

NURIOOTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING
Meeting Tuesday 12th February 2019
Languages Building
7.00 pm

Members: Brenton Wildman, Halena Frick, Peter Lange, Karen Underwood, Luke Rothe, Gavin Day (resigned), Sonya Carmody, Pricilla Heidenreich, Tarnya Eggleton, Sharyne Young, Serena Lange, Noah Eggleton, Matt Smith (resigned moved to Craigmore High School), Peter Shute, Gerri Walker, Ann-Marie Ward.

Chair: Brenton Wildman

Secretary: Halena Frick

Present/Apologies: Brenton Wildman, Halena Frick, Peter Lange, Sonya Carmody, Pricilla Heidenreich, Sharyne Young, Serena Lange, SRC member, Asher Rohde, Peter Shute, Gerri Walker, Bernadette Patterson, Gavin Day, Karen Underwood, Luke Rothe, Tarnya Eggleton, Ann-Marie Ward, Matt Smith

Welcome new SRC Reps

Resignation from Gavin Day

Apologies:

Minutes from previous meeting:

Accepted: Seconded:

1. Business Arising from Minutes

- Matt Smith requested that a Governing Council member be part of the WHS committee. – Ann Hargreaves to put this proposal to the staff group –
 - Matt is leaving and AH is still to put to whole staff.
- Review of Languages – Gerri has met with Jenny Howard – she is contacting a person from Flinders Uni about possible support with the process

Tarnya Eggleton suggested a Well Being Committee be formed, all agreed this was a good idea. – in progress. Action: The 'Wellbeing' student team has been formed (but we will need new student members) and we are working with YACSA to look at Anti-Bullying actions both at school and the FLC. Jenelle Draper and Anne Barclay started this work at the end of last year and will work on it first semester. Anne to ring Tarnya and invite her to the first meeting .

- Update re tree audit from Ann-Marie
- External School Review Update – feedback
- SRC leaders from 2018 – letter of thanks from Governing Council –Halena to follow up on last year's letter. Brenton to sign. Ann-Marie to liaise with Halena and Brenton.

2. Finance Report

School

The following reports for December were tabled and discussed at Finance Committee Meeting today (12/2/19):

- Profit and Loss statement
- Balance Sheet
- Governing Council report

December shows a Surplus of \$118,455.37 and YTD Surplus \$73,262.21

The variances to budget are mainly attributable to:

Under Budget

- RES: Global Budget – received more than anticipated/cashflowed (TRT reimbursements and small grants)
- Parent Contributions: received \$25,660 - not cashflowed correctly
- Other Income sources:
- Non Budget revenue – no budget lines – offset by Non Budget Expenses

- Salaries: savings of \$17,664 – tchr & SSO underspent, TRT overspent \$9,031 Term 4 Additional TRT Supplementation yet to be received
- Administration – general savings
- Site Funded works – includes payment for LED/Solar and general savings
- Utilities & Maintenance: general savings across all lines
- Other Expenditure: less spent than cashflowed and general savings

Over Budget

- Curriculum Maintenance – more purchases than cashflowed/anticipated incl Musical, Yr 12 Presentation, Prizegiving, VET, Yr 12 Formal, Internet charges
- Facilities – overspent due to cleaning/toiletry expenses
- Non Budget Expenses: no budgets – is offset with Non Budget revenue

Summary of areas over budget:

- Curriculum Maintenance – more purchases than cashflowed/anticipated incl Musical, Yr 12 Presentation, Prizegiving, VET, Yr 12 Formal, Internet charges
- Facilities – overspent due to cleaning/toiletry expenses
- Non Budget expenses: (eg includes camps, excursions – offset by revenue shown by Non Budget revenue)

UNIFORM

Dec Sales	\$ 6,850.04
Expenses	\$ Nil
YTD Sales	\$ 90,264.10
Expenses	\$ 74,520.96
<u>Surplus</u>	<u>\$ 16,013.14</u>

Canteen

The following reports for Period 9 SEPT were tabled and discussed at Finance Committee Meeting today (1/11/18):

- Profit and Loss statement
- Balance Sheet

December shows a Deficit of \$1,046.05 and a YTD Surplus \$16,716.83

Congratulations to Bev and Fiona and the volunteers on a great effort in the Canteen in 2019.

The Governing Council notes that the year to date result is in Surplus of \$16,716.83 and the Principal and Business Manager will continue to monitor the Canteen’s viability and will report again to next GC meeting.

Reports accepted: Moved: Luke Rothe Seconded: Sharyne Young

SRC non Profit Sub Entity

A motion is hereby placed before **Nuriootpa High School Governing Council** that the fundraising body listed below is nominated as Non-profit sub-entities for GST purposes.

• **SRC**

The SRC are planning to conduct fundraising events in the financial year ended **31 December 2019** and all relevant financial transactions will be recorded in the school accounting and taxation records as out of scope of the Business Activity Statement (BAS) for reporting purposes (G21).

The Council notes that the record of this decision must be retained for 7 years and that this election cannot be revoked during the financial year nominated.

The Council notes that the transactions of the NPSE body will have separate accounting records (distinct revenues and expense EDSAS lines to level 4 accounts as required by the Australian Tax Office) and that the annual turnover of the NPSE will be no more than \$100,000.

The Governing Council approves the above recommended by the Principal.

Moved: Halena Frick Seconded : Sharyne Young

Annual Delegations 2019

The Principal recommended the following staff members be approved by the Governing Council as delegates for the 2019 year:

Procurement Delegations: Delegated authority to sign purchase orders for Nuriootpa High School and Canteen

Position	Name	\$ Limit (optional)
Business Manager	Ann-Marie Ward	
Finance Officer	Dianne Emes	\$20,000
Principal	Geraldine Walker	
Deputy Principal	Andrew Dickinson	

Contract Delegations: Delegated authority to enter into written agreements or contracts that require a site signature (e.g. Hall hire agreement)

Position	Name	\$ Limit (optional)
Business Manager	Ann-Marie Ward	
Principal	Geraldine Walker	
Deputy Principal	Andrew Dickinson	

Financial Delegations (SASIF Account): Delegated authority to authorise withdrawals from the SASIF Accounts including Canteen

Position	Name	\$ Limit (optional)
Business Manager	Ann-Marie Ward	
Finance Officer	Dianne Emes	
Principal	Geraldine Walker	
Deputy Principal	Andrew Dickinson	

Financial Delegations (Operating Account): Delegated authority to authorise payments from the Operating Account and Canteen Account

Position	Name	\$ Limit (optional)
Business Manager	Ann-Marie Ward	
Finance Officer	Dianne Emes	
Principal	Geraldine Walker	
Deputy Principal	Andrew Dickinson	

Cheque Signatories: Delegated authority to sign cheques for Nuriootpa High School and Canteen including payroll (two signatories required for each cheque)

Position	Name	\$ Limit (optional)
Business Manager	Ann-Marie Ward	
Finance Officer	Dianne Emes	
Principal	Geraldine Walker	
Deputy Principal	Andrew Dickinson	

EFT Signatories: Delegated authority to authorise EFT payments for Nuriootpa High School and Canteen (two authorisers required for all payments)

Position	Name	\$ Limit (optional)
Business Manager	Ann-Marie Ward	
Finance Officer	Dianne Emes	
Principal	Geraldine Walker	
Deputy Principal	Andrew Dickinson	

Issue Petty Cash: Delegated authority to issue petty cash - Nuriootpa High School

Position	Name	\$ Limit (optional)
Finance Officer	Dianne Emes	\$100
Finance Assistant	Rachael Pain	\$100

ATO online facilities: Enter bank account details & other records, Submit BAS/other returns

Position	Name	\$ Limit (optional)
Finance Officer	Dianne Emes	

Manage Load & Go debit card – Nuriootpa High School

Position	Name	\$ Limit (optional)
Tech Studies & IT Co-Ordinator	John Barkley	\$999

Manage Purchase card – Nuriootpa High School

Position	Name	\$ Limit (optional)
Principal	Geraldine Walker	\$10,000
Business Manager	Ann-Marie Ward	\$10,000

The recommendation of the Principal has been accepted by the Governing Council

Moved: Peter Lange Seconded : Taryna Eggleton

Balance Sheet and Profit & Loss Statement 2018 for Nuriootpa High School and Canteen.

CANTEEN: Surplus \$16,919.92

SCHOOL: Deficit \$8,269.59

The Governing Council approves the Balance Sheet and Profit & Loss Statement for 2018 for Nuriootpa HS and Canteen recommended by the Principal.

Moved: Sharyne Young Seconded: Luke Rothe

Bank SA – 2019 Signatories – Letter of Bank SA

The Governing Council of Nuriootpa High School approves the signatories listed to conduct business and to sign cheques and process EFT payments and investment transactions as per our Constitution.

Geraldine Walker - Principal

Andrew Dickinson - Deputy Principal

Ann-Marie Ward - Business Manager

Dianne Emes - Finance Officer

BANK ACCOUNTS

Nuriootpa High School - Account number 105-055 0233809740

Nuriootpa High School Canteen Fund - Account number 105-055 0229043940

SASIF INVESTMENT ACCOUNTS

NHS Consolidated

Trade Training Centre

AJ & CC Chapman

Groom Family

Falland Music Award

Comm Ctr Scholarship

Building Fund

Canteen

Moved: Taryna Eggleton Seconded : Halena Frick

Amendment to Authority to Operate Bank SA – School and Canteen

The Governing Council of Nuriootpa High School approves the signatories listed to conduct business and to sign cheques and process EFT payments as per our Constitution.

Nuriootpa High School - Account number 105-055 0233809740

Geraldine Walker - Principal

Andrew Dickinson –Deputy Principal

Ann-Marie Ward - Business Manager
Dianne Emes - Finance Officer

Nuriootpa High School Canteen Fund - Account number 105-055 0229043940

Geraldine Walker - Principal
Andrew Dickinson –Deputy Principal
Ann-Marie Ward - Business Manager
Dianne Emes - Finance Officer

Kirsty Gebert – previous Deputy Principal – to be deleted as signatory for Nuriootpa High School & Nuriootpa High School Canteen.

Moved: Sharyne Young Seconded : Peter Lange

2019 Interim Budget

Interim Budget is currently showing at deficit of \$97,000

School is still waiting on confirmation of January Resource Entitlement Statement and IESP (Disability) Funding.

SASIF account as at 11/2/19 \$766,475

Committed Funds (carryovers 2018) \$246,258

Leaves a Balance of \$520,217 less deficit budget \$97,000 Anticipated balance \$423,217

Doesn't include TRT reimbursement for Term 4 2018 and those for 2019.

Proposal: that the Governing Council accept the Interim Budget and once Jan RES and IESP Funding is confirmed, budget to be re-tabled at next GC Meeting.

Moved: Tarnya Eggleton Seconded: Sharyne Young

3. WH&S

4. General Business

- School Closure Days for 2019 – email agreement received
- AGM

5. Reports/Committees

- Chairperson
- Principal
 - o Staffing Update
 - Andrew Dickinson has started as Deputy Principal
 - Brad Westley has commenced as VET/PLP coordinator for 12 months
 - New teachers are:
 - Karlia Davoli in Maths
 - Noah Tilley in Music
 - Aaron Golding in English
 - Kieran O’Dea who is based at our school as an Instrumental Music teacher
 - Jess West, Lyn Seidel, Nev Saint, Wayne Roscarel and Bill Conway have returned
 - Libby Krahlung has resigned from her contract at the FLC as she has won another job – she has done a great job at the FLC. Anne Harris and Gianna Slater will both increase in time.
 - Krista Zanker, youth worker, has moved to Playford International College for one year. Julie Flatman has increased her time and is doing the bookings for the DOCS program; we will be advertising for a youth worker 25 hours per week for this year.
 - o Student Numbers are higher than in 2018 but there are about 20 less students than we did the budget on so it is being re-drafted to re-present to Governing Council on Tuesday night.
 - o Site Improvement Plan –next draft to be discussed for approval – attached
 - o STEM Update
 - Upstairs lab completed – awaiting new furniture
 - Main STEM building – we are using
 - o School Culture – we are undertaking some work on school culture with a focus in the following areas:
 - Decision Making Policy to be reviewed including committees
 - Revisiting as a whole staff
 - Positive Behaviours for Learning

- Restorative Practices
- Behaviour Code
- Grievance Procedures and Bullying and Harassment Policy – some shared work on how to start a critical conversation
- Social Committee names and role to be revisited
- Staff Induction Policy to be reviewed
- Reviewing what happens in week 9, term 4
- Developing a School Charter
- SRC –report – see attached
- Subcommittees
 - Canteen
 - Buildings & Grounds – have not met since last meeting
 - Fundraising Committee
 - Wine Committee

6. Correspondence

- Emails of appreciation received from governing council award recipient Bailey Walsh
- Email resignation from Gavin Day
- SAASSO

7. Any Other Business