, and present. We recognise and respect their cultural heritage, beliefs and relationship with the land, which continue to be important to the Kaurna people living today.

## Acceptance of Previous Minutes

Moved	Anthony Van Ruiten
Seconded	Jason Loney
Amendments	

## Actions from Previous Meetings / Business Arising

Name	Action
Kim	Report for GC on funds raised in 2021 from Canteen / GC to discuss how funds will be spent - ongoing
Haley / AVR	Discuss sanitary dispenser options for Year 7 female toilets - ongoing

## Agenda

Topic lead	Item	Actions (Who & When)
1. Correspondence In	Nil	
2. Correspondence Out	Nil	

## Reports

Principal	Verbal report given - staff stretched due to COVID - biggest group of positive cases reported 28/3 - 2 teacher vacancies remain - have had success filling with relief staff - expect staffing issues to be ongoing in 2022	
-----------	--	--



	<ul style="list-style-type: none"> <li>- leaders are supporting teachers and students</li> <li>- SACE will make accommodations</li> <li>- Sports day was a success with approx. 1/3 of students participating</li> </ul>	
<b>Finance</b>	<p>No GC report provided – Kim Hughes on leave</p> <p>Reports to be circulated to GC once compiled by Pamela</p> <p>Budget will be confirmed once the April RES (Resource Entitlement Statement) has been received.</p> <p>\$238k surplus projected – not preference of the department, they would like to see it around \$600k</p> <p>Financial Delegations for 2022 tabled for consideration and approval. Jenni Mitton moved that Financial Delegations for 2022 be supported by GC. Second by Jason Loney. All in favour</p> <p>Delegations confirmed at meeting</p> <p>Procurement – Anthony Van Ruiten &amp; Kim Hughes</p> <p>Financial Delegations (Operating Account) – Anthony van Ruiten, Kim Hughes, Haley Przibilla &amp; Pamela Bull</p> <p>Cheque Signatories – Anthony van Ruiten, Haley Przibilla, Kim Hughes &amp; Pamela Bull</p> <p>EFT Signatories – Anthony van Ruiten, Haley Przibilla, Kim Hughes &amp; Pamela Bull</p> <p>Financial Delegations (SASIF) - Anthony van Ruiten, Haley Przibilla, Kim Hughes &amp; Pamela Bull</p> <p>Purchase Card (credit card) and store account cards– Anthony van Ruiten</p> <p>Issue Petty Cash – Kim Hughes &amp; Pamela Bull</p> <p>ATO Online – Anthony van Ruiten, Kim Hughes &amp; Pamela Bull</p> <p>Fee write offs totalling \$3350 moved by Anthony van Ruiten, seconded by Katherine Loney</p> <p>ALL in favour</p>	<p>Jenni &amp; Jason to sign paperwork ASAP in front office (see Pam)</p>
<b>Canteen</b>	<p>Meeting held between Nola &amp; Jenni</p> <p>Oven door is broken and oven needs replacing as well as the range hood needing service (control panel not working).</p> <p>Quotes to be obtained for new oven – Haley has a contact. Jenni spoke to Kym Olsen, electrician and he</p>	<p>Haley / Jenni</p>



	<p>quoted around the \$150 - \$200 mark to install (needs to be advised about rangehood)</p> <p>Proposed to spend up to \$4000 for oven replacement          Moved Jenni Mitton          Second Jason Loney          ALL in favour</p> <p>Closing early working most of the time but not always a teacher present to support</p> <p>Children entering canteen without masks – Nola currently handing out masks. Sign to be erected – NO MASK no entry.</p> <p>Home Group teachers to remind students about mask wearing in canteen</p> <p>Student volunteer idea to be parked and re-visited next term – depending upon COVID. Exposing staff / volunteers could be problematic.</p> <p>8 volunteer forms received by Nola dating back to August 2021. 1 secured and 1 possible for term 3 – others were no longer available and 3 were not vaccinated</p> <p>Doors left unlocked after Sports Day – need better checking system in future</p> <p>July / August and September 2 volunteers going away for extended periods.</p> <p>COVID contingency plan – needs further discussion. Training Kate on ordering system, possible additional staff to be on standby?</p> <p>Nola has a booklet with daily procedures documented</p> <p>Online ordering (QKR) has increased workload – particularly on Fridays which is the busiest day.</p> <p>Agreed that if additional staff required on Friday Nola should proceed.</p> <p>Moved Jenni Mitton          Second Katherine Loney</p> <p>We currently rely on 36 volunteer hours per week (in excess of \$1000 per week in wages if had to employ).</p>	<p>Haley advise staff</p>
--	---	---------------------------



	<p>Need to continue to work on volunteer strategy for succession planning.</p> <p>Sports Day 2023 – call out for volunteers early in term 1, service of drinks, iceblocks etc for quicker turnaround (could be run by parent volunteers / GC)</p> <p>Kate on 3 month trial – Jenni to discuss employment obligations with Pam prior to end of trial and discuss options with Kate.</p> <p>Jenni raised online training paid by Kate – Pam confirmed this is to be covered by staff, can be claimed on personal tax.</p>	
<b>Staff</b>	No report – no staff delegate appointed to GC	
<b>Student Voice</b>	<p>AVR to circulate report provided</p> <p>Written report to be provided to GC at each meeting</p> <p>Katherine extended thanks to Student Voice for the update provided</p>	
<b>General Business</b>	<p>Introduction, welcome &amp; acceptance of new members to GC for 2022;</p> <p>Alison Saunders (Secretary) Louisa Best (Treasurer) Belinda Turner Lauran McCard</p> <p>Moved Jenni Mitton, Second Jason Loney</p> <p>Haley thanked everyone, including the new members of GC for their contribution.</p> <p><b>Newsletter</b> – will be at end of every term</p> <p>Jenni to send image and brief info about GC to Jackie for inclusion</p> <p><b>Sports Day 2023</b> Haley and PE co-ordinator already in discussion about more inclusive events for 2023 (e-sports/games and non-binary)</p> <p>Alison suggested possibly name change – does it need to be called sports day – can we reimagine the day and improve participation numbers. Positive feedback from</p>	



	<p>all GC about this and more thought / discussion at next meeting</p> <p>How could GC canteen surplus funds contribute to Sports Day?</p> <p><b>Sanitary Items</b></p> <p>Haley advised that a lockable cabinet had been looked into but nothing suitable found at this stage</p> <p>Senior school toilets have a Pink Box and this area is being made available to younger students until suitable solution is found</p>	
--	--	--

*Meeting Closed: 7.25pm*

*Next Meeting: 16 May (Term 2 2022, Week 3) location TBC, face to face or via teams*

## Week 8 Governing Council Report

The students in senior school have elected their classroom representatives, due to Covid affected staff and the student cohort begin school two weeks late, meetings will begin this week.

School captains and Student Voice have been involved in tours for Open Night.

Student Voice are working with their home groups to discuss issues that they have concerns with and strategies to address ongoing issues that they have. These will be explored at the next meeting. SV exec will meet with Jane Barnett before the end of term 1.