

**NURIOOTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING
Agenda
Tuesday June 2nd 2020 - 7:00pm
Zoom Meeting**

Members: Tarnya Eggleton, Halena Frick, Peter Lange, Karen Underwood, Sonya Carmody, Belinda Haeft, Priscilla Heidenreich, John Martens, Bernadette Patterson, Luke Rothe, Sharyne Young, Kelly Neldner, Donna Baumann, Jodie Marshall and Paula Brennand (non-voting member)

Staff: Gerri Walker, Andrew Dickinson, Sarah Afshin-Pour, Ann-Marie Ward.

SRC: Lucy Dickinson, Keely Lydeamore

Governing Council Statement of Acknowledgement

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

Members present: Tarnya Eggleton, Halena Frick, Peter Lange, Karen Underwood, Sonya Carmody, Belinda Haeft, Priscilla Heidenreich, John Martens, Bernadette Patterson, Luke Rothe, Sharyne Young, Kelly Neldner, Donna Baumann, Jodie Marshall and Paula Brennand (non-voting member)

Staff: Gerri Walker, Ann-Marie Ward, Andrew Dickinson, Sarah Afshin-Pour

SRC: Lucy Dickinson and Keely Lydeamore

Welcome

1. Apologies: Halena Frick, Sonya Carmody, Jodie Marshall, Luke Rothe

2. Minutes from previous meeting:

Accepted: Moved: Sharyne Young

Seconded: Peter Lange

3. SRC Report: Lucy Dickinson & Keely Lydeamore – see Appendix 1

At Finance Committee meeting today, Gerri raised there can be 2 SRC students on Finance Committee.

Gerri & Lucy to discuss with Cody Parham & Elli Nottle (SRC Treasurer's) re attending the Finance meetings.

The next casual day will be on Friday Week 9, the 26th of June and we'd like to donate the funds from this to the Australian Wildlife and Nature Recovery Fund:

<https://www.wwf.org.au/get-involved/bushfire-emergency#gs.7a5emw>

4. Learning Session: None due to Zoom Meeting - **Term 2 Meeting – Sarah and John Alexander to talk about FLC**

5. Business Arising from Minutes

Item	Response
Languages Review	Have all of the data Next steps: <ul style="list-style-type: none"> • Gerri meet with Coordinator and one of the Languages teachers • 32 parents completed the survey • Share information with Leaders to develop a recommendation • Share recommendation with Governing Council and staff
Traffic on roads adjacent to school – responding to survey presented to Barossa Council late in 2017.	We have shared with parents the requirements along Penrice Road in the latest newsletter. Drop off area only – no parking in these areas. Issue will be worse with additional 200 Year 7's in 2022. This is an ongoing concern and more work will need to be done. Local Council will monitor if we need.

Nuri High School Website	<p>Working party has met and recommended that website becomes more static/set and that Facebook continues to be the medium for current affairs. We are now in the process of restructuring the website.</p> <p>Any feedback from GC members.</p> <p>We are looking at how we can make the Facebook Front page more Public.</p>
Mobile Phone Policy Review	<p>Was put on hold due to COVID19 closure. SRC are now finalising their survey. This will be completed and collated by end of Week 8.</p>
Constitution Change	<p>Two key points are:</p> <ol style="list-style-type: none"> 1. Before a council can amend their constitution, they need to discuss the changes at a council meeting. The meeting agenda should include an agenda item that references the intention to discuss an amendment to the constitution. <p>Sufficient time should be allocated during the meeting for council members to discuss and deliberate proposed changes. Meeting minutes need to record the outcome of these discussions, including the agreed amendment(s) to the constitution.</p> <p>Council should also formally decide that a separate council meeting will be called for the purpose of a special resolution to amend the constitution.</p> <p>Members should be sent a notice of the meeting which indicates that a special resolution will be discussed, states the purpose of the special resolution and provide the precise wording of the resolution and any explanation of the resolution.</p> <ol style="list-style-type: none"> 2. The motion would be: <i>'that clause 7.1 of the constitution be amended by deleting '14' and inserting '15'. Effect of change – that the parent members of Nuriootpa High School Governing Council will increase from 14 parent members to 15. This change will increase the membership on council to 20.'</i> <p>What needs to happen next?</p> <ol style="list-style-type: none"> 1. At the next council meeting – Council need to agree to hold an 'extraordinary meeting' to pass a <i>special resolution</i> – Noting at least 21 days' notice is required to hold this type of meeting (refer to 'how to change the constitution' document attached). 2. At the extraordinary meeting, council will only vote on the motion(s) to amend the constitution's membership structure (see proxy voting form attached – I have drafted the motions for you) - A majority of not less than three quarters of council members who vote in person or by proxy) need to be in favour to adopt the new proposed changes to the constitution. 3. The chairperson (or Principal) then needs to update the approval letter (template is attached) and then forward the proposed constitutional changes including the extraordinary minutes to the Education Director, who endorses it and forwards it to the Director, Conditions for Learning (through me – kylie.maglica2@sa.gov.au). 4. The minister (or delegate) <ul style="list-style-type: none"> – approves the constitution and returns the original to the school via the chairperson. An electronic version is also forwarded to the Principal and Education Director. – does not approve the constitution and advises council that the requested changes have not been approved – council need to then reconsider changes and are able to resubmit (following steps 1 to 3 again). <p>An amendment to the constitution has no effect until submitted to and approved by the minister (or delegate).</p> <p>GC discussed the above and agreed to leave it to the next meeting and will to a 10 minute Extraordinary meeting at the beginning of the GC meeting. All agreed.</p> <p>Gerri to confirm membership is 'Up to the number 15'.</p> <p>Peter questioned is it worth the effort to only have one more member added to GC – how many do other schools have?</p>

	Paula and Andrew mentioned Gawler & District GC had 2 community members, included foster parents, rep from Tony Piccolo's office. Gerri will approach local council and Stephen Knoll to see if they are interested in having reps on NHS GC.
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6. Finance Report – See Appendix 1

7. WH&S

Item	Response
Dogs on site	No Dogs on Site signs have been installed around the school. Local council will also monitor.
Ramps to staff toilets and staffroom	Will be installed in the July holidays.
Speed Sign	10 km Speed sign has been installed Staff carpark – issue with cars and taxis speeding

8. General Business

Item	Response
SIP Update	We have not updated due to COVID19 – focussing on re-engaging student learning. Collaborative moderation session in week 6 staff meeting includes a focus on writing was very positive. Staff are keen to start again with Writing. FLC – staff working with students with vocabulary and it is an ongoing focus.
Data for 2020 – see tables below <ul style="list-style-type: none"> • Bullying and Harassment • Suspension and Exclusion • Complaints 	<i>To be tabled at end of semesters 1 and 2</i>

9. Reports/Committees

- Chairperson Report
- Principal report – refer to Appendix 3 Moved: Seconded:
- Subcommittees:

Committee	Report
Canteen Committee Meet week 5 on a Tuesday Priscilla Heidenreich	Have not met Meeting week 7.
Uniform Committee Anne Barclay, Ann-Marie Ward, Belinda Haeft, Keely Lydeamore, Lucy Dickinson	Ann-Marie Ward met with 3 SRC students and is going to investigate options for House colour tops. Ann-Marie will then get back to SRC for further discussion Meeting week 7.
Finance Committee Meet on the afternoon before Governing Council meeting – Peter Lange & Tarnya Eggleton	Refer to attached information
Wine Committee Peter Lange & Peter Shute	Have not met
Building and Grounds Committee Luke Rothe	Have not met

Fundraising Committee Karen Underwood	On hold
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10. New Business

Task	Person Responsible/Result
Working with Children check	Ann-Marie Ward has contacted those members who need to provide WWCC or it has expired.
Pupil Free Day Our Pupil Free Day in week 1 of term 2 was cancelled due to just returning to school. We will propose another date at the next meeting.	Not having one this term. There will be 2 Pupil Free Days Term 3. Term 3 Show Day is a 'Day of Local Significance'. We haven't been told that we have to cancel the day although the Adelaide Show has been cancelled.
Missed Governing Council Meeting due to COVID19	Constitution states "GC hold 2 meetings a term" We missed a meeting in Term 2 due to COVID19 and everyone was in agreement of cancelling the meeting. Now that we are using Zoom suggestion that during Winter we have some Zoom meetings. Motion: next term 1st meeting will be face to face and the 2 nd meeting will be a Zoom meeting Moved: Sharyne Young Seconded: Donna Baumann All agreed.

11. Correspondence

12. Any Other Business

Task	Person Responsible/Result
Secretary to add new member to SSASSO mailing list	Halena - done
Next Meeting	4 August – if COVID restrictions are relaxed we will try and do face to face meeting. Meet at 7pm first 5-10 minutes will be the Extraordinary meeting

13. Meeting Closed at 8.30 pm

Meeting Dates 2020:

2nd June 16th June? 4th August 8th September 27th October 1st December

APPENDIX 1: SRC REPORT SUMMARY TERM 2**Blue Gums Update:**

Following the receipt of the full grant from the NRM, we have started planning the Revegetation Day, brainstorming fundraising ideas, creating advertisements for around the school and suggesting ways it could be incorporated into the curriculum.

There was a meeting with the council to discuss what the Grounds Staff need to do before the day such as cleaning up the area to make it safe for students, and contacting the CFS to establish what needs to be done to make it safe for them to access in case of a bushfire.

We have created a plan for the day with a schedule for planting Wednesday Week 10 (to run from 8am -3:10pm). This may change due to COVID-19 concerns and the allowance of visitors to the school. To adhere to social distancing guidelines, there will be a maximum of 10 people planting at a time with 4 different planting sessions that go for 70 min with a 10min swap over time in between. Given the number of obstacles currently, it is likely that the planting day will be pushed back to early Term 3.

A promotional video has been created to display to the entire school to show what we are doing and advertise the importance of the Blue Gums and why we are doing the Revegetation Day. When dates and times are confirmed, posters and bulletin notices will also be created to be placed around school for further advertisement. We intend to speak with subject coordinators to discuss how they would be able to incorporate the Blue Gums into their curriculum and lessons and how teachers can encourage students to get involved to create a more positive mindset towards the area. Our overarching goal is to create an ongoing school initiative, which focusses on the development of urban greenspace in Nuriootpa.

Mr Roscarol has worked with some students from the disability unit to create some designs for a wooden sign that will be placed on the fence facing the Northern Oval. We have also discussed fundraising through the Revegetation Day by allowing the community and school members to purchase a tree, online. The money fundraised will hopefully go towards a formal sign along Murray Street which advertises the Blue Gums to the wider community. We intend for most of our fundraising this semester, from casual days etcetera, to go towards further development of the blue gum woodlands such as pathways, seating or signage.

We also intend to brainstorm ways in which we can incorporate the community into this action when safe following COVID-19 restrictions.

PE Shirts

The uniform committee has been working alongside Ms Wall in past weeks to discuss logistics with implementing PE tops that incorporate house teams/colours. This is an ongoing discussion which is still under review. The uniform committee will be meeting again in the next few weeks, so if there are any specific concerns that haven't yet been brought up, they may be able to address these.

Year 8's

We have recently welcomed 5 new members to the SRC from year 8, Amber Tamke, Aiden Schutz, Travis Varcoe, Issy Schippan and Max Bentley.

Other

The SRC are also working on completing the murals in the bathrooms near the stadium as these were not completed after last year. Once these are completed, we may be looking at new projects for boosting school pride and positivity. We also have a casual day in week 9, the funds of which will be put towards bushfire relief.

APPENDIX 2: FINANCE REPORT**Business Manager: Finance Report for Governing Council****1. Financial Reports School**

The following reports for March were tabled and discussed at Finance Committee Meeting today (2/6/20):

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

March shows a Surplus \$9,656.37 and YTD Surplus \$787,513.03

GC Report:**** Variances to budget for March:***Under Budget*

- Parent Contributions: received \$39,886 less than cash flowed (COVID19)
- Curriculum Maintenance: general savings
- Administration: general savings
- Site Funded works: general savings
- Facilities: general savings
- Utilities & Maintenance: 2 cleaning invoices for the month \$34K
- Other Expenditure: FLO Case management \$78,750 Uniform Stock \$8,900

Over Budget

- RES: Global Budget – received more than cash flowed
- Other Income sources: received \$15,918 more than cash flowed (wines sales, hire facilities)
- Salaries: Tchrs \$12,147 TRTs \$27,802 DfE owe NHS Additional TRT Supplementations T3 & T4 2019

Non Budget revenue: no budget – offset by Non Budget Expenses

Non Budget Expenses: no budget – offset by Non Budget revenue

Summary of areas over budget:

- Parent Contributions: received \$39,886 less than cash flowed (COVID19)
- Salaries: Tchrs \$12,147 TRTs \$27,802 DfE owe NHS Additional TRT Supplementations T3 & T4 2019

Materials and Services Charges Budget	\$ 456,292	
M&S Revenue	March:	Year to Date
• M&S	\$ 47,855	\$ 261,713
• School Card	\$ -	\$ -
• M&S previous years	\$ 904	\$ 2,015
• Waive M&S Gap (School Card)	\$ -2,686	\$ -23,226
• Refunds	\$ - 960	\$ - 1,440
Total	\$ 45,114	\$ 239,062

UNIFORM	March:	Year to Date
Sales	\$ 2,036	\$ 48,819
Expenses	\$ 5,445	\$ 10,221
Deficit/Surplus	\$ -3408	\$ 38,598

The following reports for April were tabled and discussed at Finance Committee Meeting today (2/6/20):

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

April shows a Deficit \$60,409.61 and YTD Surplus \$727,103.42

GC Report:

** Variances to budget for April:

Under Budget

- Curriculum Maintenance: general savings
- Administration: general savings
- Site Funded works: general savings
- Utilities & Maintenance: general savings
- Other Expenditure: general savings

Over Budget

- RES: Global Budget – received more than cashflowed
- Parent Contributions: received more than cash flowed
- Other Income sources: received \$5,482 more than cash flowed (International students, wines sales, hire facilities)
- Salaries: Tchrs \$137 TRTs \$43,249 DfE owe NHS Additional TRT Supplementations T3 & T4 2019
- Facilities: overspent due to Furniture purchases for AP's

Non Budget revenue: no budget – offset by Non Budget Expenses

Non Budget Expenses: no budget – offset by Non Budget revenue

Summary of areas over budget:

- Salaries: Tchrs \$137 TRTs \$43,249 DfE owes NHS Additional TRT Supplementations T3 & T4 2019
- Facilities: spent more than cashflowed due to Furniture purchases for AP's

Materials and Services Charges Budget	\$ 456,292	
M&S Revenue	April:	Year to Date
• M&S	\$ 14,191	\$ 275,904
• School Card	\$ 20,065	\$ 20,065
• M&S previous years	\$ 574	\$ 2,589
• Waive M&S Gap (School Card)	\$ -	\$ - 23,226
• Refunds	\$ -	\$ - 1,440
Total	\$ 34,830	\$ 273,892

UNIFORM	April:	Year to Date
Sales	\$ 3,909	\$ 52,772
Expenses	\$ 5,445	\$ 12,617
Deficit/Surplus	\$ -3408	\$ 40,155

Financial Reports Canteen

The following reports for March & April were tabled and discussed at Finance Committee Meeting today (2/6/20):

- Profit and Loss statement and Balance Sheet

March shows a Deficit \$2,881.78 and a YTD Deficit \$3,308.98 April shows a Deficit \$2,706.90 and a YTD Deficit \$6,015.88 Canteen was closed 29/3-9/4 due to COVID19 therefore loss in trade. School organised Jobkeeper for Bev Mattner - available to Sept 2020 – anticipated will receive a further \$15,000 as a Government stimulus.

The Governing Council notes that the year to date result is in Deficit \$6,015.88 and the Principal and Business Manager will continue to monitor the Canteen's viability and will report again to next GC meeting.

NJRIISOTPA HIGH SCHOOL - Company 1 (Current Year - 2020)

Mar - 2020

Budgetary Position - Budget Area Details

INCOME (Variance = Actuals - Budget)	CURRENT MONTH - Mar			YEAR TO DATE - 2020			Operating Balance:		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
RESOURCE ENTITLEMENT STATEMENTS	1,097,889	1,111,834	14,145	3,293,066	3,205,843	(87,223)	13,172,264	13,085,041	(87,223)
PARENT CONTRIBUTIONS RECEIVED	85,000	45,114	(39,886)	245,000	239,062	(5,938)	455,292	450,354	(5,938)
NON BUDGET - REVENUE	0	51,190	51,190	0	245,454	245,454	0	245,454	245,454
ACCRUED RECURRENT FUNDIN	0	(172,967)	(172,967)	0	(81,308)	(81,308)	0	(81,308)	(81,308)
TOTAL INCOME	1,182,939	1,054,319	(131,620)	3,545,066	3,635,471	90,405	13,677,556	13,767,961	90,405
EXPENDITURE (Variance = Budget - Actuals)									
SALARIES	923,602	984,651	(31,049)	2,754,706	2,684,205	70,501	11,968,544	11,878,043	90,501
CURRICULUM MAINTENANCE	71,882	38,922	32,760	297,828	237,282	60,347	654,449	594,102	60,347
ADMINISTRATION	11,824	9,757	2,067	27,731	15,954	12,177	115,700	103,523	12,177
SITE FUNDED WORKS	11,224	10,890	334	22,648	13,740	8,908	79,000	69,092	8,908
FACILITIES	7,838	1,616	6,222	16,599	3,549	13,051	51,500	38,448	13,051
UTILITIES & MAINTENANCE	44,529	38,705	5,824	134,380	115,611	18,769	512,541	483,772	18,769
OTHER EXPENDITURE	172,156	104,816	67,340	277,168	113,940	163,228	1,203,821	1,040,593	163,228
NON BUDGET - EXPENSES	0	16,868	(16,868)	0	21,125	(21,125)	0	21,125	(21,125)
TOTAL EXPENDITURE	1,242,855	1,176,225	66,630	3,530,881	3,185,006	345,855	14,584,555	14,238,700	345,855
NET TOTAL	(66,917)	(121,907)	(64,990)	14,205	450,465	436,260	(906,999)	(470,739)	436,260

Cancelled Cheque Adjustment: 0
 Closing Balance YTD: 1,869,622
 Closing Balance Forecast: 948,418

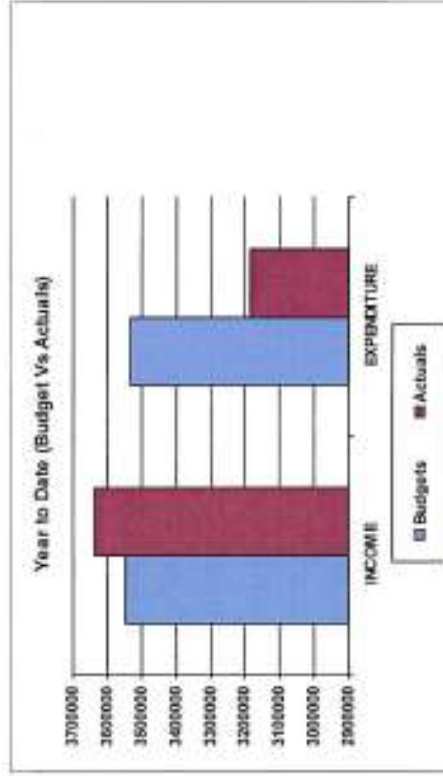
Non budget Revenue & Expenses offset one another - these budget lines don't have budget amounts - ie camps, excursions etc.
 Money in and out.

* (Denotes Forecast Actuals have been edited, See Variance notes for explanation)
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FUNDS AVAILABLE RECONCILIATION \$

Cash at Bank	130,469
Add: All Investments	1,739,153
1,869,622	
Add: P21 Accrued	170,784
Add: Prepayments	0
Add: Receivables	253,081
Less: Payables	51,394
Less: Liabilities - ShortTerm	(44,613)
Less: Liabilities - GST	(15,044)
Less: Committed Investments	13,606

Closing Balance:	2,268,143
Purchase Order Commitments	60,884
Liabilities - Long Term	0
Reserves	0



Received more revenue than cashflowed/anticipated.
 Spend less than cashflowed/anticipated.

INCOME (Variance = Actuals - Budget)	CURRENT MONTH - Apr			YEAR TO DATE - 2020			ENDING YEAR FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
RESOURCE ENTITLEMENT STA anticipated	1,067,689	1,363,433	285,744	4,390,765	4,569,276	178,521	13,172,264	13,360,785	178,521
PARENT CONTRIBUTIONS	30,000	34,830	4,830	275,000	273,892	(1,108)	456,292	455,184	(1,108)
OTHER INCOME SOURCES	2,500	7,982	5,482	9,500	34,402	24,902	49,000	73,902	24,902
NON BUDGET - REVENUE	0	15,244	15,244	0	260,688	260,688	0	260,688	260,688
ACCRUED RECURRENT FUNDIN	0	195,867	195,867	0	114,578	114,578	0	114,578	114,578
TOTAL INCOME	1,130,189	1,617,375	487,187	4,676,265	5,252,946	577,591	13,677,556	14,255,147	577,591
EXPENDITURE (Variance = Budget - Actuals)	CURRENT MONTH - Apr			YEAR TO DATE - 2020			ENDING YEAR FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
SALARIES Tchrs over 4.37	1,377,354	1,391,458	(14,104)	4,132,080	4,085,663	46,417	11,968,544	11,892,147	76,397
CURRICULUM MAINTENANCE	16,678	12,561	4,117	314,307	249,843	64,464	654,449	589,985	64,464
ADMINISTRATION general savings	4,569	1,762	2,807	32,301	17,316	14,985	115,700	100,715	14,985
SITE FUNDED WORKS	1,891	0	1,891	24,539	13,740	10,799	78,000	67,201	10,799
FACILITIES over - furniture	1,546	5,723	(4,177)	18,145	9,272	8,873	51,500	42,627	8,873
UTILITIES & MAINTENANCE general savings	37,785	36,545	1,141	172,165	152,255	19,909	512,541	492,632	19,909
OTHER EXPENDITURE general savings	18,338	4,348	13,990	224,306	118,288	106,018	919,621	813,603	106,018
NON BUDGET - EXPENSES	0	2,236	(2,236)	0	23,362	(23,362)	0	23,362	(23,362)
TOTAL EXPENDITURE	1,488,162	1,454,734	3,428	4,917,823	4,639,740	278,084	14,300,355	14,022,271	278,084
NET TOTAL	(327,973)	162,642	490,615	(242,568)	613,106	855,675	(622,799)	232,876	855,675

Cancelled Cheque Adjustment: 0
 Closing Balance YTD: 2,032,264
 Closing Balance Forecast: 1,652,033

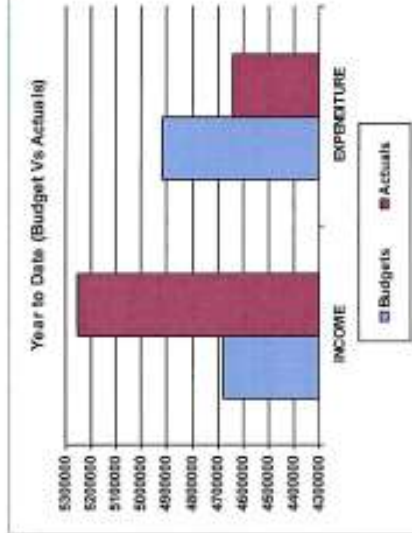
* (Denotes Forecast Actuals have been edited, See Variance notes for explanation)

Budgetary Position - Budget Area Details

FUNDS AVAILABLE RECONCILIATION

	\$
Cash at Bank	127,671
Add All Investments	1,904,592
Add P21 Accrued	(25,103)
Add Prepayments	0
Add Receivables	229,808
Less Payables	26,884
Less Liabilities - ShortTerm	(30,825)
Less Liabilities - GST	(330)
Less Committed Investments	13,613
	2,032,264

Closing Balance:	2,227,726
Purchase Order Commitments	48,985
Liabilities - Long Term	0
Reserves	0



Received more than cashflowed/anticipated.
Spent less than cashflowed/anticipated.

* (Deletes Forecast Actuals have been edited, See Variance notes for explanation)

The above Reports be accepted: Moved: Belinda Haeft Seconded: John Martens

2. Disposal of Air Compressor for Tech Studies

Disposal of Tech Hertz Air Compressor – asset purchased in 2014 for \$8325. Sold for scrap metal May 2020 for \$44 (gst exclusive)

Journals have been done to remove from balance sheet & Depreciation Schedule.

Any revenue received from the sale of the asset must be recorded against the Proceeds from Sale of Assets account R-xxx-6760

Governing Council approve the disposal of the compressor and sold for scrap metal for \$44 (gst exclusive)

Disposal of Air Compressor Tech Studies Accepted Moved: Bernadette Patterson Seconded: Sharyne Young

3. 2020 Budget

See attached Budget Summary and notes.

The Governing Council approves the 2020 Budget as recommended by the Principal.

2020 Budget Accepted Moved: Peter Lange Seconded: Pricilla Heidenreich

Budget Summary (2020)

Site Name 0788 Nuriootpa High School [1590]
 Budget Version 2020 2020 Budget Approved at Governing Council Mtg 020620

Opening Balances

Item	Account Code	FTE/HPW/DAYS	Unit Cost	Total
Opening Balances				
Cash				\$67,855.38
Investments				\$1,351,501.92
Commitments				-\$72,401.14
Total Cash & Investments - Commitments				\$1,491,856.44

RECURRENT FUNDING

Resource Entitlement Statement Site 0788				\$11,905,986.73
Resource Entitlement Statement Site 1590				\$1,151,051.43
TOTAL RECURRENT FUNDING				\$13,057,048.16

Site Generated Income

Item	Account Code	FTE/HPW/DAYS	Unit Cost	Total
Income				
General Income				
Other Income Sources				\$49,000.00
TOTAL General Income				\$49,000.00
Parent Contributions				
Parent Contributions				\$456,292.00
TOTAL Parent Contributions				\$456,292.00
TOTAL Income				\$505,292.00

Facilities hire, wine sales, bus contributions from other schools.

Material & Services charges & School Council.

Salaries

Position	Account Code	FTE/HPW/DAYS	Unit Cost	Total
Part 1: Teaching Staff				
Industrial Entitlement (Tier 1 Staffing Allocation)				
Band A-8				\$199,808.00
Band B-3				\$584,564.00
Band B-2				\$137,201.00
Band B-1				\$1,718,236.80
Band B-5				\$164,029.00
Teachers				\$8,511,022.00
Temporary Relieving Teachers (TRT)				\$171,001.00
TOTAL Industrial Entitlement (Tier 1 Staffing Allocation)				\$9,483,861.80
TOTAL Part 1: Teaching Staff				\$9,483,861.80
Part 2: Ancillary Staffing				
Industrial Entitlement				
SSO1 Without Leave				\$1,140,281.78
SSO2 Without Leave				\$641,115.24
SSO2 With Leave				\$226,226.00
SSO3 With Leave				\$176,592.00
SSO4 With Leave				\$89,352.50
Gov. Services Employee 1-7				\$183,436.00

ACEO3 Without Leave	\$37,880.03
TOTAL Industrial Entitlement	\$2,484,683.54
TOTAL Part 2: Ancillary Staffing	\$2,484,683.54

Total salaries are approx 70% of RES.

Site Generated Expenditure

Item	Account Code	FTE/HPW/DAYS	Unit Cost	Total
Expenditure				
General Expenditure				
Curriculum Maintenance				\$863,752.12
Administration				\$115,700.00
Site Funded Works				\$98,000.00
Facilities				\$51,500.00
Utilities & Maintenance				\$492,541.00
Other Expenditure				\$919,620.60
TOTAL General Expenditure				\$2,341,113.72
TOTAL Expenditure				\$2,341,113.72
TOTAL				\$744,239.64

APRIL RES.

School (0788) Funds decreased by \$114,047 due to student enrolments decreasing by 13 from when draft budget was done

Unit (1590) SSO allocation has decreased by 19.5 hpw as Unit student nos decreased from 38-30 from end 2019.

Special class Staffing & student funds not yet included in RES. We are following this up.

Budget

Curriculum Maintenance Increased Info Systems Licences by \$9,300 for purchase of Turnitin. Total budget now \$33,600.

As at 25/5

SASIF NMS	\$1,645,098.19
" TTC	\$ 240,357.27
Cash @ Bank	\$ 45,027.20



Government of South Australia
Department for Education and Child Development

4. **Debt Recovery policy**

Governing Council approves the Debt Recovery Policy as per documentation below.

Debt Recovery Policy Accepted: Moved: Pricilla Heidenreich Seconded: Kelly Neldner



NURIOOTPA HIGH SCHOOL

Penrice Road, Nuriootpa South Australia 5355

Tel: (08) 8562 2022 Fax: (08) 8562 1029

Email: dl.0768.admin@schools.sa.edu.au

Website: www.nurhs.sa.edu.au

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Debt Recovery Policy

Approved by Nuriootpa High School Governing Council 2 June 2020

1. This policy provides guidance for the recovery of all debts due to the Governing Council. Most of these debts will be for compulsory Material and Services Charges, but this policy will be applied, with any necessary modifications, to other debts.
2. This policy is to be read and applied subject to any Department for Education administrative requirements.
3. The Materials and Services Charges may consist of two components:
 - a) The legally enforceable Materials and Service Charges, as defined in the Education Act and Guidelines.
 - b) An additional amount charged by the Governing Council, to help meet the school's budgeted expenditure for the year concerned. If the school successfully polls i.e. seeks approval of Parents to charge an amount higher than the standard sum then the higher amount will be legally enforceable
4. Information relating to individual instances of unpaid Materials and Services Charges is to be treated as confidential. It is not to be disclosed to any person other than the Chair of the Governing Council without the authority of the Principal.

Invoicing and Debt Recovery Action Plan

Debts due to the Governing Council are to be invoiced as soon as they are incurred. Materials and Services Charge invoices must comply with the requirements of Department for Education Materials and Services Charges Guidelines which are issued annually.

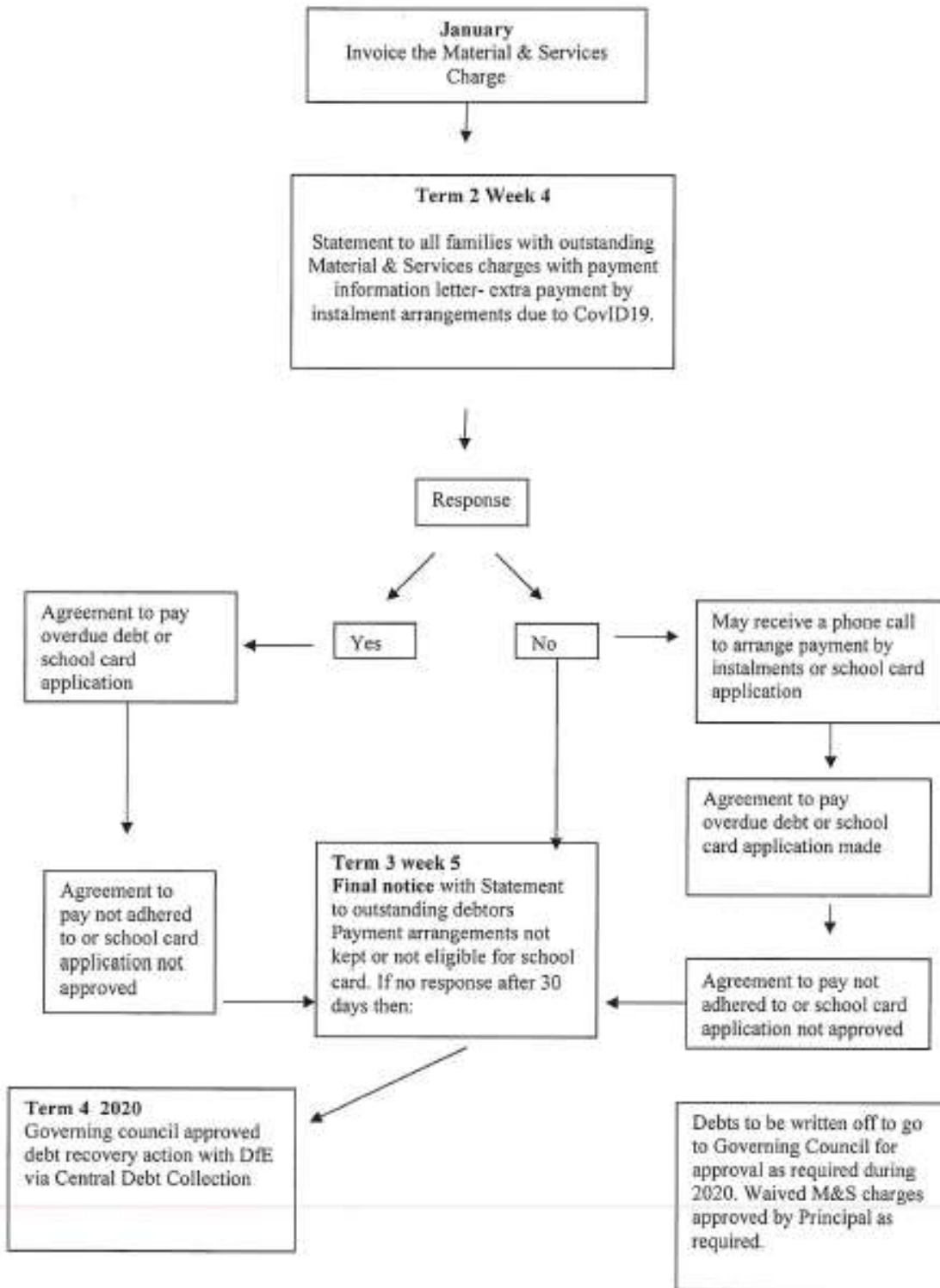
Every opportunity will be given to the debtor to make arrangements for payment of the debt. The debtor will be offered 4 options;

- Option 1: Material and Services Charges may be paid in full.
- Option 2: Material and Services Charges may be paid by instalment plan.
- Option 3: Direct Debit/Periodical Payment
- Option 4: School Card Scheme

All parents/caregivers wishing to use the instalment plan will be asked to sign a commitment to that effect. Should parents/caregivers fail to meet these commitments, or fail to contact the school re non-payment, the Governing Council will start the necessary steps to retrieve the outstanding legally recoverable amount of the Materials and Services Charge.

Time for Action	Description
January	Invoice for Material & Services Charges with due Date the 7 February 2020
Term 1 Week 11 (week of 8/4/20)	<p>Statements to be sent to all families with outstanding charges as required by Materials and Services Charges Administrative Guidelines with payment information letter.</p> <p>Due to COVID19 school closure from 30 March to 29 April statements were not sent. As instructed by Dept. for Education statements issued Term 2 - Statements posted home 20 May.</p>
Term 3 Week 5 (week of 17/8/20)	<p>Final Letter with Statement – later than previous years as extra payment by instalments to assist with financial issues around COVID19</p>
As required in 2020	<p>Debts to be written off to go to Governing Council for approval - refer Bad Debt Policy</p> <p>Material and Service fees to be waived, approved by Principal as deemed necessary.</p>
Term 4 2020	<p>Outstanding legally recoverable Materials and Services 2020 Debts to be referred to DfE via Central Debt Collection for recovery</p>

Debt Recovery Flowchart





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Dear Parent/Guardian

18 May 2020

A statement has been sent to you as you have outstanding Material and Service Charges for 2020.

If you have an existing payment plan or are paying regular amounts the statement is for your records only.

An extra Payment by Instalment plan has been done to assist families spread payments due to difficulties faced with COVID19 restrictions.

If you still owe the full \$480 M&S charge the payment can be split over 3 payments of \$160 at the beginning of June, July and August. The form is included with the statement & needs to be returned to the finance office or emailed to dl.0788.finance@schools.sa.edu.au by the end of May.

If you owe less than \$480 an individual payment plan has been sent.

If don't require a payment plan then payment in full can be made by:

- Pay by cash, cheque, Eftpos at the Finance Office, or by credit card over the phone. Finance Office opening hours are 8:30 am to 4:00 pm Monday to Friday.
- Pay via the school bank account BSB 105-055 Account number 233809740 - using your family code or invoice number as the reference.
- Direct Debit - click on Direct Debit on the school website to pay the full \$480 from your bank account. Direct Debit will need to be done for individual students.

Please contact the Finance office if you need to discuss a payment plan.

It is not too late to apply for school card assistance.

School Card covers \$322 of the Materials & Services Charge. The additional \$158 of Material & Services fee will be waived if School Card is approved. Families must apply for School Card annually and lodge an application at the school where the student attends. The income limit is based on the number of dependent children.

The income limit chart is available on NHS website <http://www.nurihs.sa.edu.au> and all school card forms and eligibility criteria are on the following link: www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme

The Form A School Card form is based on the number of dependent children and income for the last financial year. School Card Form A is available on the NHS website <http://www.nurihs.sa.edu.au> on the School Information page, where you can **apply online** or print a hardcopy. The completed form can be emailed to dl.0788.finance@schools.sa.edu.au, faxed, posted or returned to the Finance Office. This should be done as soon as possible.

Form A is based solely on the number of dependent children and income for the last financial year. This may not be the correct form for you as there are other ways that you may meet the requirements to be eligible for school card assistance such as hardship, change of circumstance, self-employed, foster children and independent youth allowance. If you are unsure of your eligibility you can contact school card on 1800672758 or contact the Finance Office. If you are found to be ineligible for School Card then you are liable to pay the Materials & Services Charge of \$480.

If you have any queries regarding the M&S charge please do not hesitate to contact the Finance Office.

Yours sincerely

Dianne Emes
Finance Officer

Gerri Walker
Principal

Posted 20/05/20
- original letter
already signed.



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FINAL NOTICE

17 August 2020

Dear Parent/Guardian

We are writing in relation to your outstanding 2020 Materials and Services Charges which were due to be paid to the school by 7 February 2020.

As the charge remains outstanding we have been instructed by the Governing Council to inform you that if payment is not received within 30 days the Governing Council intends to commence further debt recovery action. This action will be in line with Sec 106A of the Education Act and the Materials and Services Charges Administrative Instructions and Guidelines.

We would encourage all parents who believe they may be eligible for School Card assistance to apply. School card can be applied for online – please see NHS website under school information, then school finance. If you require a school card form rather than applying online please contact the finance office and the relevant form can be sent to you.

All approved School Card holders will be exempted from paying the Materials and Services Charges.

If you have lodged a school card application or have an existing instalment plan this final notice will only apply if you are not approved for school card and do not make payments as agreed.

Please contact the school Finance Office by email to dl.0788.finance@schools.sa.edu.au or by phone 85622022 if you are having any issues with school card applications or if you have any questions or wish to discuss this matter further.

Yours sincerely

Gerri Walker
Principal

Tarnya Eggleton
Chairperson
Governing Council





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Bad Debt Policy

A Debt will be declared a Bad Debt when all reasonable avenues, taking into account the financial position of the debtor, have been pursued but the debt remains outstanding.

The total of Bad Debts will be presented to the Governing Council for approval, with only details of number and total of debts to be written off given. Following approval of Bad Debts, the Chairperson will sign a statement to that effect and the Finance Officer will write off the debts in the EDSAS system.

Bad Debts for Approval

Bad debts, totalling have been approved by the Nuriootpa High School Governing Council at their meeting on and are to be written off as per Department For Education guidelines.

Signed _____

Date _____

Tamya Eggleton
Chairperson
Nuriootpa High School Governing Council

5. Bad Debts write-off

A debt will be declared a Bad Debt when all reasonable avenues, taking into account the financial position of the debtor, have been pursued by the debt remains outstanding. The total of the Bad Debts is presented to Governing Council for approval, with only the details of number and total of debts to be written off given. Following approval of Bad Debts, the Chairperson will sign a statement to that effect and the Finance Officer will write off the debts in the EDSAS system.

The Governing Council approves the write off of 9 Bad Debts totalling \$2,361.50 in accordance with the recommendation of the Principal.

Accepted Moved: Sharyne Young Seconded: Tarnya Eggleton

6. Canteen Coolroom

At GC Meeting 3/12/19 GC approved \$20,000 for installation of new coolroom. 2 quotes have been sourced. School is seeking approval from GC for a further funds for purchase.

Governing Council approves a further \$12,000 for purchasing of a new cool room. Ann-Marie to contact DPTI to ensure both companies have quoted the same product.

Accepted Moved: Peter Lange Seconded: Karen Underwood

7. Fundraising Revenue

FUNDRAISING June 2020
TO BE MINUTED AT GOVERNING COUNCIL AS AUDIT REQUIREMENT

DATE	EVENT	AMOUNT
14/02/20	SRC - Valentines Day	\$78.13
13/03/20	SRC - sports day BBQ	\$386.41
22/05/20	SRC - Casual Day	\$648.90
22/05/20	SRC - Garlic Bread	\$194.00
	TOTAL	\$1,307.44

Governing Council accepts the Fundraising June 2020 Report

Accepted Moved: Tarnya Eggleton Seconded: Sharyne Young

8. Unexpected Revenue June 2020

22/01/20	financial support for Abigael Riedl	Carers & Disability Link	\$100.00
23/01/20	scrap metal	Simsmetal	\$99.40
4/02/20	knockout travel country schools	School Sport SA - DfE	\$100.80
5/02/20	Australia Day venue hire	The Barossa Council	\$660.00
18/02/20	Donation - Flexible Learning Centre	The Barossa Council	\$1,000.00
18/02/20	Donation - Youth Week	The Barossa Council	\$1,000.00
24/02/20	Donaton - student piano lesson	Grace May	\$270.00
5/03/20	Grant - Windows Replaced Bld1	Dept for Education	\$115,000.00
24/03/20	Grant - Public Education Award - Trent	Dept for Education	\$10,000.00
24/03/20	Grant - Music Focus	Dept for Education	\$15,000.00
30/04/20	Grant - Early Career Teacher	Dept for Education	\$769.00
29/04/20	Donation - student piano lessons	Grace May	\$270.00
4/05/20	Grant - Blue Gum woodland	Natural Resources - SA Government	\$2,000.00
4/05/20	International Ed Services - Covid19 assistance payment for Joelina Herrmann	Dept for Education	\$100.00
14/05/20	Donation - Grant - FLC crisis grant	Australian Schools Plus	\$8,000.00
18/05/20	APAS Grant	Dept for Education	\$2,800.00
18/05/20	National Day of Action against bullying & violence	Dept for Education	\$500.00
18/05/20	sale of old school sign	Mount McKenzie Hall	\$100.00
27/05/20	scrap metal - disposed of compressor	Sims Metal	\$44.00
27/05/20	scrap metal	Sims Metal	\$20.82
		TOTAL	\$157,834.02

Governing Council accepts the Unexpected Revenue June 2020 Report

Accepted Moved: Pricilla Heidenreich

Seconded: Belinda Haeft

APPENDIX 3: PRINCIPAL'S REPORT

Acknowledgment of staff, families and communities in response to COVID19

I would like to acknowledge the work of the staff since we were closed down at the beginning of week 9, term 2. Staff and families were notified late on the Sunday afternoon and staff went straight into preparation for the unknown path ahead.

By Monday afternoon, the majority of the staff had responded to emails and were online at a staff meeting by 2:30pm. Some teachers had already started teaching their students online on the first day.

In the first two weeks:

- The leaders supported their faculty members to develop the skills to teach online, resources and how to use the technology
- Teachers engaged with ongoing meetings (Zoom via Teams), including supporting their colleagues who needed support to undertake this work and preparing for this new model of delivery
- SSOs worked with Ann-Marie to undertake many different roles to ensure that all families provided us with information about their child's technology needs and all of the other roles that needed to be done
- Executive team continued to meet at least daily via Zoom in Teams and undertake scenario planning, develop the processes that we were to use for online learning, contact students who were vulnerable, ...

Staff continued to work throughout the holidays to prepare for this new model of delivery and respond to the next issue that was raised. Staff were always ready to come online with the next plan as a new scenario was about to be enacted! We were being informed by head office and able to respond and share the information with staff and parents within a couple of hours.

Throughout these challenging times, which continued when we returned, the professionalism and commitment of the staff has resulted in timely responses and flexibility to ensure that all students have the best opportunity to reach their potential.

I would like to publicly thank each staff member for their support and contribution.

Throughout this time, families have been so supportive, responsive and flexible. The partnership between the families and the school has meant that we genuinely have 'all been in this together' and ensured that our students come first.

The generosity of the community has also been very welcomed – flowers, biscuits and free coffee for the Executive and general positive engagement.

Karen Underwood acknowledged and thanked all staff for their outstanding work and contribution to student learning during the COVID period – all had to learn to work differently very quickly

Teaching Staff Update

- Mark Reincke and Brad West have returned from LSL in the first couple of weeks this term
- Jo Buck has been appointed as a contract behind Anne-Marie Reichstein who is on sick leave until at least the end of week 7
- Shaun O'Neil will return from LSL fulltime in term 3 fulltime
- Fiona Muggleton will not return in Semester 2 – she is extending her leave.
- Congratulations to Shannen and Alex, our 2 pre-service teachers who have been recommended to complete their study early and apply to start teaching after the end of June.
- Leanne Kitson is working 0.8 in the Gawler Education office as a Special Educator for the remainder of this year
- David Tye will reduce to 0.6 teaching in semester 2.
- The semester 2 timetable is currently being finalised so there will be some possible staffing changes associated with this.
- There are currently 2 panels in progress for positions for 5 years beginning 2021:
 - Assistant Principal : Inclusive Education
 - Design and Technology Faculty Leader
 Hopefully we can announce week 6.
- The following positions will be advertised soon for 5 years beginning 2021:
 - FLC Senior Leader
 - Health and Personal Development Faculty Leader
 - Humanities and Social Sciences and Languages Faculty Leader
 - Disability Unit and Special Class Faculty Leader

- Staffing for 2021 and 2022 – we have begun some work on this. Permanent vacancies for 2021 are due at the end of week 6. This is a huge piece of work and is ongoing.

COVID19 Update

The following information was provided to schools late in week 4.

- **Attendance** - we now expect all students who are well and not considered vulnerable to COVID-19 to attend school. Students are required to attend school unless they are:
 - Feeling unwell
 - Have a chronic medical condition or compromised immune system and are not able to attend school on advice from their medical practitioner
 - Live in a household with others that are deemed vulnerable to COVID-19 and are not able to attend school on advice of their medical practitioner
 - Have been diagnosed with COVID-19 or have been required to self-isolate by SA Health
- **Camps and excursions** - Small group excursions, camps and outdoor education can resume where it's a necessary part of a student's education program, such as relevant SACE components.
- **Site access** - Schools should continue to allow essential services staff on site where appropriate social distancing and hygiene measures can be taken. This includes:
 - priority and essential services for children, students and staff
 - services expressly requested by the principal
 - facilities management and building works.

Essential services for children and students will vary from school to school as determined by the principal, but is likely to include:

- psychologists
- speech pathologists
- social workers
- other similar essential services that are vital to the health, wellbeing and learning outcomes of our students.

All service providers (who are not department employees) must complete the [site entry form COVID-19 \(PDF, 265.8 KB\)](#) before they can enter the site.

- **School sports** - PE (involves 1 class of 1 school and is part of the curriculum) and therefore the restrictions of 10 people doesn't apply and can continue as usual. SA Health has advised the restrictions outlined in 'Step 1' of the state's [Roadmap](#) only apply to school sport, which may involve students from **multiple classes** or more than one school, and is not part of the curriculum. From Monday 1 June restrictions for school related sport will be eased to allow:
 - Non-contact sport competition can commence from 1 June 2020 (indoor and outdoor).
 - Contact sport training activities can commence from 1 June 2020 (indoor and outdoor).
 - Contact competition activities can commence from 25 June 2020 (indoor and outdoor).

We are to continue to keep gatherings of adults to an absolute minimum. Spectators aren't permitted except for 1 parent/carer per student. All adults must practice appropriate physical distancing. Once competitions start, fixtures must reduce the number of teams in contact with each other. For example competitions within the same school or club between similar level of players.

- **Cooking/kitchen garden programs**
 - Garden activities outside and in groups of 10 or less can recommence.

Year 7 Facilities Update

- We had our first Design Meeting Wednesday afternoon in week 4
- There is now a quick timeline to get to the next stage. During week 5, we need to mark-up each of the rooms with what is required for storage, power and data points, so that the Faculty Leaders for each building can then have a meeting with the architect on Friday of week 5 (May 29th).
- The next Design Meeting is Thursday June 4th in the afternoon.
- Once we get to 60% of this achieved, DPTI becomes involved with their Construction Advisers.
- Once design and detail is 95 – 100% achieved, it will go to tender and know by the end of October

We are slightly behind the timeline for the build to commence in October due to COVID19. At the recent Design meeting they thought we may not start the build until mid-December and completed December 2021 – we are concerned about the timeline. We now have to pay for School Security system upgrade \$80,000 and DfE have put in

a new standard hearing loop required in each classroom – debate re who is paying this DfE or school – approx. \$40,000. Requests from faculties for new equipment we will need to monitor closely. Tenders are currently coming in a bit less for these building, if this was the case, we may have funds available for Home Ec upgrade. We still haven't had car parking confirmed. Last project officer said DfE didn't have to provide parking – this will be confirmed when project goes to State Planning. These purchases may need to be considered in our 2021 budget. We may not have Curriculum submissions as funds may need to go towards the Furniture and Equipment for the new buildings.

New Special Class in 2022

- This will allow us to have a middle and senior Special Class for when the Year 7s join our school in 2022.
- On May 27th, we met with 2 architects from the Capital Programs and Asset Services to begin to develop a detailed concept and design plan of our school's requirements. New building will be a 'Drop In Building'. It won't have a toilet as it is a Special Class not a Disability Unit. Funding amount yet to be confirmed. We are looking at extending the current DIU yard and doubling the size of the yard and having a building placed on the southern side of the current DIU facing the DIU. We have requested exiting area for students without having to go through the yard. Request for a slip lane for taxis for better access for students going into the DIU. Furniture and equipment budget not yet confirmed.
- The budget for each special options class is dependent on school context. After our meeting last Wednesday they were going back to head office to determine recommendations about the needs for each of the 10 schools who were identified to have additional special classes in 2022.

Year 7 Curriculum

Leaders have begun the conversation about what does the Year 7 curriculum look like? Will it have the same time allocations as the current Year 8s? Will we look at time allocation across the 2 year levels of Years 7 and 8? This conversation will progress over the next few weeks.

Facilities

- Home Ec kitchens – we have done the next round of consultation with the Home Ec teachers and are now looking for quotes. In the Year 7 facilities there is a possibility that there may be some funds available (below the line) and they are targeted for Home Ec, so we have put this on hold until the tender for Year 7 Facilities is known.
- Windows in Admin Building – the department gave us a grant to replace these – Ann-Marie is working with DPTI on this. Tender closes 10 June 2020.
- Ramps into the male and female staff toilets and to one staff room door – this issue was raised at a WHS meeting – they will be built in the July school holidays.
- Ceilings in male and female staff toilets in admin building – will be replaced in July school holidays.
- A 10km/h speed sign will be installed at the entrance to the Penrice Road Staff Carpark in response to an identified hazard.
- No Dogs Allowed Signs have been installed on the ovals – this means that the local council will monitor dogs on our premises.