

SRC Report: Governing Council Meeting – 10th September 2019



NURIOOTPA HIGH SCHOOL GOVERNING COUNCIL MEETING MINUTES – Tuesday September 10th, 2019 Languages Building at 7.00 pm

Members: Tarnya Eggleton, Halena Frick, Peter Lange, Karen Underwood, Sonya Carmody, Belinda Haeft, Pricilla Heidenreich, John Martens, Bernadette Patterson, Luke Rothe, Bec Waechter, Sharyne Young.

Staff: Gerri Walker, Andrew Dickinson, Peter Shute Sarah Asfin-Pour, Ann-Marie Ward.

SRC: Noah Eggleton, Serena Lange

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: Peter Lange

Secretary: Halena Frick

Members present: Halena Frick, Peter Lange, Sonya Carmody, Belinda Haeft, Pricilla Heidenreich, Bernadette Patterson, Luke Rothe, Sharyne Young Gerri Walker, Andrew Dickinson, Sarah Asfin-Pour, Ann-Marie Ward, Serena Lange

1. Welcome

Apologies: Tarnya Eggleton, Noah Eggleton, Peter Shute, Bec Waechter, John Martens, Karen Underwood

3. Minutes from previous meeting:

Accepted: Moved: Sharyne Young **Seconded:** Belinda Haeft

4. SRC Report - Serena Lange

Casual Days:

The last casual day was held on Friday of Week 5 (23rd August) with the theme of future careers selected by the year 12 students. At lunch time the SRC organised the sale of hot chips and a sausage sizzle with music played in the courtyard. The left-over food from the sausage sizzle will be used and sold at our next casual day in week 9 (20th September). Money raised on this casual day will go towards the Kick Start for Kids foundation, and the SRC will also be selling novelty patterned socks to raise additional funds. The SRC have also received correspondence in regard to holding a "Shout Out" day in November to thank CFS volunteers which we plan to pair with the Superhero casual day held by the library in Term 4.

World Vision Australia:

The SRC received a letter a couple weeks ago, informing us that the world vision community, the Phoukhoun community, we have been supporting is now self-sufficient. Our sponsorship with this community will come to a close on the 30th September and from there we will continue our sponsorship with World Vision Australia through sponsoring a child. In our SRC meeting today, it was unanimously voted that we continue supporting World Vision and will be sponsoring Bin Geetha Arachchi Nakandage; a 9-year-old boy from Sri Lanka.

House Teams:

This term the Year 10 and 12 House Captains have been meeting to organise house activities for both junior and senior students. The SRC have been very impressed with the year 10 captains' contributions and organisational skills in planning and running a basketball competition during Student Development times. The SRC encouraged the year 12 House Captains to organise a dodgeball competition as a result of the successful netball competition. Unfortunately, a lack of effort and commitment from the year 12's has led us to rethink the application process to ensure nominated House Captains are the best people to fill their roles. Over the past two years, students who have not been ready to take the responsibility needed to be House captains have nominated themselves and been appointed through a 'popularity' vote. We are hoping that by making this a more formal role that it will eliminate this issue. A Job and Personal Specifications application form has been created for the year 12 House Captains. This is inclusive of a contract the captains will need to uphold so they are aware of what their responsibilities are when they nominate themselves.

Toilet door Murals:

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Over the past few weeks, SRC members have chosen designs and continued organising the painting of quotes and images on the toilet doors. Once a purchase order has been finalised, the paint will be bought and the painting of the murals will be done by the end of this term. We have had multiple students volunteer to paint, however, it would be good to see more male students involved with this.

Electronic Sign:

The majority of the money raised from casual days this year will be going towards the purchasing of an electronic sign for the front of the school. This has been something the SRC has been aiming for over the past couple of years. At a recent SRC meeting, Mrs Walker presented the SRC members with three possible design options which we voted on. Pictured below are the three sign designs, and the SRC students have voted for design 'c' as their top preference.



APPLICATION FORM

Nuriootpa High School: Year 12 House Captains

The attributes we are looking for in a house captain:

- Confident Speaker
- Approachable
- Humble
- Adaptable/Flexible
- Enthusiasm
- Initiative
- Good Sportsmanship
- Reliable
- Active Team Member
- Motivational/Encouraging of others

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As a House Captain this year, you will have the following responsibilities to:

- Attend Leadership Day with the SRC students
- Increase inter-connectedness between students in year levels
- Work collaboratively with other captains and staff throughout the year to ensure:
 - There is one house activity for junior (8-10) students each term
 - There is one house activity for senior (Year 11-12) students each term
 - House team activities include a range of sport, academic and fundraising activities
 - Each house must be responsible for planning, organising and running at least one activity during the year.
- Organise and run house team meetings throughout the year, particularly in term one for the preparation of Sports Day
 - Create a new house team song and involve all year levels with the rehearsal when teaching students the house song during house team meetings
- Attend Splash Day in week 1 to help run events and encourage year 8 and 9 students to participate
- Contribute to Sports Day by:
 - Organising banner painting for Sports Day
 - Visit homegroups in the leadup to sports day to encourage participation
 - Attend Sports Day and arrive at 7:30am to help teachers and the SRC to set up for the day
 - Participate in events throughout the day
- Attend one SRC Action Meeting per month

If you are interested in applying for the role of House Captain, you have to be willing to uphold these responsibilities.

To apply for a position of House Captain, please write a short paragraph in response to the following question:

- Why should you be selected as a house captain? Give an example of how you would demonstrate good leadership as a house captain.

This paragraph will be published on a Google Form for students to read when voting for the students who have nominated. Please submit your nomination via the QR code or link below:

Insert QR code and website link to a Google Form

5. Business Arising from Minutes

Item	Response
Languages Review	Feedback from last meeting sent to Languages staff – awaiting response.
Traffic on roads adjacent to school – responding to survey presented to Barossa Council late in 2017.	Meeting between 3 SRC students, Barossa Council, Ann Hargreaves, Anne Barclay and Gerri Walker on August 26th – updated information provided re 25km/h not available and other possible solutions. The Council staff are going away to further the work and will re-convene a meeting with us soon.
Tree Audit	Feedback has been provided by Kym Feltus about possible ways forward – currently with Building and Grounds Committee as an email conversation.

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Daymap - Assessment and Reporting Policy – update from Andrew Dickinson

Note: Letter to school community re Focus on Teaching and Learning attached as Appendix 3

Nuri High School Website

Sign for NHS approved by school. AM Ward to go to state and local for approval.

Request Josh Bottrall and or Fiona Ramsey to give a wine tasting for and information session on wines made at Nuriootpa High School
Nuriootpa High SALA event

Andrew Dickinson and Anne Barclay are leading a piece of work in developing an NHS Assessment and Reporting Policy.

RECOMMENDATION: Governing Council/Parents have an introduction/training session to learn how to use Daymap effectively.

Daymap App is currently not showing as a message waiting.

Every page/document has been reviewed and responsibility for updating has been shared. Progress is being regularly monitored at Leadership meetings.

Approval has been gained by school from state and local government.
SRC, staff and Buildings and Grounds looked at the 3 possible options for the sign and have agreed on the one below – not good graphics – but the idea is there!

We are currently looking at the possibility of solar panel for power for the sign.

The sign has been ordered.



Week 3, Term 4 Meeting?

Change to last meeting of the year and have wine tasting and share platter.

Successful – great Art work on display

6. SHARED LEARNING SESSION (30 minutes per meeting)

BYOD – session by Andrew Dickinson

Discussion held about the 3 options between School Owned Laptops/BYOD/BYSD.

7. Finance Report –See Appendix 1

8. WH&S

Item	Response

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9. General Business

Item	Response
<p>Request from SRC:</p> <p><i>The SRC has recently been looking at suggestions from Sports Day for new PE T-shirts. The main suggestion gathered was that students would like shirts that co-ordinate with their house colours as opposed to having only yellow shirts where only students from the Light House Team would be able to wear on Sports Day. Mr Jones has already brought in examples of these types of shirts from his old school and showed them to the SRC.</i></p> <p><i>If you would like to let us know your opinion it would be greatly appreciated.</i></p> <p>Gerri has taken this to Executive Team and we are proposing that the Uniform Committee be re-instated to consider this request.</p>	Will be discussed in the reformed uniform committee.
Polling Information for Discussion – see Appendix 4	

10. Reports/Committees

- *Chairperson Report – no report tabled due to absence of T Eggleton*
Moved: Seconded:
- *Principal report – refer to Appendix 3*
Agreed
 - o Moved: Sarah Asfin Pour Seconded: Halena Frick
- Subcommittees -

Committee	Report
Canteen Committee Meet week 5 on a Tuesday Pricilla Heidenreich	Refer to Finance Report
Uniform Committee Ann-Marie Ward Belinda Haeft	Committee Reformed: Anne Barclay Ann-Marie Ward Belinda Haeft
Finance Committee Meet on the afternoon before Governing Council meeting – Peter Lange and Tarnya Eggleton	As per Finance Report
Wine Committee Peter Lange & Peter Shute	Vines being planted end of the week. Higginbotham lease is close to being signed again. Looking at adding a water meter put on.
Building & Grounds Meet week 6 on a Tuesday – Luke Rothe	Key points from meeting 27 th August, 2019 <ul style="list-style-type: none"> • New sign – students and staff have overwhelmingly wanted the sign with the dark background. Deb is now ordering this. We are also exploring if we can have the sign run by a solar panel. • There is a federal grant that we can apply for via the federal minister for grounds equipment etc. For the Disability Unit we are

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<p>Fundraising Committee</p>	<p>applying for a swing with the correct soft fall as a number of the students need this as part of their sensory and self-regulation needs. Ann-Marie and Jenelle Draper is getting these quotes.</p> <ul style="list-style-type: none"> • We have also begun to consider where the new executive team will be located in 2020 and beyond. Need to discuss what office for the AP's. •
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11. General Business

Task	Person Responsible/Result
<p><i>Semester 2 data on the following areas will be tabled at the end of the year:</i></p> <p><i>Bullying and Harassment Data for semester 2 will be tabled at the end of semester 2</i></p> <p><i>Suspension and Exclusion Data for Semester 1</i></p> <p><i>Complaints</i></p>	<p><i>On hold</i></p>

12. Correspondence

- Email received from Di from the NHS Finance Office asking if the Governing Council is aware the SSO's are not paid for school closure days.
- Parents Say magazine
- Flyer from Civiq public use products advertising water fountains.

13. Any Other Business

Task	Person Responsible/Result

14. Meeting Closed at 8:44pm

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APPENDIX 1: FINANCE REPORT

Business Manager: Finance Report for Governing Council Meeting 10th September 2019

1. Financial reports: School

REPORTS

The following reports to 31st July 2019 were tabled and discussed at Finance Committee Meeting 10/9/2019:

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

PERIOD 7

RES SUMMARY YTD

AMOUNT \$

Outcomes for Aboriginal Students	7,621.20
Better Schools Funding	54,585.83
Double Debiting (Teacher reimbursement)	49,200.85
First Aid Training	3,837.00
Microsoft Licence Contribution	-6,266.00
Prior Year Reconciliation	-9335.40
TRT NAPLAN	542.00
School Operating Grant	568,223.17
IESP & Wellbeing and Engagement	1,257,751.16
Miscellaneous Grants/ Discretionary Funding	99,422.56

ACCOUNT AS AT end JULY 2019

SASIF NHS	1,215,638.27
SASIF TTC	239,399.23
Cash at Bank (Cheque Account)+ Floats / Load card	60,630.60
Accrued Recurrent Funding: Amount allocated by DFE JULY 2019	82,918.29

PERIOD 7 Resource Entitlement Statement Variances

There is an increase from June to July RES of \$8635.40, being represented by:	
Increase in base funding: Dbl Debiting	\$ 8635.40
TOTAL INCREASE from May to June	\$ 8635.40

Total Resource Entitlement payment

Total Resource Entitlement Statement YTD to EOM July 2019

\$ 11,515,727.47

GCR DISCREPANCY: A GCR Discrepancy of \$5000. This is a mismatch due to transaction occurring in June and adjustments made in July. There is no action required as the GCR will balance at the end of the next month.



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DEBTORS: Accounts Receivable

Period 6 Debtors total 170,841.46 which comprises:

School Families	\$123,690.62 (191 families / 835 families approx. 23%)
Customers	\$ 11,526.60 (7 customers)

Overview of Debtors:

Approved school card to date – 224

Payment arrangements – 21 families

Yet to apply for school card– have advised will do – 14

Families that have not responded or not kept payment arrangements – 67

Follow up of Debtors:

Steps taken to recover M&S fees:

- Statement & letter 9/4.
- Statement & Final letter 11/6.
- School newsletter each issue – reminder to pay outstanding M&S & how to apply for school card.
- Finance Office has been making phone calls – initially targeting families who have previously been approved school card & not yet applied in 2019.
- Calls to non-school card families to seek payment or make payment plan.

Finding that many do not answer phone & don't reply to messages.

Families have also been emailed with a copy of the M&S invoice – many do not respond.

Finance Office report that it is becoming increasingly difficult & frustrating to get families with outstanding invoices to respond & pay. Some make promises to pay/ payment arrangement & then don't make payment as agreed, don't respond to follow up calls.

Can Governing Council do write up for newsletter / Day Map message to encourage families to pay outstanding invoices?

Is a review of our timeline and policy needed for debtors for 2020?

SMS and Email request for payment of fees Ann-Marie Ward to liaise with Finance to send out:

Moved: Pricilla Heidenreich Seconded: Peter Lange

• **Materials and Services Charges Budget \$ 443,788**

Includes:

M&S	\$235,638
Non Legal Amount	\$123,880 (approx. 15% don't pay full M&S)
School Card	\$ 84,270

• **Materials and Services Invoiced 2019 \$473,017**

M&S Year to Date Revenue as at 31st July:

- M&S \$ 346,721
- School Card \$ 44,240
- M&S previous years \$ 8,705
- Waive Non Legal Amount \$ -45,388

Total \$ 354,278

SUMMARY for JULY 2019:

From Balance Sheet: Period 7 shows a Profit (\$ 12,980.97) and YTD Surplus of \$652,597.51

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Variances are highlighted below for July 2019. The variances to budget are mainly attributable to:

INCOME

Under Budget (ie received less than budget allocation for month)

- **RES JULY 2019:** Expected RES income is below budget prediction at this time by \$45845. Timing of allocation and payment of funds to us by the dept has a bearing on this. The budget was set before "final" RES was issued in June 2019, therefore variances can / will occur. At this point, we know what are final RES will be totalling \$11,515,727.
Actuals for July are under projections, however, actuals YTD are above budget YTD and in scope.
- **PARENT CONTRIBUTIONS JULY 2019:** Parent payments are below the allocated budget expectations for month, however against YTD, money received from Jan to July inclusive exceeds our projected budget income.

Over Budget (ie received more than budget allocation for month)

- **OTHER INCOME SOURCES JULY 2019:** Across all accounts in this line, our YTD is positive with income of \$43,342 exceeding budget projections for July by \$40,233. YTD is at \$71,694 over budget expectations.
Notable income to EOM July :
MUSICAL: Revenue of \$31,020 (via Ticketec sales)
WINE SALES: Wine sales \$1,786. YTD Rev of \$15,089.

Non Budget items

- Non Budget Revenue – offset against Non-Budget expenses. Includes Musical, Camps, Pathways etc
Notable non budget income for EOM July :
MUSICAL: Revenue of \$14,880 (via Invoice / direct sales to students for matinee)
INTEREST REVENUE: \$6,502
ELECTRONCIS: \$5,695
SSO / TRT SALARY: \$10,075

Accrued Revenue

- In line with DFE distribution formula.

EXPENSES

Under Budget (ie expenses not accrued for these lines to date)

- **SALARIES JULY 2019:** Salary exp below budget for month. YTD exceeds however due to claims outstanding. Still waiting for a reply from DFE to see if they can advise when our TRT claims will be processed.
- **CURRICULUM MAINTENANCE:** Spending less than budgeted to EOM. Expense lines close off mid Sept and spending in Aug / Sept will reflect use of many budget lines.
- **ADMINISTRATION:** Spending less than budget. Expenses only occur per need.
- **SITE FUNDED WORKS 2019:** YTD general savings.
- .
- **OTHER EXPENDITURE JUNE 2019:** General savings June & under budget by \$3048. YTD in scope with annual budget – under budget by \$175,692.

Over Budget (ie expended more than budget allocation for month)

- **UTILITIES & MAINTENANCE JULY 2019:** Timing of expenses and increase in breakdown maintenance for month. Breakdown was \$21,502, of which some values relate to prior months, only just billed to us. YTD in scope with annual budget – under budget by \$70,828

Non Budget Items

- Non Budget Expenses – offset by Non Budget Expenses.



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Notable non- budget expenses for EOM July:

SNOW TRIP: \$38,404

UNIFORM JULY 2019

July Sales	\$ 2,440.91
Expenses	\$ 6,350.00
YTD Sales	\$ 71,287.13
Expenses	\$ 37,071.36
Surplus	\$ 34,215.77

CANTEEN

The following reports to 31st July 2019 were tabled and discussed at Finance Committee Meeting 10/9/19:

- Profit and Loss statement
- Balance Sheet
- Minutes of Meeting dated 21/8/2019

Period 7 end shows a surplus of \$2,912.29 and YTD surplus \$6,506.43

The Governing Council notes that the year to date result is in YTD Surplus \$6,506.43.

The Principal and Business Manager will continue to monitor the Canteen's viability and will report again to next GC meeting.

Canteen Audit to be tabled and accepted. Documentation included.

Reports accepted:	Moved	Luke Rothe	Seconded: Belinda Haeft
Canteen Audit accepted:	Moved	Sharyne Young	Seconded: Peter Lange

PURCHASE CARD

Purchase Card application for John Barkley has been lodged for Technology use to the value of \$1000.

The lodgement of this card highlighted an error in the cards issued in 2018. To comply with Department policy, the total maximum credit limit for the school at any given time is \$10K. Individual card holder maximum spend to be within this \$10k are as follows:

Gerri Walker	\$10,000
Ann-Marie Ward	\$ 5,000
John Barkley	\$ 1,000

MATERIALS & SERVICES:

2020 – attached to your minutes is the Department information for discussion on polling.

Discussion on whether to Poll to lift mandatory fee amount. **Ann-Marie Ward to research the financial benefit to making the change.** If we move to Polling it will need to be done annually

Bad Debts

4 Bad Debts to be written off \$ 1240

Moved: Pricilla Heidenreich Seconded: Luke Rothe

LIONS YOUTH OF THE YEAR:



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We received \$1,000 from Lions' Club due to ex-student Georgia Thomas to expend on current and future students in development of Leadership. Following a query to the Club in regards to how best to use the funds, they have replied that the funds are for the school and were not intended for Georgia. A copy of the correspondence will be minuted.

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NURIOTPA HIGH SCHOOL - Company 1 (Current Year - 2019)

Budgetary Position - Budget Area Details

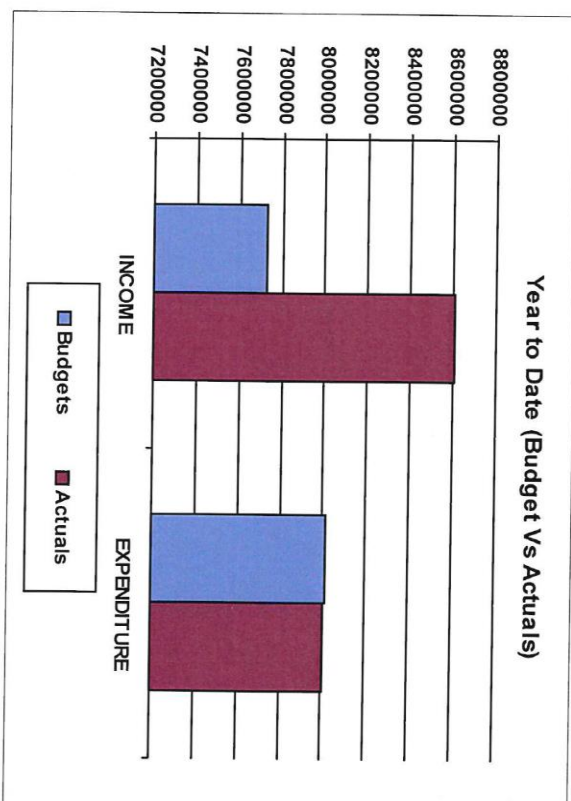
Jul - 2019

FUNDS AVAILABLE RECONCILIATION

\$

Cash at Bank	60,631	1,515,668
Add All Investments	1,455,038	
Add P21 Accrued	82,918	
Add Prepayments	0	
Add Receivables	135,217	
Less Payables	35,847	
Less Liabilities - ShortTerm	(18,066)	
Less Liabilities - GST	(10,996)	
Less Committed Investments	13,915	
Closing Balance:	1,713,105	
Purchase Order Commitments	26,141	
Liabilities - Long Term	0	
Reserves	0	

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

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NURIOOTPA HIGH SCHOOL - Company 1 (Current Year - 2019)

Budgetary Position - Budget Area Details

Jul - 2019

Opening Balance: 910,884 Opening Balance: 910,884

INCOME (Variance = Actuals - Budget)	CURRENT MONTH - Jul			YEAR TO DATE - 2019			END OF YEAR FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
RESOURCE ENTITLEMENT STA	987,676	941,831	(45,845)	7,407,569	7,644,389	236,820	12,839,787	13,076,607	236,820
PARENT CONTRIBUTIONS	32,931	11,343	(21,588)	288,860	346,721	57,861	443,788	501,649	57,861
OTHER INCOME SOURCES	3,109	43,342	40,233	30,355	102,048	71,694	41,800	113,494	71,694
NON BUDGET - REVENUE	0	46,422	46,422	0	416,098	416,098	0	416,098	416,098
ACCRUED RECURRENT FUNDIN	0	(94,440)	(94,440)	0	97,862	97,862	0	97,862	97,862
TOTAL INCOME	1,023,716	948,498	(75,219)	7,726,784	8,607,118	880,335	13,325,375	14,205,710	880,335
EXPENDITURE (Variance = Budget - Actuals)	CURRENT MONTH - Jul			YEAR TO DATE - 2019			END OF YEAR FORECAST		
	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
SALARIES	879,656	844,922	34,734	6,590,294	6,747,355	(157,061)	11,421,277	11,578,339	(157,061)
CURRICULUM MAINTENANCE	65,115	56,363	8,752	374,146	363,763	10,383	569,885	559,501	10,383
ADMINISTRATION	7,304	4,139	3,164	62,512	48,621	13,891	105,300	91,409	13,891
SITE FUNDED WORKS	200	209	(9)	36,067	8,174	27,893	56,000	28,107	27,893
FACILITIES	1,900	1,732	168	41,217	37,480	3,736	54,500	50,764	3,736
UTILITIES & MAINTENANCE	34,062	40,297	(6,236)	316,035	245,207	70,828	549,541	478,713	70,828
OTHER EXPENDITURE	62,156	19,685	42,471	588,284	370,121	218,162	1,053,987	835,824	218,162
NON BUDGET - EXPENSES	0	38,220	(38,220)	0	186,663	(186,663)	0	186,663	(186,663)
TOTAL EXPENDITURE	1,050,392	1,005,567	44,824	8,008,554	8,007,384	1,170	13,810,490	13,809,320	1,170
NET TOTAL	(26,675)	(57,070)	(30,394)	(281,771)	599,734	881,505	(485,115)	396,390	881,505

Cancelled Cheque Adjustment:

50

Closing Balance YTD:

1,510,668

Closing Balance Forecast:

1,307,274

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

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REPORT OF AUDIT CONDUCTED

Nuriootpa High School

Governing Council Inc. Consolidated Account and Canteen Account

Finding	Potential Impact	Recommendation	Qualification	Reference	Principal's Comments
Consolidated Account					
Repeat Findings from 2017					
Equipment purchased was not being adequately recorded onto the equipment register. IT equipment not put onto register	Lack of control over equipment items making them more susceptible to misappropriation or theft without it being detected.	Ensure the equipment register is being maintained in an adequate manner.	No	C.1.1 - C.1.2 C.2.4 - C.2.5 C.2.9 - C.2.13	Noted
Equipment was not being branded or otherwise marked with the school's full name.	Lack of control over equipment items making them more susceptible to misappropriation or theft without it being detected.	Where appropriate brand or otherwise mark equipment with the school's full name.	No	C.2.8	Noted
New Findings 2018					
There was lack of documentation on hand to evidence that the disposal of an asset had been approved by the appropriate delegate. Disposal of photocopier did not have Request to dispose of goods and equipment form completed	Inability to verify assets were disposed of appropriately.	In future ensure that there is adequate documentation on hand to evidence that asset disposals have been appropriately approved.	No	C.1.9	Kycoera take old machine and replace with new, will follow up with supplier
There were instances of non-compliance with State Procurement/Department for Education Procurement Framework in relation to overseas travel booking with Carlson Wagonlit travel - but the school did follow up and correct with DE	Lack of control over expenditure could lead to unauthorised/inappropriate expenditure at the site Lack of compliance with Treasury requirements.	Ensure that the State Procurement/Department for Education Procurement Framework is followed.	No	O.2.3	This was done by a staff member without permission and the school has worked with central office to rectify the situation before the person travelled overseas.

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REPORT OF AUDIT CONDUCTED

Nuriotpa High School

Governing Council Inc. Consolidated Account and Canteen Account

Finding	Potential Impact	Recommendation	Qualification	Reference	Principal's Comments
Receipt of payment by payee was not always documented on Payment Authorisation Vouchers. PAV to Gypsy Rose Entriken not signed by payee	Payment to the wrong recipient.	Ensure that payees sign for receipt of payment on the Payment Authorisation Voucher.	No	H.2.14	Noted
Canteen Account					
Repeat Findings from 2017					
New Findings 2018					
PAYE on the balance sheet did not agree with the figures submitted on the IAS indicating incorrect taxation reporting was occurring. Is \$1703 overstated on balance sheet. Appears to be Jan 2018 opening balance of \$1118 and \$585 creditor for tax on long service leave for Dec 2018	Either: - incorrect taxation reporting/payment may be occurring; or - the accounts were incorrect.	If errors have been made there may be a need to recalculate and submit an amended return. If material errors have occurred on the accounts there may be a need to amend the accounts	No	C.2.1	Will follow

[Signature]

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REPORT OF AUDIT CONDUCTED

Declarations

The Report of Audit Conducted left at the school is to be signed by the auditor and the school principal and is considered to be the original. As it is not feasible to include electronic signatures in the audit file copy of the Report of Audit Conducted, the electronic copy is to include the name of the auditor and the school principal.

AUDITOR'S DECLARATION

I have verified that the original balance sheet and profit and loss statement that has been signed by site management and myself is consistent with the electronic copies provided in the audit file for the year ended 31 December 2018.

I confirm that the school principal and I have both signed the original Report of Audit Conducted.

I declare that I have checked that recommendations made in the previous Report of Audit Conducted have been implemented and where not the recommendations have been included above as repeat recommendations.

Auditor: David Pointon

Date: 21 / 05 / 19

Business/Trading Name: Pointon's Pty Ltd

PRINCIPAL'S DECLARATION

I accept the comments provided by the auditor and will implement the recommendations.

Note: Exceptions must be recorded in the Principal's Comments section above and must include reasons. Exceptions will be reviewed by Internal Audit and where necessary will be referred to the education director for appropriate action.

School Principal: Gerri Walker

Date: 21 / 05 / 19

Name of School: Nuviootpa High School

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APPENDIX 2: PRINCIPAL'S REPORT

1. We had a visit from Minister Gardner on Wednesday September 4th. 4 SRC students, Andrew and I chatted with him and we also took him on a quick tour of the school.
2. Congratulations to Trent Heneker who has been named as a finalist in the School and Preschool Support Award for the Public Education Awards. This means he is one of 3 finalists in the state. This is well deserved recognition of Trent's work.
3. Current Staffing Update
 - A big thank you to Deb Wilson who backfilled Ann-Marie Ward while she was on leave for 6 weeks. Deb did a great job. A big welcome back to Ann-Marie.
 - Sandra Barth, our Aboriginal Community Education Officer, has not been replaced at this stage.
 - Chris Gambell (Science Coordinator) starts LSL next week. Damien Jones is backfilling the Science coordinator position and Jen Williams is backfilling the Year 12 Year Level Manager position.
 - Tricia Sweet is backfilling Neville Saint who is on leave for 4 weeks – he is back week 10.
 - Ange Travers and Mark Reincke are on LSL for the remainder of this term. Karlia Davoli(increase 0.2 FTE) and David Bowley(0.7) are backfilling Ange. MJ Lee is backfilling Mark.
 - Ann Reincke is also on LSL for the next 4 weeks and she is being replaced by Jenna Maslen from Gawler and District College R-12.
4. Staffing Update 2020
 - Congratulations to:
 - Ann Hargreaves who has been appointed as the Assistant Principal, Timetabling, Daily Operations and Years 9 and 10
 - Anne Barclay who has been appointed as Assistant Principal, wellbeing and Years 7 and 8
 - Chris Gambell who has been appointed as Science Coordinator.
 - The appeal period for the VET/SACE Assistant Principal will end early week 9.
 - The AP for Special Needs will hopefully be re-advertised externally for 12 months this week.
 - The 2 Year Level Coordinators panels (Years 11 and 12 and Years 9 and 10) are now in progress.
 - The Coordinator in Disability Unit/Special Classes panel will meet this week for the first time.
 - PAC are now ready to develop:
 - 6 Year Level Managers for one year to be advertised internally(2 x Year 8 and then 1 for each of Years 9 – 12)
 - Wine Manager and SRC teachers for one year each internally
 - Sports Manager for 6 months internally
5. Career Expo – this was an outstanding success and we had many business and providers as part of the day – this was exceptionally well organised by Anne Barclay, Brad Westley and Ally Royall. This event was followed by the Curriculum Expo which again was very well organised and well attended. I had much positive feedback about both events.
6. Curriculum Counselling of students – Andrew is leading the team to look at subject choices and begin to determine which subjects will run. Students who chose subjects that will not run will need to be counselled ASAP so that the timetable work can commence.
7. Buildings Upgrade – Year 7 Works – no update since last meeting – awaiting for architect to be appointed and project to start in earnest.
8. Next Pupil Free Day – Monday September 23rd when we will have training with Stephen Graham about writing.
9. Congratulations to Danielle Rosenzweig who won the Best in Class for Experienced Handlers at the Royal Adelaide Show. The steers got a 4th and 5th ribbon. There are still events to happen – will keep you updated. It was a great experience for the students and on your behalf I would like to thank Josh Bottrall and the Ag team for their work.
10. We had three teams complete at the MASA Quiz night. Daniel Searson and Damien Jones organised and supervised the teams. The following students were involved:
 - Will Hegarty, Jack Jones, Ben Kleinig and Jordan Wright –year 12 students
 - Amalia Canute, Serena Lange, Kate Harris and Tegan Tremellen – year 12 students
 - Natasha Phillips (Yr 11), Hayley Tonkin (Yr 11), Tayla McCormack (Yr 11), and Karl Sawyer (Yr 8)

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The quiz comprised both General Knowledge questions and Mathematical problems. The team of Will Hegarty, Jack Jones, Ben Kleinig and Jordan White scored top marks in both sections and won the overall Quiz for the senior competition.

11. School Culture –progress against this work:

- Positive Behaviours for Learning and Restorative Practices – audit to be undertaken with staff
- Behaviour Code – Anne Barclay is leading a group to look at this with respect to the role of the Learning Area coordinators being made explicit
- 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.

12. Progress against Site Improvement Plan – will report at next meeting

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APPENDIX 3: LETTER TO PARENTS ABOUT SEMESTER 2 REPORTING

Dear Parents/Caregivers,

The AEU (Australian Education Union) currently has a *Focus on Teaching and Learning* with members wishing to address workload issues. One of the actions the local sub-branch is taking in enacting the fundamental conditions under which they are employed is to adhere to the 'Curriculum, pedagogy, assessment and reporting: early childhood services to year 12 policy.'

This policy states:

'All educators reception to year 10 must report formally twice per year, in writing, to learners and their parents/carers about the learner's progress and achievement in relation to the Australian Curriculum achievement standards for all learning areas using the grades A-E or word equivalents. In addition schools are expected to provide descriptive reporting about the learner's engagement and achievement, about what they have learnt, what they need to learn next, and how the teacher, student and parent can support these next steps to happen. Schools can choose the mode in which they provide descriptive reporting to parents/carers that is most appropriate to their context.'

It is expected that the progress and achievement of senior secondary learners are reported in writing to learners and their parents/carers a minimum of twice per year. Those learners who have successfully completed all the requirements of the SACE are provided with the qualification.

The current agreement at the school is:

Nuriootpa High School staff will formally report engagement and achievement four times per year with Term 1 and 3 reports being progressive reports and will indicate students' engagement and achievement via an A+ to E- grade, with an option of topics studied.

Term 2 and 4 reports (for semester length courses) will be final reports and will indicate students' engagement and achievement, via an A+ to E- grade, with topics studied throughout the semester.

In addition, at least ONE significant task per semester must be reported against with a descriptive comment and grade.

To undertake this action at a site level it has been determined that for semester 2, 2019:

- Year 12 students will get their normal report at the end of term 3, with at least one significant task reported against with a descriptive comment during this term on DayMap.
- Years 8 – 11 students will receive a term 4 report with at least one significant task reported against with a descriptive comment during the semester on DayMap. This means that there will NOT be a report for these students at the end of term 3. Please note that teachers will continue to provide feedback and grades to their students throughout the semester via DayMap.

Yours sincerely

Gerri Walker

September 6th, 2019

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APPENDIX 4: POLLING INFORMATION

Attachment 6 – The Polling Process

The following procedures must be followed where the Governing/School Council intend to poll parents and seek majority support to increase the legally recoverable amount.

Step One – Prior to undertaking the poll

The Governing/School Council must ensure the following processes are complete in setting the Materials and Services Charge:

- The 'notice' has been endorsed by the Department.
- The 'notice' has been sent to all parents/caregivers.
- All parent/caregivers have been invited to the Governing/School Council meeting where the proposed Materials and Services Charge was discussed.
- The Materials and Services Charge has been determined in accordance with the requirements outlined in this document.
- The Materials and Services Charge has been approved by the Governing/School Council.

Step Two – Intention to poll

Before polling the Governing/School Council must:

- Understand that where the charge is less than or equal to the standard sum there is no requirement to conduct a poll.
- Understand that they can charge higher than the standard sum without polling, but the difference will not be legally recoverable in the event of non-payment.
- Understand that where the poll is not successful that all materials and services listed on the notice must be provided to all students.
- Consider the communities response to the poll and the probability of a successful poll.

Step Three - Determine the scope of the poll

Who to poll

The Act requires that all persons who, in the opinion of the council (subject to the requirements of the Act), would be liable for the greater amount, if such an amount is approved by the Chief Executive/or delegate, must be given the opportunity to participate in a poll. This includes:

- All persons who are likely to be affected by the increased charges for the year subject to the charge, including School Card holders.
- In the case of students who will not commence at the school until the following year (e.g. year 8 or students commencing reception), parents will only be polled if they have enrolled their child prior to the date of the poll.
- This excludes those students who will not be attending the school in the following year (e.g. year 7 students in primary schools and year 12 students in secondary schools).

Number of polls required

A separate poll is required for each separate Materials and Services Charge approved by the Governing/School Council. For example:



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- The Governing Council of a Reception to Year 7 School has approved the following Materials and Services Charges; Reception to Year 2 is \$280 and Years 3 to 7 is \$300. In this circumstance two independent polls need to be conducted, one for the Reception to Year 2 and another for Years 3 to 7.
- The Governing Council of a Secondary School has approved the following Materials and Services Charges; Year 8 or 9 is \$330, Year 10 is \$340 plus subject charges, and Years 11 and 12 \$350 plus subject charges. In this circumstance the school would need to conduct three independent polls, one for Years 8 and 9, another for Year 10, and a third for Years 11 and 12.

Polling letter and voting slip

- The Governing/School Council must use the attached polling letter and voting slip proforma.
- The applicable dates of when the notice was sent to all parents and the meeting date the Governing/School Council approved the charge must be inserted into the polling letter.
- The polling letter must be sent to parents/caregivers on the school's letterhead.
- The polling letter must include a closing date which allows reasonable time for parents/caregivers to provide a response (recommended 2 weeks).
- The polling letter must be signed by the Governing/School Council chairperson.
- A Returning Officer must be nominated and their name included on the voting slip. The Returning Officer must not be involved in the counting of the votes.
- Where deemed by the school as being required, a process to ensure that parents/caregivers only submit the appropriate number of votes is determined.

Step Four – Conduct the poll

- It is imperative that all parents/caregivers (including all School Card holders) affected by the increased charge receive the opportunity to vote. Where parents/caregivers affected by the charge are not given the opportunity to vote the poll will be deemed invalid.
- Schools that undertake a poll must post the polling letter and voting slip to each parent/caregiver who is to be invoiced for the Charge.
- Each family is entitled to one vote per student per poll. For example, a family with two children, one in Reception and another in Year 3, using the example in step three, would have one vote in the Reception – Year 2 poll and another vote in the Year 3-7 poll. For a secondary school, a family with two children, one in Year 8 and another in Year 9 would receive two votes in the poll for the Years 8 and 9.
- Reasonable time (recommended 2 weeks) must be allowed between the date on which the polling letter and voting slips are sent to families and the closing date of the poll.
- Confidentiality of the respondents is essential.

Step Five – Outcome of the poll and approval of the 'prescribed sum'

- The poll is only valid for the proposed school year, and the majority (a simple majority eg 51%) is based on the number of respondents for each individual poll.
- Once the votes have been counted and a majority has been ascertained, the Governing/School Council must seek **in writing** the approval of the 'prescribed sum' from the Principal. The Chief Executive has delegated the approval of the 'prescribed sum' to the Principal.
- In approving the 'prescribed sum' the Principal must ensure that the poll was conducted within the requirements, and that all documentation is kept relating to the outcome of the poll. This documentation including the signed approval of the Principal may be subject to an audit.



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Step Six – Inform parents of the outcome of the poll

- All parents must be informed, in writing, of the outcome of the poll, and where applicable approval of the 'prescribed sum' prior to or at the time of invoicing. The school must ensure that they use all communication mediums to ensure parents are aware of the outcome of the poll.

Step Seven – Raise the Invoices

- Once the poll has been finalised and the parents have been informed of the outcome, the Materials and Services Charges invoice can be raised within EDSAS for the Materials and Services Charge. The invoice must reflect the subtotals of the 'Notice'. Refer [4.2.13](#) for further information.
- A copy of the invoice may be subject to an audit to ensure compliance with the legislation and Administrative Instructions and Guidelines.



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Attachment 7 – Polling Letter

'School Letter head'

Dear Parent

Section 106A of the Education Act 1972 enables schools, in consultation with the school council/community, to continue to set, collect and recover a materials and services charge.

A copy of the proposed Materials and Services Charges notice for 2019 as set by the Governing/School Council was distributed on the, and approved by the Governing/School Council at a meeting held on the

Section 106A stipulates that a materials and services charge is recoverable as a debt due to the school council, for an amount known as the 'standard sum'. The 'standard sum' for 2019 is \$241 for a primary student and \$318 for a secondary student. In addition to the 'standard sum', the legislation allows the Governing/School Council on application to the Chief Executive (or delegate), to apply for an increased legally recoverable amount, known as the 'prescribed sum'.

At the above mentioned meeting the school recommended that an application to the Chief Executive (or delegate) to increase the legally recoverable amount be endorsed. Prior to the Governing/School Council applying, the school must conduct a successful poll, which demonstrates that a majority of the respondents are in favour of legally recovering an amount higher than the standard sum.

The Governing/School Council therefore asks that you support their recommendation to increase the legally recoverable amount to a 'prescribed sum', which is the core Materials and Services Charge of \$..... for year level/s, plus any subject charge for those subjects chosen by the student for 2019.

If the majority of parents vote in favour of the higher amount (that is the core Materials and Services Charge plus any applicable subject charges), then all parents (excluding approved School Card holders) are liable for this charge. Each family is entitled to one vote per student per poll, with a majority based on the number of respondents. If parents would like to submit an individual vote please contact the Returning Officer for an additional voting slip. The poll closes on the

If you have any questions, please contact the Principal or myself.

Yours sincerely

CHAIRPERSON, GOVERNING COUNCIL

Date:



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School Name: _____

I/We support the Governing/School Council's recommendation that the 2019 Materials and Services Charge be set at the core Material and Services Charge of \$..... for year level/s ... plus any subject charge, where applicable, to be known as the 'prescribed sum'. I/We understand that by voting in favour of the higher amount that this (core Materials and Services Charge plus any applicable subject charges) amount becomes legally recoverable in the event of non-payment.

Yes

☐

No

☐

Number of students in the family affected by poll:

Please return to: _____

Returning Officer: _____



This portion of the voting slip will be removed by the Returning Officer (who will not be involved in the counting process) and is for Administrative Use Only

Parent/Caregiver Name: _____

Note: This will only be used to check the number of students affected by the poll, to confirm the correct number of votes.

