



NURIOOTPA HIGH SCHOOL

GOVERNING COUNCIL MEETING

Minutes of the meeting held

Tuesday October 29th, 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 Afshin-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: Tarnya Eggleton

Secretary: Halena Frick

Members present: Halena Frick, Peter Lange, Belinda Haeft, Pricilla Heidenreich, Bernadette Patterson, Karen Underwood, Luke Rothe, Gerri Walker, Peter Shute, Ann-Marie Ward, Vanessa Gaston

1. Welcome

2. **Apologies:** John Martens, Sharyne Young, Andrew Dickinson, Sonya Carmody, Serena Lange, Noah Eggleton, Sarah Asfin-Pour, Bec Waechter

3. Minutes from previous meeting:

Accepted: Yes **Moved:** Bernadette Patterson **Seconded:** Belinda Haeft

4. **SRC Report** - Serena Lange and Noah Eggleton

5. Business Arising from Minutes

Item	Response
Languages Review	Executive will visit feeder school sites this term and undertake the survey with the students. Will also survey parents. Data to be collated by end of year
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. <i>No update</i>
Tree Audit	Feedback has been provided by Kym Feltus about possible ways forward – currently with Building and Grounds Committee as an email conversation. Trent Heneker is getting cost of mature trees Jenny Howard may be able to provide some funds for seats from Exchange Program
Daymap - Assessment and Reporting Policy – update from Andrew Dickinson	Draft policy tabled at Staff Meeting 21 st October – changes to be made before voting on this policy.
Nuri High School Website	Every page/document has been reviewed and responsibility for updating has been shared. Progress is being regularly monitored at Leadership meetings. Progress is being made and monitored.



Last meeting of year

Agreed to bring platters and have wine tasting and hear about the winery.

December 3rd. Taryna suggested having this meeting in the Hospitality Centre. SRC are unable to attend as there is alcohol present.

6. SHARED LEARNING SESSION (30 minutes per meeting)

DayMap – session by Andrew Dickinson on how to use this

Next year with year 8 its been suggested to bring in parent groups to be aware of how to use Daymap. Taryna suggested that we open Daymap training sessions run by Governing Council members who are confident in using Daymap to also lead some parent groups.

7. Finance Report –See Appendix 1

8. WH&S

Item	Response

9. General Business

Item	Response
Governing Council Award – currently the award is for one female and one male – do we want to keep the different genders or just have 2 recipients?	Discussion held about whether gender plays a role. The Governing Council would like to review the criteria for the award and decision to be held over until next year.
Newsletters – can we reduce to 2 newsletters per term?	Positive response to the change. Suggested a daymap message at beginning of year to cover early information before first newsletter is published. All in favour to go to 2 newsletters per term.
Finishing Time Last Day of Term – we can dismiss 60 minutes before the end of the day – currently only dismissing 45 minutes before the end of the day. Can we change for term 4 this year? Proceed for 2020?	Earlier finish time would improve the bus times for the primary schools for the last day of term. All in favour for 1 hour early finish on last day of term.
Polling Information for Discussion – see Appendix 4	
Working with Children Check (WWCC) – this replaces the DCSI clearance that Council members previously had to have – information about the new check	Please email a copy of up to date WWCC or DCSI clearance to Ann-Marie Ward. If NHS does not have a copy of this Ann-Marie Ward will email to or you will receive an email about WWCC as it is a requirement for Governing Council Members.

10. Reports/Committees

- *Chairperson Report* –
- The constitution to be reviewed to see if Taryna Eggleton is required to attend the finance meetings as work commitments are preventing her from attending.
Moved: Halena Frick Seconded: Bernadette Patterson
- *Principal report – refer to Appendix 3*
Agreed
 - o Moved: Karen Underwood Seconded: Pricilla Heidenreich

- Subcommittees -



Committee	Report
Canteen Committee Meet week 5 on a Tuesday Pricilla Heidenreich	Refer to Finance Report
Uniform Committee Anne Barclay, Ann-Marie Ward, Belinda Haeft, Keely Lydeamore, Lucy Dickinson and Maddi Eggleton	Met 23 October. Students to organise a proposal for staff, parents, Finance & GC Committees.
Finance Committee Meet on the afternoon before Governing Council meeting – Peter Lange and Tarnya Eggleton	As per Finance Report Still in discussion about Curriculum Cost, Equipment Submissions to be reviewed Bad Debts to be written off: Moved: Peter Shute Seconded: Peter Lange
Wine Committee Peter Lange & Peter Shute	<ul style="list-style-type: none"> Vineyard redevelopment update – see Principal's report Art and Wine Session possibly December 6th Wine Launch Continuing to look at how to increase wine sales
Fundraising Committee	Next year major fundraiser to be discussed early next year. Do we want to go back to having a NHS dinner? How do we attract families to attend?

11. General Business

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

12. Correspondence

SASSSO membership letter received.

13. Any Other Business

Task	Person Responsible/Result
Budget	Timetable for 2020 needed to decide staffing levels Ann-Marie Ward reviewing budgeting requirements. FLO students for 2020 also being reviewed currently.

	<p>These factors need to be decided to create a 0 budget for 2020</p> <p>When budget ready it will be presented to Governing Council.</p>
Year 7 Update 2022	<p>Waiting for architect to be appointed. Hopefully the architect will be by the end of this week.</p> <p>Toolkit available to work out how the teaching of year 7's will be. This will depict the teacher/curriculum allocation.</p> <p>Special class needs will under discussion</p>

14. Meeting Closed at 8:15pm

15. Next Meeting: December 3rd, 7pm Hospitality Centre (TBC)

16. Please email secretary on which type of platter you would like to bring on Dec 3rd:

- Tarnya – sweets
- Halena – sweets
- Bernadette – savoury
- Peter S – savoury
- Peter L – savoury
- Luke R - sweet
- Belinda – savoury
- Pricilla - sweet
- Sonya - savoury



APPENDIX 1: FINANCE REPORT

Business Manager: Finance Report for Governing Council

1. Financial reports:

School

The following reports for August were tabled and discussed at Finance Committee Meeting today (29/10/19):

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

Period 8 shows a Surplus \$2,311.90 and YTD Surplus \$654,909.41

The variances to budget are mainly attributable to:

Variances to budget for Period 8:

Under Budget

- Parent Contributions: received \$41K less than cash flowed (School Card \$21K cash flowed to receive in Aug when we receive in Sept)
- Curriculum Maintenance: general savings
- Administration: general savings
- Facilities: general savings
- Utilities & Maintenance: general savings
- Other Expenditure: general savings

Over Budget

- RES: Global Budget – received more than cash flowed
- Other Income sources: received \$4,917 more than cash flowed (wines sales, hire facilities)
- Non Budget revenue: no budget – offset by Non Budget Expenses
- Salaries: TRTs \$7,340 Ancillary \$32,356 (staff leave \$12K & incorrect cashflowing – will be under budget at end of the year) & TRTs \$41,305 more than cash flowed. We are still waiting on T4 2018 and T1 & T2 2019 TRT reimbursements.
- Site Funded works: LED lighting upgrade \$32,243 - journal to Grant: Sustainable Schools Program
- Non Budget Expenses: no budget – offset by Non Budget revenue

Summary of areas over budget:

- Parent Contributions: received \$41K less than cash flowed (School Card \$21K cash flowed to receive in Aug when we receive in Sept)
- Salaries: Tchs \$7,340 Ancillary \$32,356 (staff leave \$12K & incorrect cashflowing – will be under budget at end of the year) & TRTs \$41,305 more than cash flowed. We are still waiting on T4 2018 and T1 & T2 2019 TRT reimbursements.
- Site Funded works: LED lighting upgrade \$32,243 - journal to Grant: Sustainable Schools Program
- Non Budget revenue: no budget lines – offset by Non Budget Expenses
- Non Budget Expenses: no budgets – offset by Non Budget revenue

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)

M&S Year to Date Revenue

AUG:

• M&S	\$ 355,784
• School Card	\$ 44,242
• M&S previous years	\$ 11,461
• Waive Non Legal Amount	\$ - 52,541
Total	\$ 358,945



UNIFORM

August Sales	\$ 4,058.00
Expenses	\$ 6,350.00
YTD Sales	\$ 75,427.00
Expenses	\$ 37,071.00
Surplus	<u>\$ 38,356.00</u>

Canteen

The following reports for August were tabled and discussed at Finance Committee Meeting today (29/10/19):

- Profit and Loss statement and Balance Sheet
- Period 8 shows a Surplus \$1,744.07 and a YTD Surplus \$8,250.50

The Governing Council notes that the year to date result is in Surplus \$8,250.50 and the Principal and Business Manager will continue to monitor the Canteen's viability and will report again to next GC meeting.

Reports accepted: Moved Bernadette Patterson

Seconded: Peter Shute

School

The following reports for September were tabled and discussed at Finance Committee Meeting today (29/10/19):

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

Period 9 shows a Surplus \$38,072.25 and YTD Surplus \$692,981.66

The variances to budget are mainly attributable to:

**** Variances to budget for Period 9:**

Under Budget

- Parent Contributions: received \$4,899 less than cash flowed
- Curriculum Maintenance: general savings
- Utilities & Maintenance: general savings

Over Budget

- RES: Global Budget – received more than cash flowed
- Other Income sources: received \$2,425 more than cash flowed (wines sales, hire facilities)
- Non Budget revenue: no budget – offset by Non Budget Expenses
- Salaries: Tchs \$28,203 Ancillary \$14,631 & TRTs \$33,175 more than cash flowed. T4 2018 and T1 & T2 2019 TRT reimbursements have come through on Sept RES – total \$169,104
- Administration: spent more than cash flowed
- Site Funded works: LED lighting upgrade \$32,243 journal from Grant: Sustainable Schools Program – not cash flowed
- Facilities: ½ deposit Sign
- Other Expenditure: FLO invoice \$86K cash flowed only \$45K
- Non Budget Expenses: no budget – offset by Non Budget revenue

Summary of areas over budget:

- Parent Contributions: received \$4,899 less than cash flowed
- Salaries: Tchs \$28,203 Ancillary \$14,631 & TRTs \$33,175 more than cash flowed. T4 2018 and T1 & T2 2019 TRT reimbursements have come through on Sept RES – total \$169,104
- Site Funded works: LED lighting upgrade \$32,243 journal from Grant: Sustainable Schools Program – not cash flowed
- Non Budget revenue: no budget lines – offset by Non Budget Expenses
- Non Budget Expenses: no budgets – offset by Non Budget revenue



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)**
M&S Year to Date Revenue

Sept:

• M&S	\$ 374,885
• School Card	\$ 66,363
• M&S previous years	\$ 13,490
• Waive Non Legal Amount	\$ - 67,761
Total	\$ 386,977

UNIFORM

Sept Sales	\$ 2,182.00
Expenses	\$ 1,351.26

YTD Sales	\$ 77,609.00
Expenses	\$ 38,638.00

<u>Surplus</u>	<u>\$ 38,971.00</u>
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Canteen

The following reports for September were tabled and discussed at Finance Committee Meeting today (29/10/19):

- Profit and Loss statement and Balance Sheet
- Period 9 shows a Surplus \$3,999.41 and a YTD Surplus \$12,249.91

The Governing Council notes that the year to date result is in Surplus \$12,249.91 and the Principal and Business Manager will continue to monitor the Canteen's viability and will report again to next GC meeting.

Reports accepted: Moved: Peter Lange Seconded: Belinda Haeft

2. Budget Adjustment – New Sign

Budget of \$38,695 was against Facility Improvements E-ZZF-7121-0002

Purchase is \$38,695 needs to go against Asset Line A-ZZF-2560

Therefore, we need to decrease Facility Improvements E-ZZF-7121-002 \$38,695 and increase the budget of Asset – Improvements A-ZZF-2560 to \$38,695

The SRC will contribute \$8,000 from their 2019 budget for the sign. The budget line E-SGR-7121 will be reduced by \$8,000 at the end of 2019 to allow for the contribution. These funds will then go back into the school's general revenue.

Moved: Bernadette Patterson

Seconded: Tarnya Patterson

3. Submissions – Finance Meeting met today to discuss

4. Materials and services charge

The Watermark Notice for the Materials and Services Charges of \$480 for 2020 was verified by the department in September (see below). Parents were invited to attend the GC Meeting on 29 October where the proposed Materials and Services Charges were discussed. 1 parent attended (Vanessa Gaston) after reading the invitation in the newsletter and daymap message.

Motion: The Governing Council approves the 2020 Materials & Services Charge recommended by the Principal. The Materials and Services Charges of \$480 with the Standard Sum \$322 and Non Legal Amount \$158

Moved: Luke Rothe Seconded: Peter Shute

5. Polling.

The Governing Council discussed further the polling process.

Motion: The Governing Council approves to proceed with the Polling process as recommended by the Principal.

Moved: Luke Rothe Seconded: Peter Shute

6. Bad Debts

The Governing Council approves the write off of 13 bad debts totalling \$4,055.12 in accordance with the recommendation of the Principal.

Moved: Peter Shute Seconded: Peter Lange



Government of South Australia
Department for Education

Nuriootpa High School - 0788		
Notice of Materials and Services Charges for 2020		
Notice of Charges for Years 8 To 12		
HEADING	ITEMS AND SERVICES	COST (\$)
Printed and electronic materials related to the educational program and which are provided for the student	Workbooks	\$0.00
	Text Book Hire / E-Book Access	\$50.00
	Photocopied Material	\$65.00
	SUBTOTAL (ZPREM)	\$115.00
Stationery items that are provided for the student	Stationery Items	\$0.00
	Other [please Specify]	\$0.00
	Other [please Specify]	\$0.00
	SUBTOTAL (ZSTAT)	\$0.00
Materials and Services that are provided by the school for the student to consume or use the materials or take ownership of a finished article produced by the student with the materials	Access to Student Information Technology	\$95.00
	Access to Machinery	\$0.00
	Access to Equipment	\$0.00
	Curriculum/Subject Supplies and Services	\$260.00
	Other [please Specify]	\$0.00
	Other [please Specify]	\$0.00
	SUBTOTAL (ZACMS)	\$355.00
Materials for inclusion in the school library and to enable use by the student	Library resources including access to borrowing library resources	\$10.00
	SUBTOTAL (ZACLI)	\$10.00
Total Materials and Services Charge (excluding Subject Charges)		\$480.00

These subject charges are in addition to the Materials and Services Charge above for those students undertaking the following subjects.

Subject Description	Cost (\$)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

NURIQOTPA HIGH SCHOOL - Company 1 (Current Year - 2019)
Budgetary Position - Budget Area Details

Aug - 2019

		Opening Balance:			910,884			910,884		
		Opening Balance:			910,884			910,884		
INCOME	(Variance = Actuals - Budget)	CURRENT MONTH - Aug			YEAR TO DATE - 2019			END OF YEAR FORECAST		
		Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
RESOURCE ENTITLEMENT STA		987,876	1,100,114	112,438	8,390,245	8,744,503	345,258	12,838,787	13,189,045	349,258
PARENT CONTRIBUTIONS		53,899	12,225	(41,774)	342,858	350,945	16,087	443,788	459,875	16,087
OTHER INCOME SOURCES		1,584	6,501	4,917	31,939	108,549	76,610	41,800	118,410	76,610
NON BUDGET REVENUE		0	47,447	47,447	0	468,545	468,545	0	468,545	468,545
ACCURED RECURRENT FUNDIN		0	235	235	0	98,098	98,098	0	98,098	98,098
TOTAL INCOME		1,043,259	1,166,521	123,263	8,770,042	9,778,540	1,008,597	13,325,375	14,333,972	1,008,597
EXPENDITURE	(Variance = Budget - Actuals)	CURRENT MONTH - Aug			YEAR TO DATE - 2019			END OF YEAR FORECAST		
		Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
SALARIES		878,656	960,657	(81,001)	7,469,949	7,708,012	(238,062)	11,421,277	11,659,340	(238,062)
CURRICULUM MAINTENANCE		74,039	39,785	34,843	448,785	403,558	45,228	589,885	524,658	45,228
ADMINISTRATION		10,837	9,621	1,215	73,349	58,242	15,106	105,300	90,194	15,106
SITE FUNDED WORKS		1,767	33,128	(31,362)	9,143	41,302	(32,159)	44,663	76,822	(32,159)
FACILITIES		4,379	3,588	792	56,933	41,068	15,865	65,837	49,972	15,865
UTILITIES & MAINTENANCE		49,408	38,884	10,524	365,443	284,090	81,353	549,541	468,188	81,353
OTHER EXPENDITURE		111,022	29,609	81,413	699,306	399,731	299,575	1,053,987	754,412	299,575
NON BUDGET - EXPENSES		0	6,628	(6,628)	0	193,291	(193,291)	0	193,291	(193,291)
TOTAL EXPENDITURE		1,131,707	1,121,911	9,796	9,122,909	9,125,295	(6,386)	13,810,490	13,816,876	(6,386)
NET TOTAL		(88,449)	44,611	133,059	(352,866)	649,345	1,002,211	(495,115)	517,096	1,002,211

Cancelled Cheque Adjustment: 50
Closing Balance YTD: 1,560,279
Closing Balance Forecast: 1,427,980

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

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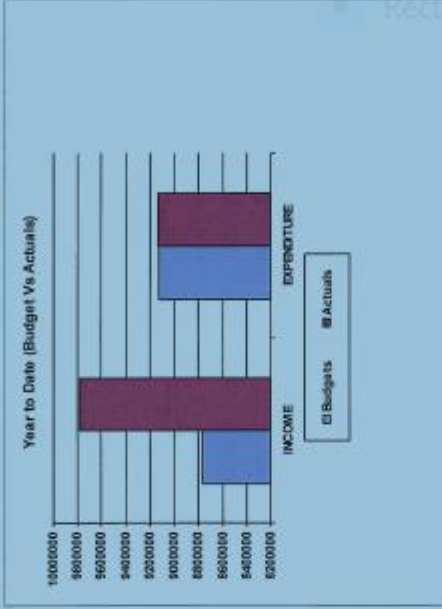
Cash at Bank	40,841	1,560,279
Add: All Investments	1,519,438	
Add: P21 Accrued	82,583	
Add: Prepayments	0	
Add: Receivables	110,587	
Less: Payables	43,235	
Less: Liabilities - ShortTerm	(11,180)	
Less: Liabilities - GST	(7,838)	
Less: Committed Investments	13,928	

Closing Balance:

1,715,403

Purchase Order Commitments
Liabilities - Long Term
Reserves

37,216
0
0



NJURIOOTPA HIGH SCHOOL - Company 1 (Current Year - 2019)
Budgetary Position - Budget Area Details

Sep - 2019

INCOME (Variance = Actuals - Budget)		CURRENT MONTH - Sep			YEAR TO DATE - 2019			END OF YEAR FORECAST		
		Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
<i>received more than expected</i>										
RESOURCE ENTITLEMENT STA		987,678	1,162,441	174,765	9,382,921	9,905,944	524,022	12,839,787	13,363,809	524,022
PARENT CONTRIBUTIONS received less than cost of services		32,931	28,032	(4,899)	375,789	386,977	11,187	443,788	454,975	11,187
OTHER INCOME SERVICES		1,584	4,009	2,425	33,523	112,558	79,035	41,800	120,835	79,035
NON BUDGET - REVENUE		0	25,719	25,719	0	494,264	494,264	0	494,264	494,264
ACCRUED RECURRENT FUNDING		0	(137,040)	(137,040)	0	(38,942)	(38,942)	0	(38,942)	(38,942)
TOTAL INCOME		1,022,191	1,083,161	60,969	9,792,233	10,881,800	1,089,567	13,326,375	14,394,942	1,068,567
EXPENDITURE (Variance = Budget - Actuals)		Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
<i>Trans over 828,203 \$</i>										
SALARIES		879,656	965,664	(76,008)	8,349,605	8,663,676	(314,070)	11,421,277	11,735,348	(314,070)
CURRICULUM MAINTENANCE		58,905	41,396	17,518	507,690	444,945	62,745	559,885	507,140	62,745
ADMINISTRATION		10,872	11,684	(812)	84,221	89,926	14,295	105,300	91,005	14,295
SITE FUNDED WORKS		9,605	(32,163)	41,768	18,748	9,119	9,629	44,663	35,034	9,629
FACILITIES		3,304	19,193	(15,889)	50,237	80,261	(24)	65,837	85,861	(24)
UTILITIES & MAINTENANCE		49,408	30,635	18,774	414,852	314,725	100,127	549,541	448,415	100,127
OTHER EXPENDITURE		109,272	127,944	(18,672)	808,578	527,675	280,903	1,053,987	773,084	280,903
NON BUDGET - EXPENSES		0	2,376	(2,376)	0	195,667	(195,667)	0	195,667	(195,667)
<i>offset non budget</i>										
TOTAL EXPENDITURE		1,121,022	1,156,699	(35,677)	10,243,931	10,285,994	(42,064)	13,810,490	13,852,653	(42,064)
NET TOTAL		(98,831)	(73,539)	25,292	(451,697)	575,806	1,027,503	(486,116)	542,389	1,027,503

Cancelled Cheque Adjustment: Closing Balance YTD: Closing Balance Forecast:

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

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FUNDS AVAILABLE RECONCILIATION

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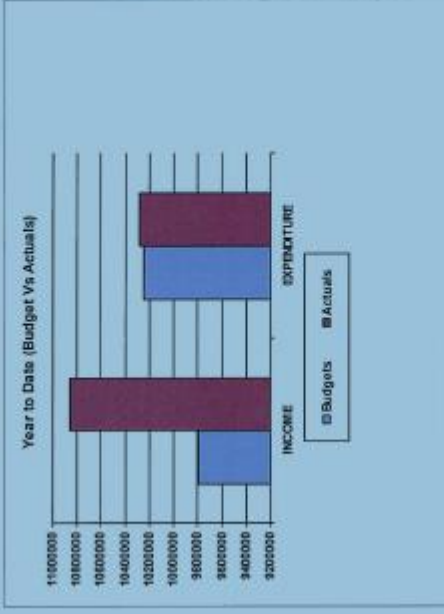
Cash at Bank	77,427	1,488,005
Add/ All Investments	1,410,578	
Add/ P21 Accrued	219,723	
Add/ Prepayments	0	
Add/ Receivables	71,928	
Less Payables	37,671	
Less Liabilities - ShortTerm	6,491	
Less Liabilities - GST	(15,645)	
Less Committed Investments	13,942	

Closing Balance:

1,737,197

Purchase Order Commitments
Liabilities - Long Term
Reserves

52,578
0
0



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

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APPENDIX 2: PRINCIPAL'S REPORT

Year 12s

This Friday is the last official school day for our Year 12s. On Wednesday we had a successful whole school assembly to farewell the students and wish them well. It was great to hear from 3 of the students. The formal graduation assembly is on Friday evening. The Disability Unit Graduation is on Thursday of this week. The FLC graduation is on December 4th.

Congratulations to Trent Heneker on winning the **Public Education Award for School and Preschool Support**. *This award recognises outstanding support staff members in a school or preschool setting. It honours the outstanding contributions of individuals whose roles ensure a high functioning site and learning environment. It rewards the inspirational efforts of those who manage operational functions and support the educational goals, development and wellbeing of children, young people and their families.*



A deserving recipient.

Electronic Sign

Our electronic sign went live on Friday of week 1. It was great to have the Year 12 SRC students and Jayne Pfeiffer from the Soroptimist Club on-site when it went live. The Year 12s were so pleased to finally see this come to fruition. Thanks to Ann-Marie for her work in researching the sign and getting council and state government approval and to the grounds persons who have done much to get it to happen.

Staffing Update Term 4, 2019

Jo Hudson and Ann and Mark Reincke have returned from LSL.

Ryan Bray is replacing Richard Clarridge while he is on LSL for 5 weeks.

Nev Saint has returned this week.

Ally Dennis and Donna Mullins have gained permanency as SSOs –they have been in the same role for 3 years.

Kate Skarstrom has won the position of 30 hours per week in the Disability Unit this term.

Michael Slade continues with us in the Disability Unit and Mainstream classroom support.

Staffing Update 2020

Penny Chancellor has won the Assistant Principal, VET and SACE, responsible for Years 11 and 12. We welcome Penny to our school from Kapunda High School where she is currently an Assistant Principal in VET and FLO.

Jenelle Draper has won the one-year position of Assistant Principal, Special Needs.

Jen Williams has won the Year 11/12 coordinator position for 3 years.

Panels are currently in process through external adverts for the Coordinator Years 9 and 10 and Coordinator Special Needs (Disability Unit and Special Class). The position for Female Wellbeing Leader is currently advertised, closing 27/9/19.

Internal panels are now in process for the Years 8 and 11 Year Level Managers and a range of SSO positions.

The Wine Manager, Sports Manager and Aboriginal Education Teacher positions are about to be advertised – PAC are finalising J&Ps.

Congratulations to Ruth Bedford who has won a teaching position at Botanic High starting next year. We wish her well and will miss her – but it is a great opportunity to work at a different school.

Vineyard update

After kindly receiving a donation from Nick Dry, at Yalumba Nursery of 250 Shiraz rootstock vines, the 8 rows(1 extra row than last year), have been planted successfully with the keen assistance of some Wine and Vine students and



Trent. The planting rig was kindly donated for use by Steven Stoll. New submain, risers and valves were installed (irrigation underground pipes) by Graetz Irrigation, and dripper tube and wires and stapling up has occurred, dripper tube connected to risers and watering is happening at full capacity. Great work!

One Plan – Executive are continuing to look at any work they can do this year. The Disability Unit staff are continuing their work in this area – they have had a session on Monday October 21st and will do another session on our Pupil Free Day.

Next Pupil Free Day – Monday November 25th – we are currently developing the program. The last Pupil Free Day with Stephen Graham was a huge success. Staff found the day productive and immediately looked at how they could develop and improve their scaffolding of writing tasks.

Progress against Site Improvement Plan



WRITING

Goal: Increase the Writing achievement of our year 8 students

WHOLE SCHOOL

1. Continued focus on Tier 3 Words at staff meetings.
2. Pupil Free Day with Stephen Graham with a focus on Writing. This will now inform our work for term 4. There was an instant energy by staff to look at how they could use this information.
3. Knowing Your Students via their Data – staff continue to be encouraged to look at the data on DayMap about their students and use for planning and programming
4. Agreed to continue the focus on Writing and persist with task development and scaffolding of writing tasks.

ENGLISH FACULTY - BRIGHTPATH

Second narrative for each student has been uploaded – awaiting feedback on moderation and then will be able to have data re improvement for students.

HASS FACULTY – BRIGHTPATH

Year 8 Geography/Business teachers are in the process of administering the Brightpath persuasive essay and History/Civics teachers (team) are in the process of uploading and internally moderating their tasks.

NAPLAN DATA ANALYSIS:

Cohort Data: 188 students undertook NAPLAN

17 students were absent , 8 students were Exempt, 15 students were withdrawn

GENERAL NAPLAN ANALYSIS

- 37 students achieved a High Band with 9 of these students achieving High Bands in Reading and Numeracy
- Of the 4 Aboriginal students, 1 achieved High Bands in both Reading and Numeracy and 3 were absent or withdrawn for both tests.
- Of the 79 students who did not achieve SEA:
 - 24 were withdrawn or absent for both Reading and Numeracy
 - 7 were absent for one of the tests
 - 12 were below SEA in Reading
 - 19 were below SEA in Numeracy
 - 17 were below SEA in both Reading and Numeracy

Reading:

- Highest % of students achieving SEA ever
- High bands – 12% - area of work
- 40 students (24%) had a decrease in progress achievement; 113 (69%) maintained their progress and 9(7%) increased their progress against their year level. This is the lowest decrease and highest maintenance over the last 5 years.

WRITING In 2019

- We had 62% of our students at SEA and above – nationally this statistic was 61%.
- Our growth was 25% low, 55% medium and 20% high – we would be aiming for a higher growth in 2020.

PDPs

All staff are preparing to have their final PDP meeting for 2019 in term 4.

NUMERACY

Goal: Increase the Numeracy achievement of year 8 students

WHOLE SCHOOL

On hold while focus is on Writing – looking for a presenter to introduce to the whole staff in 2020

ADDRESSING MISCONCEPTIONS

At Year 8, Numeracy classes continuing to address Misconceptions in Fractions and Percentages.

TRACKING AND MONITORING SIP

Tracking and monitoring SIP is continuing with Executive Team – will move to Leaders' agenda when appropriate

NAPLAN DATA ANALYSIS:

Numeracy:

- 67% of Year 9 students achieved SEA – highest was 2018 with 71%
- High Bands – 9% - identified area of work
- 45 students (27%) had a decrease in progress achievement; 110 (67%) maintained their progress and 9(5%) increased their progress against their year level. The decrease is around the lowest for the 3 of the 5 years and equal highest maintenance over the last 3 of the 5 years.

APPENDIX 3: 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:

- 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.

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.



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:



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.