NURIOOTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING
Meeting Tuesday 14th May 2019
Languages Building 7.00 pm

Members: Bernadette Patterson, Gerri Walker, Halena Frick, Ann-Marie Ward, Tarnya Eggleton, Rebecca Waechter, Pricilla Heidenreich, Belinda Haeft Luke Rothe, Sonya Carmody, Sharyne Young, Karen Underwood, Peter Lange, John Martens, Andrew Dickinson, Peter Shute, Sarah Afshin Pour, Serena Lange and Noah Eggleton.

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

Chair: Tarnya Eggleton

Secretary: Halena Frick

PRESENT: Gerri Walker, Halena Frick, Ann-Marie Ward, Tarnya Eggleton, Bec Waechter, Pricilla Heidenreich, Belinda Haeft, Luke Rothe, Sonya Carmody, Sharyne Young, Karen Underwood, Peter Lange, John Martens, Andrew Dickinson, Bernadette Patterson, Peter Shute, Sarah Afshin Pour, Noah Eggleton (SRC), Serena Lange (SRC)
APOLOGIES:

Minutes from previous meeting:

Accepted: Seconded:

BUSINESS ARISING FROM MINUTES

- Languages Review – update from Gerri
- Vintage Festival Breakfast – did not happen as not financially advantageous
- Vintage Strassenfest at Coulthard House on Friday 26th April 2019 – thanks to all who supported this event - $113 raised
- Musical - sale of drinks
- Pedestrian crossing and how students are not crossing at the lights. The council and school is in discussion. Update.

SHARED LEARNING SESSION (30 minutes per meeting)
Role of Governing Council using 7 Step Approach to Tier 3 Vocabulary and introducing Tier 2 Vocabulary

BUSINESS MANGER"S REPORT

Finance Report

WH&S
- **Purchase of new tractor –** has been purchased
- **Tree Audit –** update
- **Staff Psych Health Survey –** Action Plan developed to be actioned
- **3 Year Checklist –** Ann Hargreaves, Robyn Fryar, Ann-Marie Ward and Gerri currently undertaking this checklist

GENERAL BUSINESS
- **Election of Deputy Chairperson** – Karen Underwood ineligible due to being a Department for Education employee
- **Assessment and Reporting Policy** – update from Andrew Dickinson
- **Nuri High school Website** – update from Andrew Dickinson
- **Pupil Free Day change from August 30th to September 23rd** – agreed via email

REPORTS/COMMITTEES

Chairperson
Principal
Site Improvement Plan Update – refer to Appendix 1

Staffing Update
Bec Cole starts maternity leave at the beginning of week 5 this term. There will be a 4 week contract to backfill Bec before Samara Wyten returns at the beginning of week 9(semester 2) after her maternity/parenting leave.

Leadership Review – model for 2020 onwards:
Executive Leadership:

Position	Roles
Deputy Principal	Leadership of whole school curriculum including: • General capabilities including Literacy and Numeracy • Leadership of Digital Learning and 21st Century Pedagogy • STEM • Year 7 Continuity of Learning • Oversight of the timetable • Assessment and Reporting Leadership of whole school improvement Leadership of whole school training and development, including Performance and Development with a whole school approach, Staff Meetings, Leaders' Meetings and Pupil Free Days Leadership of whole school behaviour management to ensure a whole school approach Leadership of whole school attendance and improvement Staff induction Course Counselling and Curriculum Guide Whole school reports Oversight of Year Book
Assistant Principal	Leadership of wellbeing including: • Effective wellbeing programs for all students including Child Protection Curriculum & Positive Education • Student Development Program for all year levels Leadership support for SRC and House System Year 7 Transition process for 2020 and 2021 and Year 6 Transition process from 2022 onwards Year 7 Transition Preparation for Year 7s in 2022 Year 7 Year Level Management from 2022 onwards, including Student Behaviour Management Year 8 Year Level Management, including Student Behaviour Management Responsibility for Students in Care and leadership of staff responsible for ATSI students Leadership of International Education Oversight of Publicity Oversight of Open Day
Assistant Principal	Leadership of Daily Ops • Daily reliefs and administration • Leave management • Daily operational matters such as yard duty, assemblies, exams, events etc… • PAT, NAPLAN, PISA etc • Pre-service teachers Leadership of Timetable • Development of timetable including effective teacher deployment Years 9 and 10 Year Level Management, including Student Behaviour Management Leadership of whole school WHS
Assistant Principal	Leadership of SACE including • RP, PLP and Workplace Practices • Implementation of the changes to SACE Curriculum leadership of VET and Industry programs within and beyond the school including • School Based Apprenticeships • Development & oversight of business/industry/TAFE/RTO partnerships including VISAs, MOUs & Business Agreements

	• VET pathways Leadership of the embedding of career education across the curriculum Years 11 and 12 Year Level Management, including Student Behaviour Management Work Experience
Assistant Principal	Leadership of Disability Unit Curriculum Leadership of Disability Unit Transition Disability Unit Management, including Student Behaviour Management Leadership of Mainstream One Plans Responsible for the process of verification of mainstream students with disability National Consistent Collection of Data (NCCD) Mainstream Curriculum SSOs – timetabling, supporting, monitoring and some performance development Supporting mainstream teachers with curriculum accommodations for verified students and those with additional needs

Year Level Management:
PAC agreed on an interim arrangement of a B1 coordinator for Years 11 and 12, a B1 coordinator for Years 9 and 10, separate year level managers for Years 12, 11, 10 and 9 plus two Year 8 Year Level Managers.
B1 positions to be advertised for a three year tenure. Rationale:

- We are in a transitionary stage due to Year 7s beginning in 2022 – this could result in different configurations in the future.
- This provides us with the opportunity to review the new leadership structure as Year 7s transition to High School.

For 2020 this looks like:

Assistant Principal Years 11 and 12	B1 Senior Leader Years 11 and 12 (advertised externally for 3 years)	Year 12 Year Level Manager
		Year 11 Year Level Manager
Assistant Principal Years 9 and 10	B1 Senior Leader Years 9 and 10 (advertised externally for 3 years)	Year 10 Year Level Manager
		Year 9 Year Level Manager
Assistant Principal Year 8		Year 8 Year Level Manager
		Year 8 Year Level Manager

All Year Level Managers to be advertised internally for one year.

Buildings Upgrade – Year 7 Works

We have provided central office with a Project Brief – a template in which we responded to a series of questions about our current facilities. We are awaiting our next meeting re this work once this information has been considered along with the site visit.

STEM Update

STEM Opening by Minister Stephan Knoll on Wednesday May 29th at 9am – Governing Council members have been invited.

School Culture –need to update we are undertaking some work on school culture with a focus in the following areas:

- Decision Making Policy is being reviewed and will be put to staff early term 2
- Revisiting as a whole staff
  - Positive Behaviours for Learning/Restorative Practices/Behaviour Code - Andrew Dickinson and Ann Hargreaves are leading this work – in its early stages
- Grievance Procedures and Bullying and Harassment Policy – some shared work on how to start a critical conversation – Andrew Dickinson and Ann Hargreaves led a session on critical conversations at the Pupil Free Day
- Social Committee names and role to be revisited – has become very active
- Staff Induction Policy to be reviewed – Ann Hargreaves to lead this work
- Reviewing what happens in week 9, term 4 – Andrew Dickinson has called for volunteers to be part of this working party.
- Developing a School Charter will be a piece of work that follows this initial work.

SRC –report – see attached

Subcommittees - Roles and Responsibilities of Sub-Committees

Refer below to Appendix 1 for the current Sub-Committees

- Canteen
- Finance Peter Lange, Tarnya to fill in next finance meeting
- Buildings & Grounds – Tractor and tree audit were discussed. Digital School Sign also discussed but still at around 50% of funds. Need financial confirmation of numbers before commitment. Still will require council and/or state approval.
- Fundraising Committee
- Wine Committee – licence required for musical interval (A-M Ward) Volume down therefore no chardonnay this year but Riesling to be begun in future years. White wine currently not to standard and is under review. Secondary plan would be to sell to Tarac.

Correspondence

Any Other Business

Meeting closed:

APPENDIX 1: Progress Against Site Improvement Plan

Goal 1

Meeting date	Implementation (are we doing what we said we would do?) 	Impact (are we improving student learning?)	Next steps
Enter meeting date	Enter your overall assessment of progress towards implementing actions for improvement. Green is 'on track', orange is 'needs attention' and red is 'not on track'.	Enter the evidence of impact of your actions on student learning against success criteria.	Enter your next steps.
19th March 2019		Too early to have evidence of impact on student learning Staff have identified 3 students in writing AND numeracy in their PDP to track – one below SEA, one at SEA and one above SEA – awareness of these students' levels only and need to be aware of this with their teaching. Learning Area coordinators able to look at students' PAT data and use this – early stages.	**WHOLE SCHOOL** 1. Introduce Tier 3 Vocabulary with whole School Approach at Pupil Free Day Week 7 Term 1; follow-up work at faculty level at Staff Meeting in week 9 Term 1 2. Introduce Tier 2 Vocabulary for 2 weeks in term 2 and one session on Intreoception 3. Determine where each faculty is up to with genre writing and the specific genre they wish to work on. Use this to finalise Writing Action Plan.
		Some English staff have attended Brightpath training – too early to see any student impact	4. Introduce Data Literacy to all staff Week 6, Term 2 Staff Meeting – look at PAT and NAPLAN data for Semester 2 classes. Look at PAT data and Reading Levels in Week 8, Term 2 Staff Meeting and connect to Semester 2 classes. **ENGLISH FACULTY - BRIGHTPATH** 1. English staff to submit their Year 8 student Narratives that have been moderated at a school level by March 29th **2.** English staff to use information from the moderation by Brightpath personnel to reflect on their next teaching points for Year 8 English students **HASS FACULTY – BRIGHTPATH** 1. Prepare for persuasive text to be written by Year 8 HASS students in term 2 2. HASS teachers to become more familiar with the writing rubric for Persuasive Tet for Brightpath **PDPs**

Goal 2

Meeting date	Implementation (are we doing what we said we would do?) 	Impact (are we improving student learning?)	Next steps
19th March 2019		Students in Year 8 Numeracy classes have increased understanding of Place Value. Evidence is via student work samples.	**WHOLE SCHOOL** 1. On hold while focus is on Writing **ADDRESSING MISCONCEPTIONS** 1. Continued development of teacher capacity in addressing Misconceptions. Year 8 Maths teachers of Numeracy classes and Grouping for Purpose classes continue to work collaboratively on Place Value and then Multiplicative Thinking. **TRACKING AND MONITORING SIP** 1. Week 10 Term 1 Leaders' Meeting has SIP tracking and monitoring as agenda item
9th April, 2019		Students in Year 8 Numeracy classes have increased understanding of Place Value as evidenced by post-tests undertaken at the end of term 1.	**WHOLE SCHOOL** 1. On hold while focus is on Writing – looking for a presenter to introduce to the whole staff **ADDRESSING MISCONCEPTIONS** *1. Continued development of teacher capacity in addressing Misconceptions. Year 8 Maths teachers of Numeracy classes and Grouping for Purpose classes continue to work collaboratively on Place Value and then Multiplicative Thinking.* **TRACKING AND MONITORING SIP** • Week 10 Term 1 Leaders' Meeting has SIP

APPENDIX 2: Committees and their Roles

TEAM/COMMITTEE MEMBERSHIP AND RESPONSIBILITIES

MANDATED COMMITTEES:

Governing Council	
Purpose/Responsibilities	***Membership***
• Provide advice to the Principal, as per constitution, on matters affecting the wellbeing of the school. • In collaboration with the Principal, determine how resources are allocated. • The work of the Governing Council is supported by a number of sub committees: Finance Buildings and Grounds Canteen Uniform	Principal (ex officio) Elected Parents (14) Elected Staff (3) Elected SRC (2) Business Manager (ex officio) (Membership is as per Constitution)

Finance **(Governing Council Sub Committee)**	
Purpose/Responsibilities	*Membership*
• To monitor and plan expenditure of school budget. • To ensure NHS and DECS priorities are funded. • To consider submissions for curriculum and allocate available funds using established criteria. • To recommend the annual budget and student materials and services charge to Governing Council.	Chair (Treasurer elected by GC) Principal Business Manager Elected Parents (3+ Treasurer) Elected Staff (3) Elected SRC (2)

Canteen **(Governing Council Sub Committee)**	
Purpose/Responsibilities	*Membership*
• To monitor the operation of the school canteen on behalf of the Governing Council. • To support the Canteen Manager. • To recommend changes to improve the service offered by the canteen.	Principal Business Manager Canteen Manager Elected Parents (3) Elected Staff (1) Elected SRC (2)

Buildings & Grounds **(Governing Council Sub Committee)**	
Purpose/Responsibilities	*Membership*
• To plan maintenance and development of school buildings and grounds. • To assist in the maintenance and development of agricultural facilities and grounds. • To liaise with DECS and DAIS officers in planning building and grounds developments, repairs and maintenance.	Principal Business Manager Elected Parents (2 or 3) Elected Staff (2) Elected SRC (2 or 3)

Uniform **(Governing Council Sub Committee)**	
Purpose/Responsibilities	*Membership*

• Provide advice to the Governing Council on all aspects of the uniform policy. • Provide advice to the staff on procedures for ensuring student compliance with the uniform policy. • Assist in ensuring the uniform is available to all students and parents at a reasonable cost. • Monitor and review Uniform Policy and procedures. • Liaise with the supplier of the NHS uniform	Deputy Principal (Convenor) Parent Representatives including Governing Council nominee (2) Elected Staff (2) Elected SRC (2)

Do not have Fundraising and Wine Committee formally like this yet!