

**NURIOOTPA HIGH SCHOOL
GOVERNING COUNCIL MEETING**

Agenda

Tuesday May 11th 2021 – 7:00pm in Languages Building

Members: Tarnya Eggleton, Karen Underwood, Peter Lange, Monique Lloyd, Donna Baumann, Paula Brennand, Sonya Carmody, Belinda Haeft, Pricilla Heidenreich, Daniela Hongell, Kelly Neldner, Jodie Marshall, Bernadette Blatchford, Gary Pentland, Russell Johnstone.

Staff: Gerri Walker, Penny Chancellor, Melissa Rogers, Ann-Marie Ward.

SRC: Cody Parham, Elli Nottle.

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: Monique Lloyd

Members present: Tarnya Eggleton, Peter Lange, Monique Lloyd, Donna Baumann, Belinda Haeft, Pricilla Heidnriech, Daniela Hongell, Kelly Neldner, Gary Pentland, Russel Johnstone, Gerri Walker, Penny Chancellor, Melissa Rogers, Ann-Marie Ward, Cody Parham, Elli Nottle

Welcome

- 1. Apologies:** Sonya (resignation), Jodie Marshall, Bernadette Blatchford, Karen Underwood, Paula Brennand
- Tarnya acknowledged the resignation from Governing Council of Sonya Carmody and thanked her for her many years of commitment to Governing Council.

2. Minutes from previous meeting 16 March , 2021

Accepted - Moved: Gary Pentland **Seconded:** Melissa Rogers

3. SRC Report: see Appendix 1 – to be tabled at meeting

- Resilience/Well being program - currently being trialled. Gerri to send link to podcast - to be emailed out.
- SRC continue to research options for cost effective water fountains. Suggested to apply to SA Water however they are no longer providing grants for efficient water fountains. Any other ideas for funding?
- Bin use – Grounds and Maintenance staff have spoken to SRC in regards to previous interventions. SRC to conduct a student survey to determine why the bins aren't being used correctly. Ideas suggested included:
 - *Detention students to pick up.
 - * House teams to have separate bins and make a competition out of which team collects the most.
 - *Speaking to Angaston recycling around can/bottle collection and incentives to use the money.

4. New Council

- **Introduce ourselves**
- Look at our roles – See Appendix 4 – ***deferred to next meeting due to absences***
- Group Norms – Code of Conduct on DECD website (Appendix 6). ***Can all members have a think about what they would like. Tarnya to send through SA Health's Code of Conduct for distribution.***

5. Learning Session : Focus on SACE and VET

- Penny Chancellor – to email presentation and link to DECD website for distribution
- If you would like a specific learning session please let Gerri know.

6. Business Arising from Minutes

Item	Response
Year 7 to High School	<ul style="list-style-type: none">• Letter sent to Governing Council of feeder primary schools – refer to Appendix 5• Newsletter article (part of principal letter) sent to feeder schools to add to their newsletter• Gerri to gather 'vibe' from other principals at partnership meeting – nothing new that has not been discussed• Governing Council representatives at Open Days on site Week 9

Traffic on roads adjacent to school	Feedback from Working Party: Karen Underwood, Kelly Neldner, Donna Baumann, Paula Brennand, Ann-Marie Ward, Gary Pentland, Russell Johnston and Gerri Walker. Have met with Stephan Knoll and Ashton Hurn – they are following up with the local council.
Constitution Change	Community members – next steps <ul style="list-style-type: none"> • Other community members – ideas? <ul style="list-style-type: none"> • Indigenous community member - • Barossa Indigenous Group Pricilla H to contact them for interest – to be followed up • Local MP • Penny Chancellor to contact Foundation Barossa - to be followed up
Daymap App	Any questions about this from families? Some reports that the app is requesting on-going login. Parents to email Gerri with current issues to be forwarded to Andrew Dickinson for follow up
Behaviour Management Policy	Draft policy was taken to staff – feedback collated. The draft policy is based on the department's template. Andrew Dickinson is taking back to staff at Week 6 Staff Meeting
Name tags to be organised after AGM – Ann-Marie	To be distributed at tonight's meeting – If you do not currently have a name tag please contact Ann-Marie
Working with Children Check	Ann-Marie still following up with a member
Yr 7toHS build – DfE to conduct an audit for student toilets	We will be receiving 3 toilets with the 2 x 4 dual classrooms

7. Finance Report –See Appendix 2

Note Summary of Period 3 not Period 2 Financial Performance. Yearbook in twice – to be amended.

8. WH&S

Item	Response
NIL	

9. General Business

Item	Response
Year 7 to High School Update Staffing Update Teachers <ol style="list-style-type: none"> 1. Central Office have approved the 16 permanent vacancies developed by the PAC. I want to thank the PAC for their work – the descriptors that were developed gained positive feedback from our staffing officer. 2. These vacancies were advertised Thursday week 2 3. Andrew and I will chair these panels – AEU is now nominating their representative on each of these panels. 4. Further contract positions will be declared later in the year – there is a possibility of another round of permanent vacancies but central office is unsure about this. Leaders <ol style="list-style-type: none"> 1. The Arts and English leaders – advertised and closed 29th April. Panels have begun. 2. Years 9 and 10 Leader – advertised – closes 13th May All teacher and leader panels must be completed by the end of this term.	

Non-curriculum SSOs

1. Ann-Marie to complete budget – awaiting final RES (Resource Entitlement Statement) for 2021.
2. Personnel Advisory Committee (PAC) to look at funds available and how to use these funds for 2022 and then 2023 (note we will need to consider the impact of the double cohort year in 2022). We are also considering what jobs require additional support for 2021.

Curriculum SSOs

3. Now that Inclusive Education Support Program (IESP) funds are fixed for the next 2 years, Ann-Marie is finalising this area and will take to PAC.

Other staffing considerations due to increased students to be considered by PAC.

Curriculum Planning and Student Learning

- ongoing faculty work in this area – will be focus of this term's Pupil Free Day
- Weeks 4 and 7 of terms 2 and 3 – primary school teachers will join secondary teachers in faculty areas

Facilities Planning - refer to Appendix 6 for a map

At the Year 7 to HS Buildings Meeting Tuesday, week 1, term 2 the following information was provided.

Hospitality Centre (HC)

- Roofing and external cladding will be complete this week
- Aluminium windows are installed
- First fix services commence this week

Multipurpose Building (MPB)

- Slab has been poured
- Storm water complete by the end of the week
- Structural Steel ongoing
- Pump station installed
- External wall framing and roofing to follow on from Structural Steel

Technical Studies (TS)

- Slab has been poured
- Structural steel complete
- External wall framing complete
- Brickwork and roofing to commence this week

Additional Facilities

70k security upgrade – request in with DECD and this will reduce the contingency funds

4 x Dual Buildings has now become 2 x 4 Buildings

- Buildings 15 and 34 – (Rooms 15 – 17 and Old Ag Rooms) – soil samples were taken in week 2 – cutting holes in the floor to check for contamination. These tests take 4 weeks for results.
- Buildings will be removed during the July school holidays – need to empty these and have ready for this to happen. Sheds and their concrete bases adjacent to these existing buildings also have to be removed by the end of the July school holidays. Buildings and Grounds Committee have agreed to ask for community interest in removing the sheds.
- Glass divide between rooms in each

New Dual Disability Unit

- During the holidays the department discovered that they have tendered the building bigger than the existing building so this will

PAC are looking at double cohorts and SSO time additional requirements.

Noted that the tree located near the new building will need to be removed. Also noted that DECD has been contacted in regards to a safety screen being placed on the second floor of the resource building to negate the safety risks.

impact on the amount of play area between the two buildings and the new building will 'jut out towards the carpark' so the fence on the Eastern Oval side will remain aligned.

- We have developed a solution to allow the students in the new Disability Unit to still have independent access to the mainstream school. We do not want these students to have to get a staff member to unlock a gate for them. The solution needed to ensure that the students who need to remain within the fenced area did not have access to the mainstream part of the school without a staff member support.
- Building to be built at old Holden site, deconstructed and put back together on site July School Holidays
- Sheltered area for Year 7's – 7 things out of scope of build including pavers and shade structures. If we lose the 70k security system that will be difficult to do. 8 classrooms to be Home Group for year 7s with 2 other rooms possibly needed. No issues with trade or material supplies. Slight delay due to the Sump needed to be moved otherwise on time.

Home Ec Upgrade

- New tender documents are currently being prepared as the project was deemed to be 'splitting' so it now has to happen as one tender

Teacher Offices

- We are currently mapping where teachers are currently located and possible new teacher stations. We will continue to work on this to get places for all teachers

Unbudgeted Items for the Buildings

- We have asked leaders to identify any unbudgeted items so that we can determine what is needed and how to fund it for 2022. We will bring the final proposal to Finance and then Governing Council in week 8 to seek approval. We will be seeking access to SASIF funds to accommodate this.
- Furniture, Fittings and Equipment (FFE) funds for build - this was \$200,000 – we have consulted with leaders and submitted a proposal to central office for \$199, 632. Note that within these funds we have not been allowed to purchase blinds.
- We will need to purchase furniture soon to ensure it is available on day 1 next year. Storage will be an issue.

Budget Planning for 2022 – Ann-Marie has begun a very draft budget as noted above. In addition, Ann-Marie and I have begun meeting weekly (in addition to our regular meetings) to continue this work. The current topics we are discussing include:

- ICT requirements for the new buildings – the ICT Exec met this week and are proposing TVs rather than projectors
- Working with the groundsmen on re-locating their 'office area'
- Storage once transportable buildings moved

School Community - Anne Barclay, Jenelle Draper, Andrew Dickinson and myself have developed a Partnership Transition/Orientation of Year 6/7 students, Transition/Orientation of Year 6/7 ATSI students and Students with Additional Needs.

Andrew Dickinson is leading the Partnership Working Party developing a process for Continuity of Learning Areas – as noted above in weeks 4 and 7, meetings with primary and secondary teaches in learning areas.

SIP: Progress – next meeting	
Data for 2021 – end of semester 1 and 2 – on hold <ul style="list-style-type: none"> • Bullying and Harassment • Suspension and Exclusion • Complaints 	

10. Reports/Committees

- *Chairperson Report: see Appendix 3*
Tarnya to send documents from VET pathways information course. Main takeaways were
*What resourcing is available to implement changes to VET?
*How do we as a parent group value VET courses and encourage students to take this VET pathway?
*How do we promote this to students and families?
Moved: Penny Chancellor **Seconded:** Daniela Hongell
- *Principal report – refer to Appendix 4*
Moved: Donna Baumann **Seconded:** Kelly Neldner
- Subcommittees:

Committee	Report
Canteen Committee Meet week 5 on a Tuesday Pricilla Heidenreich	Faye Rothe appointed Casual part time employee 10 ½ hpw
Uniform Committee Anne Barclay, Ann-Marie Ward, Belinda Haeft,	New jacket: Small order has been placed
Finance Committee Meet on the afternoon before Governing Council meeting – Peter Lange, Tarnya Eggleton, Gary Pentland and Amy Heinicke	Refer to Appendix 2
Wine Committee Peter Lange & Gerri Walker	Met in week 2. Key points were: <ul style="list-style-type: none"> • 12 – 13 tonne crush – wines made shiraz, cabernet and ruby port • Very generous donations by local growers • Wine is showing excellent colour • Support of Treasury, Fiona Donald (mentoring), CCL labels, Vinpac, wine mentor Dominic (Penfolds) and Richard Mattner makes the program successful • Acknowledge work of David Bowley as Wine Manager – outstanding – strongly supported by Josh Bottrall (Ag Faculty Leader) • Looking at other avenues for wine sales • Will do interrow planting
Building and Grounds Committee Belinda Haeft	Refer to Building Works above
Fundraising Committee Karen Underwood Suggestion from Motorcycle Club on March 13 & 14 th Saturday and Sunday morning breakfast – bacon & egg roll / BBQ style breakfast. Karen willing if we can get 6 member 7/or SRC to provide support. Ann-Marie to put it forward to Arlon/Emma to bring back to GC next meeting. Ann-Marie to forward Lions/Rotary information to Karen so that she can contact them. Another option is Lions/Rotary to help.	Postponed until November

Governing Council agree to go ahead. Halena, Kelly, Belinda, Ann-Marie, Peter, Andrew, Gerri, Peter	
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11. New Business

Task	Person Responsible/Result
NIL	
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12. Correspondence

- South Australian Association of School Parent Communities Inc – invoice received for membership – Ann-Marie to look into whether this needs to be paid as it was discussed by previous members that it has not been required previously
- Parents Say Magazine x2 – distributed to members

13. Any Other Business - NIL

14. Actions from Meeting

Task	Person Responsible/Result
Resilience/Well-being project podcast to be distributed	Gerri/Monique
Review of Council Roles and Group Norms	All
SA Health Meeting Code of Conduct to be distributed	Tarnya/Monique
SACE/VET presentation to be distributed	Penny/Monique
Follow up Community Membership – Barossa Indigenous Group and Foundation Barossa	Pricilla/Penny
Vet Pathways Information session – Information to be distributed	Tarnya/Monique

15. Meeting Closed at 9pm

Meeting Dates for 2021

- 15th June
- 2nd August
- 7th September
- 25th October
- 30th November

APPENDIX 1: SRC REPORT

Casual Days:

On Friday of Week 5 we will have a non-themed casual day, the money of which will go towards some new water fountains that we are looking at implementing throughout the school. Our other casual day this term will be Friday of Week 9. It will be a Pyjama themed day, and we will be selling garlic bread. At this point in time the money raised will go towards our world vision child.

Main Project:

We have decided to create five focus group so that we can easily pick up and keep track of tasks. We have split them into student voice and fundraising, blue gums, bins and recycling, wellbeing, and water fountains.

- The student voice group will focus on connecting with the outer cohort and getting their opinions. Some options to improve this include adding a questions box on the Nuri BYOD portal.
- The blue gums group will focus on creating the blue gums into a better learning environment that students and teachers can use. Ways to improve this include adding defined paths and surveying teachers about what some ideas might be.
- The water fountain group will be focusing on researching and choosing a fountain that will be cost efficient and best for the students and staff. We are really looking forward to this and hope that it will help push the sustainability side of our projects.
- The bins and recycling group will be focussing on hopefully improving the rubbish issue that we have at the school. We have some ideas floating around such as painting the bins as clear rubbish and recycling colours and trying to make sure that all students know which is which, though these ideas are still pretty early and undefined.
- The wellbeing group will focus on the physical and mental side of wellbeing with students. We are starting to look at programs that could be introduced to the school to benefit the students. Miss Perry and Mr Hall have introduced us to program which we are trialling, where at the end of each day each individual member writes in a book 3 things that they are grateful for or if something good happened that day. The purpose is to change our negative outlooks into something positive as humans tend to focus on the negatives. Mrs Perry and Mr Hall got the idea from the resilience project which they were both very inspired by when they came across it.

APPENDIX 2: FINANCE REPORT

The following reports are tabled and discussed at Finance Committee Meeting 11/5/21:

- Profit and Loss statement Period 3
- Balance Sheet Period 3

CANTEEN: PERIOD 3:

ACCOUNT	MARCH AMOUNT \$
SASIF	\$ 71,860.38
Cash at Bank (Cheque Account)	\$ 17,765.30

SUMMARY OF FINANCIAL PERFORMANCE

Period 3 shows a Surplus of \$4,197.04 and YTD Surplus \$4,898.01

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

SCHOOL: PERIOD 3

MARCH

ACCOUNTS AS END OF MARCH	
SASIF NHS	\$ 1,916.859.17
SASIF TTC	\$ 241,122.56
Cash at Bank (cheque Account)	\$ 253,508.49
Accrued Recurrent Funding: DFE owed NHS	\$ 192,342.93

GRANTS	
FLO	\$ 196,842.50
SSO Supplementation	\$ 1,435.17
Beginning teachers support	\$ 10,753.16
IESP Category 1	\$ 32,994.92
IESP Category 2	\$ 2,041.62
IESP Category 3	\$ 921.46
IESP Category 4	\$ 5,167.08
IESP Category 5	\$ 1,650.84
IESP Category 6	\$ 9,119.07
IESP Category 8	\$ 12,207.46
IESP Category 9	\$ 5,314.08
Inclusive Education Support Transition	\$ 884.25
National Day of Action against bullying & violence	\$ 500.00

SUMMARY OF PERIOD 3 FINANCIAL PERFORMANCE

Period 3 shows a Deficit \$56,571.70 and a YTD Surplus \$951,392.00

Other Revenue in Period 2 (items over \$1,000 listed):

Science - student charges	\$ 1,502.52
Year 8 camp	\$ 6,436.00
Science excursion	\$ 1,601.75
Auto excursion	\$ 1,480.00
Laptop loans	\$ 1,420.00
VET	\$ 3,286.23
SRC BBQ catering	\$ 1,246.00
Grant: Barossa Council Youth Expo	\$ 1,000.00
Grant: Barossa Council FLC	\$ 1,000.00
Uniform sales	\$ 4,631.86
Photo commission	\$ 2,746.00
Wine sales	\$ 2,606.01

Notable spending (over \$1,000) includes:

Vis Art consumables	\$ 3,733.76
VET innovations	\$ 1,500.00
Pastoral Care worker consumables	\$ 1,000.00
Resource centre resources	\$ 1,741.36
Curriculum Submission : Vis Arts	\$ 1,040.00
Curriculum Submission : PE	\$ 5,150.00
Home Ec consumables	\$ 2,881.33
PE consumables	\$ 1,546.27
Sport consumables	\$ 1,851.96
Inclusive Education consumables	\$ 3,432.62
VET	\$ 8,336.48
Learning Support	\$ 1,082.80
Flo Case management	\$ 79,100.00
Ag consumables	\$ 2,138.76
Ag resources	\$ 1,058.71
Ag Livestock & Show club	\$ 1,664.18
Science consumables	\$ 4,634.39
STEM Scholarship Zoe Henderson	\$ 1,959.99
Auto consumables	\$ 1,129.48
CAD consumables	\$ 2,145.17
Metal consumables	\$ 3,707.65
Electronics consumables	\$ 3,013.55
Electronics resources	\$ 1,859.54
FLC	\$ 1,038.04
Admin minor equipment	\$ 3,375.26
Grant: Aust Schools Plus (FLC)	\$ 2,454.55
Grant: Student Led Bullying projects	\$ 1,339.86
Info Systems – computer replacement	\$ 2,873.00
Info Systems - licences	\$ 1,500.82
Printing – copier costs	\$ 1,514.93
Printing - Admin/YLM	\$ 1,579.70
Student ID Cards	\$ 5,358.00
Yearbook 2020	\$ 5,300.00
Freight	\$ 1,601.55
Postage	\$ 1,967.38
Cleaning Exp/Toiletries	\$ 1,300.00
Grant: STEM Works	\$ 24,803.18
Facilities: Machinery maintenance	\$ 1,589.32
Bank Charges	\$ 1,357.32
Excursion - Sport	\$ 2,132.38
Excursion - Science	\$ 2,476.00
Excursion – Outdoor Ed	\$ 1,251.45
Yr 12 Sports Day tops	\$ 2,918.18
Yr 12 Formal 2020	\$ 1,636.36

GC Report: See Report attached below

**** Variances to budget for March**

Under Budget

- RES: Global Budget – received \$8,956 less than expected
- Salaries: Tchrs underspent \$1,620 TRTs over \$30,876 & SSOs over \$4,989 than what was cashflowed.
- Curriculum Maintenance: general savings
- Administration: general savings

- Site Funded works: no expenses
- Facilities: general savings
- Other Expenditure: general savings

Over Budget

- Parent Contributions: received \$12,039 more than cash flowed
- Other Income sources: received \$523 more than cash flowed
- Utilities & Maintenance: some savings & some lines over spent \$3,809 : Machinery repairs \$1,589 and cleaning costs \$1,443

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

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

Period 3 overall Revenue received was more than cashflowed and Expenses were less than what was cashflowed.

Parent Contributions: Materials and Services Charges Budget

NURIOTPA HIGH SCHOOL - Company 1 (Current Year - 2021)									
Budgetary Position - Account Details									
Mar - 2021									
PARENT CONTRIBUTIONS - INCOME	CURRENT MONTH - Mar			YEAR TO DATE - 2021			END OF YEAR FORECAST		
Account Name (Description)	Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated	Variance
L-ZS-3540 (SCHOOL CARD GRANT)	0	0	0	0	0	0	73,416	73,416	0
R-ZS-6410-0010 (FEE - M&S CHARGE 2012)	0	0	0	0	15	15	0	15	15
R-ZS-6410-0012 (FEE - M&S CHARGE 2013)	0	0	0	0	57	57	0	57	57
R-ZS-6410-0014 (FEE - M&S CHARGE 2014)	0	40	40	0	43	43	0	43	43
R-ZS-6410-0016 (FEE - M&S CHARGE 2015)	0	50	50	0	175	175	0	175	175
R-ZS-6410-0018 (FEE - M&S CHARGE 2016)	0	6	6	0	6	6	0	6	6
R-ZS-6410-0024 (FEE - M&S CHARGE 2019)	0	0	0	0	264	264	0	264	264
R-ZS-6410-0026 (FEE - M&S CHARGE 2020)	0	100	100	0	3,054	3,054	0	3,054	3,054
R-ZS-6410-0028 (FEE - M&S CHARGE 2021)	40,629	56,907	16,279	142,629	291,549	148,920	388,800	537,720	148,920
R-ZS-6410-0029 (WAIVE M&S GAP 2021)	0	(3,875)	(3,875)	0	(23,095)	(23,095)	0	(23,095)	(23,095)
R-ZS-6415-0001 (FEE - M&S SCHOOL : REFUND)	0	(560)	(560)	0	(1,120)	(1,120)	0	(1,120)	(1,120)
Sub Total for PARENT CONTRIBUTIONS	40,629	52,668	12,039	142,629	270,948	128,319	462,216	590,535	128,319

Uniform Shop (as at 22/4/21)

NURIOTPA HIGH SCHOOL - Company 1 22/04/2021 9:26:52 AM						
Uniform Shop - Ann-Marie Ward - Budget Manager's Report for Current Year						
Account Details	Budget	PTD	Committed	YTD	Balance	
<u>Expenses</u>						
E-ZUU-7199-0002 UNIFORM SHOP- COST OF GOODS	\$0.00	\$0.00	\$46,700.50	\$1,246.98	(\$47,947.48)	
Sub-Totals	\$0.00	\$0.00	\$46,700.50	\$1,246.98	(\$47,947.48)	
<u>Revenue</u>						
R-ZUU-8870-09 UNIFORM SALES	\$0.00	(\$1,213.63)	\$0.00	(\$83,000.42)	\$83,000.42	
Sub-Totals	\$0.00	(\$1,213.63)	\$0.00	(\$83,000.42)	\$83,000.42	
Totals	\$0.00	(\$1,213.63)	\$46,700.50	(\$81,753.44)	\$15,052.94	

Orders for 2022 will need to be considered and placed in Term 2.

Uniform Shop will review opening times in Week 0 with the intake of Year 7's.

Canteen have hired Faye Rothe – 10.5hrs a week. Another eftpos machine is also in place – Reported that these measures have resulted in lines moving quicker.

Motion: that the above reports for March 2021 are accepted:

Moved by Belinda Haeft Seconded Kelly Neldner

2021 Unbudgeted Items: School are finalising requests from faculty leaders. Requests to be tabled at next Finance & GC Meetings to seek approval to access SASIF funds to support purchase of items required to deliver year 7 curriculum in 2022.

GC Approved Budget 2021 – awaiting finalisation of April RES. To be tabled at next GC meeting.

QKR: school is pursuing for Canteen, Uniform Shop. Setup cost if \$199 with a monthly charge of \$15 and a small fee per transaction. Will report back to next Finance and GC meetings.

GC Employees:

On 27 March 2021 the *Fair Work Act 2009* ('the Act') was amended to change laws relating to casual employment. These retrospective changes apply to all existing and new casual governing council employees including those working in out of school hours care or canteen services.

The Act now provides:

- a clearer definition of who is considered a casual worker, and what information needs to be provided to the employee when an offer of casual employment is made
- criteria for conversion from casual to permanent employment that must be considered by the governing council by 27 September 2021 if the governing council engages 15 or more employees
- that casual employees engaged by a governing council with fewer than 15 employees are able to make a request for conversion to permanent employment if the criteria in the Act is met.

Actions

- Inform relevant staff at your school of the changes
- Provide the [Casual Employment Information Statement \(PDF\)](#) to all casual employees
- If your governing council employs more than 15 employees, assess all casual employees to determine whether they must be offered permanent employment by 27 September 2021.
- 2 Canteen Employees need to be offered permanent positions due to changes in Fair Work Act 2009 – Ann-Marie to follow up and report back to next Finance & GC Meetings.

Bad Debts for Approval:

The Governing Council approves the write off of 2 Bad debts totalling \$960.00 in accordance with the recommendation of the Principal. Moved Peter Lange Seconded Pricilla Heidenreich

Annual – Debt Collection

The Governing Council has discussed debt collection options as per the DfE Debtor Management Instruction and approves the following debt collection methods (attached below) for 2021 for outstanding debts utilising DfE's debt recovery service, which may include implementing legal action i.e. lodging a Pre-Lodgement Notice/formal claim in the Magistrates Court. Moved Kelly Neldner Seconded Russell Johnstone

Purchase of Laser Engraver – paid from STEM works funds: Asset A-CTD-2650 \$21,500 – **see invoice below**

Finance Audit: conducted 10 & 11 May. Thank you to Ann-Marie Ward, Dianne Emes and Rachael Pain for preparation and ongoing finance work. Audit was successful and report to be presented at next Finance & GC meetings.



Through adversity
to the stars

NURIOOTPA HIGH SCHOOL

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TRADITION

RELATIONSHIPS

EXCELLENCE

Debt Recovery Policy

Approved by Nuriootpa High School Governing Council 11 May 2021

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 prescribed amount Materials and Service Charges, as defined in the Education and Children's Services Act 2019.
 - 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 prescribed 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.

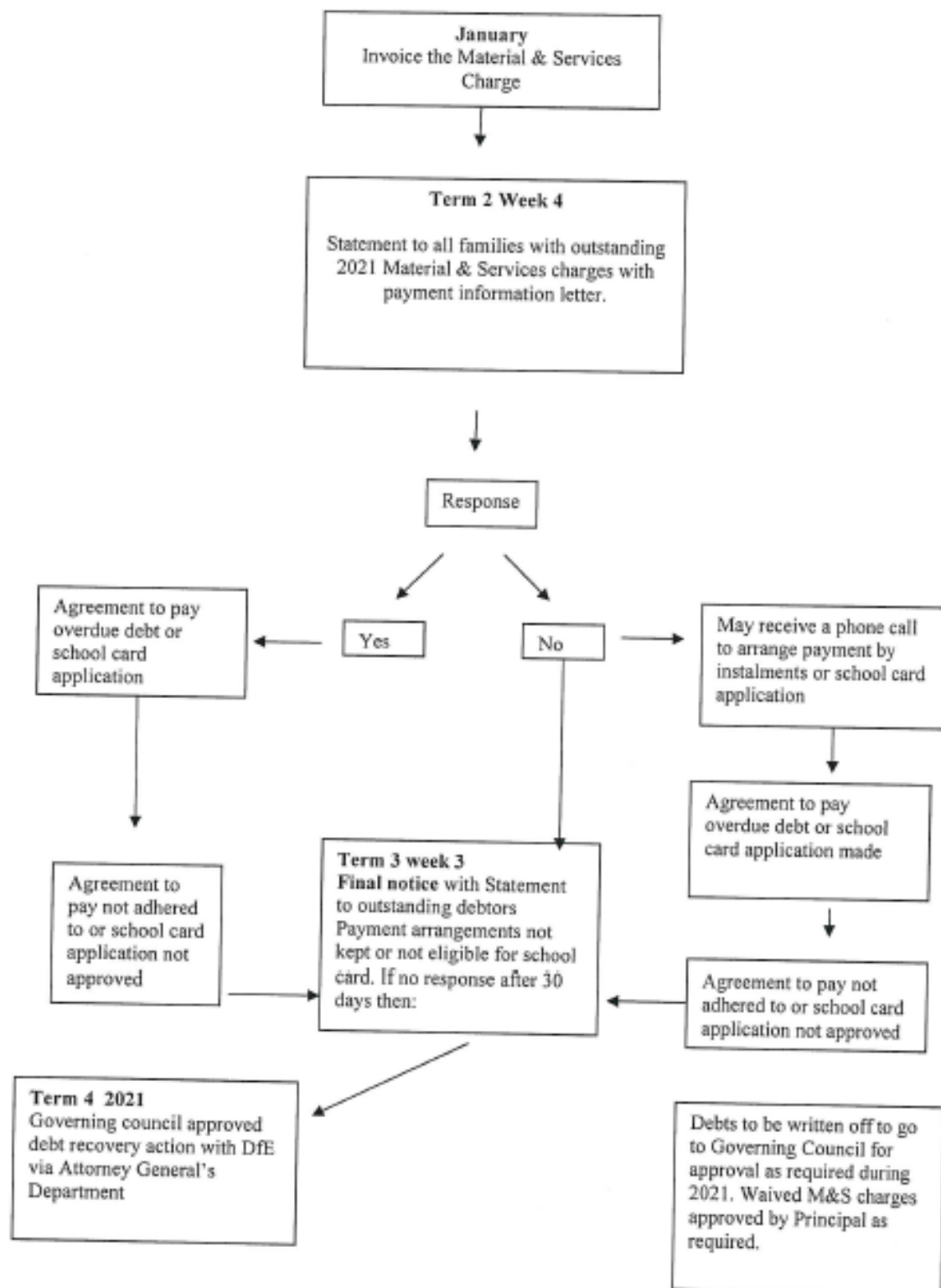


Government of South Australia
Department for Education

Time for Action	Description
January	Invoice for Material & Services Charges with due Date the 12 February 2021
Term 2 Week 4 (week of 17/5/21)	Statements to be sent to all families with outstanding charges as required by Materials and Services Charges Administrative Guidelines with payment information letter.
Term 3 Week 3 (week of 2/8/21)	Final Letter with Statement
As required in 2021	Debts to be written off to go to Governing Council for approval - refer Bad Debt Policy Material and Service fees to be waived, approved by Principal as deemed necessary.
Term 4 2021	Outstanding Materials and Services for 2021 will be referred to the Department for Education for recovery by the Attorney Generals Department



Debt Recovery Flowchart





NURIOOTPA HIGH SCHOOL

Penrice Road, Nuriootpa South Australia 5355

Tel: (08) 8562 2022 Fax: (08) 8562 1029
Email: dl.0788.admin@schools.sa.edu.au
Website: www.nurihs.sa.edu.au

Through adversity
to the stars

TRADITION	•	RELATIONSHIPS	•	EXCELLENCE
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Dear Parent/Guardian

17 May 2021

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

A statement has been sent to you as you have outstanding Material and Service Charges for 2021. The Material and Service Charge for 2021 is \$480 as set by the Governing Council and was due for payment on 12 February unless you had arranged to pay by instalments.

The first instalment of \$160.00 was due on Friday 12 February, \$160.00 due on Friday 12 March and \$160 due Thursday 8 April.

If you have not made an arrangement to pay outside of the above dates then payment of \$480 is required.

- 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 from your bank account. Direct Debit will need to be done for individual students.

Individual payment plans can be negotiated so please contact the finance office.

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

School Card covers \$325 of the Materials & Services Charge. The additional \$155 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 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



Government of South Australia
Department for Education



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FINAL NOTICE

2/8/21

If you have an existing instalment plan this final notice will only apply if you do not make payments as agreed.

If you have lodged a school card application this final notice will only apply if you are not approved for school card. If not approved for school card then you are required to pay the Material & Services Charge.

Dear Parent/Guardian

We are writing in relation to your outstanding 2021 Materials and Services Charges which were due to be paid to the school by 12 February 2021.

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 129 of the Education and Children's Services Act 2019 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.

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



Government of South Australia
Department for Education



NURIOOTPA HIGH SCHOOL

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TRADITION

RELATIONSHIPS

EXCELLENCE

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 _____

Tarnya Eggleton
Chairperson
Nuriootpa High School Governing Council



Government of South Australia
Department for Education



TAX INVOICE

Nurioopta High School
Attention: David Vaughan 0408 832 773
1 Penrice Road
NURIOOPTA SA 5355

Invoice Date
18 Mar 2021

Invoice Number
INV-00068003

Reference
18988

ABN
45 610 778 491

Prytec Solutions Pty Ltd
Factory 1/281 Foleys Rd
DEER PARK VIC 3023
AUSTRALIA
Ph: 03 8372 6444
E-Mail:
accounts@prytec.com.au

A-CTD-2650
STEM Funding

Item	Description	Quantity	Unit Price	GST	Amount AUD
PLS1060-100W	Prytec Laser 1000x600 100W	1.00	19,495.00	10%	19,495.00
SERIAL NUMBER	S/N RND00068003	1.00	0.00		0.00
	Includes Chiller Air Assist Pump Extraction Fan and Flex Hose EngraveLab Software RD Works Software				
	Delivery Installation Training				
PLS-RAF	Rotary Axis for PLS Laser FRICTION style rotary attachment	1.00	995.00	10%	995.00
Media Starter	Laser Media Starter Pack	1.00	1,010.00	10%	1,010.00
TAILGATE	Tailgate Delivery INCLUDED	1.00	0.00		0.00
	as discussed, Payment due within 48 hours of receipt of delivery to your address				
Subtotal					21,500.00
TOTAL GST 10%					2,150.00
TOTAL AUD					23,650.00

Due Date: 31 Mar 2021
COMMONWEALTH BANK
Account Name: Prytec Solutions PTY LTD
BSB: 06 3253
Account Number: 1090 6321

2:CANTEEN - NURIKOTPA HIGH SCHOOL

finglb11

General Ledger Balance Sheet for Current Year, period 3

==== Assets =====		
CASH (CURRENT)		
A-ZNA-1110	CASH AT BANK - CANTEEN	17,765.30
A-ZNA-1150	CASH FLOAT	100.00
Total for CASH (CURRENT)		17,865.30
INVESTMENTS (CURRENT)		
A-ZNA-1210	SASIF INVESTMENT - CANTEEN	71,860.38
Total for INVESTMENTS (CURRENT)		71,860.38
INVENTORIES (CURRENT)		
A-ZNA-1430	INVENTORY - CURRENT	4,834.54
Total for INVENTORIES (CURRENT)		4,834.54
OTHER ASSETS (NON-CURRENT)		
A-ZNA-2930	CANTEEN - COOLROOM	35,216.00
A-ZNA-2931	CANTEEN - ACCUM DEP - COOLROOM	(1,467.33)
Total for OTHER ASSETS (NON-CURRENT)		33,748.67
Total Assets		128,308.89
===== Liabilities =====		
PAYABLES (CURRENT)		
L-ZNA-3210	ACCOUNTS PAYABLE	7,732.13
Total for PAYABLES (CURRENT)		7,732.13
EMPLOYEE ENTITLEMENTS (CURRENT)		
L-ZNA-3330	VOLUNTARY SUPERANNUATION	200.00
L-ZNA-4310	PROVISION FOR LONG SERVICE LEAVE	5,354.94
Total for EMPLOYEE ENTITLEMENTS (CURRENT)		5,554.94
OTHER LIABILITIES (CURRENT)		
L-ZNA-3555-0001	HOLDING ACCOUNT	(126.53)
Total for OTHER LIABILITIES (CURRENT)		(126.53)
SCHOOL EQUITY		
F-ZNA-5100	ACCUMULATED SURPLUS	99,242.14
F-ZNA-5110	NET INCOME YEAR TO DATE	700.97
F-ZNA-5200-0001	REPLACEMENT OF EQUIPMENT	11,008.20
	SURPLUS/(DEFICIT) CURRENT PERIOD	4,197.04
Total for SCHOOL EQUITY		115,148.35
Total Liabilities and Equity		128,308.89

2:CANTEEN - NURICOTPA HIGH SCHOOL

FINGLPL1

General Ledger Profit and Loss for Current Year, period 3

Account	Description	PTD Posting	YTD Posting
OTHER OPERATING REVENUE			
R-ZNA-6850	INTEREST REVENUE	13.78	44.28
R-ZNA-6870-0005	SALES - OTHER	27,412.31	56,499.67
Total for OTHER OPERATING REVENUE		27,426.09	56,543.95
SUPPLIES AND SERVICES			
E-ZNA-7121	CANTEEN - CONSUMABLES/PAPER PRODUCT	780.53	1,645.58
E-ZNA-7166-0005	SALES -COST OF GOODS SOLD	16,672.15	37,869.96
E-ZNA-7172	CANTEEN - RESOURCES	874.50	874.50
Total for SUPPLIES AND SERVICES		18,327.18	40,390.04
EMPLOYEE EXPENSES			
E-ZNA-7335	STAFF - SALARIES & WAGES	4,235.00	10,115.88
E-ZNA-7385	STAFF - SUPERANNUATION	444.63	728.58
Total for EMPLOYEE EXPENSES		4,679.63	10,844.46
FINANCIAL EXPENSES			
E-ZNA-7410	BANK CHARGES	222.24	411.44
Total for FINANCIAL EXPENSES		222.24	411.44
Total Expenses		23,229.05	51,645.94
Surplus or (Deficit) funds		4,197.04	4,898.01

1:NURIOOTPA HIGH SCHOOL
General Ledger Balance Sheet for Current Year, period 3

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==== Assets =====		
CASH (CURRENT)		
A-ZZR-1150	CASH FLOAT FUNDRAISING	400.00
A-ZZZ-1110	CASH AT BANK - SCHOOL	253,508.49
A-ZZZ-1120	PETTY CASH - SCHOOL	100.00
A-ZZZ-1150	FINANCE / UNIFORM SHOP FLOAT	200.00
Total for CASH (CURRENT)		254,208.49
INVESTMENTS (CURRENT)		
A-ZZZ-1210	SASIF INVESTMENT - SCHOOL	1,916,859.71
A-ZZZ-1220	SASIF INVESTMENT - BUILDING FUND	9,695.77
A-ZZZ-1230	SASIF INVESTMENT-C/CNTR SCHOLARSHIP	3,698.98
A-ZZZ-1240	SASIF INVESTMENT - FALLAND MUSIC	410.01
A-ZZZ-1250	SASIF INVESTMENT - AJ & CC CHAPMAN	4,931.46
A-ZZZ-1270	SASIF INVESTMENT-TRADE TRADING CNTR	241,122.56
Total for INVESTMENTS (CURRENT)		2,176,718.49
RECEIVABLES (CURRENT)		
A-ZZZ-1310	ACCOUNTS RECEIVABLE	235,922.43
A-ZZZ-1350	PROVISION FOR DOUBTFUL DEBTS	(40,000.00)
Total for RECEIVABLES (CURRENT)		195,922.43
INVENTORIES (CURRENT)		
A-ZBA-1430	SALES - INVENTORY	1,512.60
A-ZUU-1430	UNIFORM SHOP - INVENTORY	139,391.60
Total for INVENTORIES (CURRENT)		140,904.20
GLOBAL BUDGET ASSETS		
A-ZZG-15118	ACCRUED RECURRENT FUNDING	192,342.93
Total for GLOBAL BUDGET ASSETS		192,342.93
IMPROVEMENTS		
A-ZZF-2560	ASSETS - FACILITY IMPROVEMENTS	50,032.00
A-ZZF-2590	ACCUM DEPREC - FAC IMPROVEMENTS	(9,224.58)
Total for IMPROVEMENTS		40,807.42
FURNITURE AND EQUIPMENT		
A-CTD-2650	ASSETS - TECH EQUIP	12,225.00
A-CTD-2651	ACCUM DEPREC - TECH EQUIP	(5,549.13)
A-CTT-2650	ASSETS- TECH STUDIES	43,794.92
A-CTT-2651	ASSETS - ACCUM DEPREC	(13,194.16)
A-CTW-2650	ASSET - W/WORK EQUIP	20,501.82
A-CTW-2651	ACCUM DEPREC - W/WORK EQUIPMENT	(7,273.81)
A-ZOZ-2650	ASSETS -TTC	92,245.00
A-ZOZ-2651	ASSETS -ACCUM DEPREC-TTC	(49,400.13)
A-ZZF-2660	ASSET -PRINT/ PHOTOCOPY	65,274.19
A-ZZF-2661	ASSETS - ACCUM DEPR -PRINT	(33,980.84)
Total for FURNITURE AND EQUIPMENT		124,642.86
COMPUTING AND COMMUNICATIONS		
A-ZZI-2770	ASSET-INFO SYSTEM - NETWORK H/WARE	88,385.09
A-ZZI-2771	ASSETS- ACCUM DEPREC -NETWRK H/W	(37,233.49)
Total for COMPUTING AND COMMUNICATIONS		51,151.60
BUSES AND MOTOR VEHICLES		
A-ZOZ-2810	ASSETS - TTC VEHICLE	8,181.82
A-ZOZ-2811	ACC DEPR TTC VEHICLE	(7,188.33)
A-ZZF-2810	ASSETS - VEHICLES GENERAL	57,470.27
A-ZZF-2811	ASSETS - ACCUM DEPREC -VEHICLES	(42,714.59)
A-ZZF-2820	ASSETS - VEHICLES/TRACTOR	57,473.99
A-ZZF-2821	ASSETS- ACCUM DEPR- VEHIC/TRACT	(12,315.85)
Total for BUSES AND MOTOR VEHICLES		60,907.31
OTHER ASSETS (NON-CURRENT)		
A-CAA-2950	ASSET - KILN	12,718.18
A-CAA-2951	ASSET - ACCUM DEPREC - KILN	(3,462.18)
A-CAM-2990	ASSETS- PIANO	15,000.00
A-CAM-2991	ASSETS - ACCUM DEPR - PIANO	(15,000.00)
A-ROV-2950	ASSETS - VITICULTURE -MACHINERY	13,695.00

1-NURIOOTPA HIGH SCHOOL

finglbl1

General Ledger Balance Sheet for Current Year, period 3

A-ROV-2951	ASSETS- DEPR VITICULTURE- MACHINERY	(13,695.00)
A-ZZF-2950	ASSETS -MACHINERY DEP AG/GROUND	38,645.45
A-ZZF-2951	ASSETS- ACCUM DEPREC- MACHINERY	(38,645.45)
A-ZZI-2990	ASSETS -INFO SYSTEM - AUDIO VISUAL	16,004.55
A-ZZI-2991	ASSETS - ACCUM DEPREC- AUDIO VISUAL	(14,939.64)
Total for OTHER ASSETS (NON-CURRENT)		10,320.91

Total Assets	3,247,926.64
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==== Liabilities ====

PAYABLES (CURRENT)

L-ZZZ-3210	WS - ACCOUNTS PAYABLE	132,229.23
Total for PAYABLES (CURRENT)		132,229.23

OTHER LIABILITIES (CURRENT)

L-ZES-3540	SCHOOL CARD GRANT	(53,625.00)
L-ZES-3545	PARENT CONTRIBUTION - LIABILITIES	156.00
L-ZEZ-3515	WS - GST HOLDING ACCOUNT	(24,230.09)
L-ZZZ-3555-0001	BANKING HOLDING ACCOUNT-LIABILITIES	1,922.60
L-ZZZ-3555-0002	PURCHASE CARD - PRINCIPAL	(74.19)
L-ZZZ-3555-0003	PURCHASE CARD - BUSINESS MANAGER	(1,215.61)
L-ZZZ-3555-0004	PURCHASE CARD - TECH CENTRE	(987.00)
Total for OTHER LIABILITIES (CURRENT)		(78,053.29)

SCHOOL EQUITY

F-ZZZ-5100	ACCUMULATED SURPLUS	2,242,358.70
F-ZZZ-5110	NET INCOME YEAR TO DATE	1,007,963.70
	SURPLUS/(DEFICIT) CURRENT PERIOD	(56,571.70)
Total for SCHOOL EQUITY		3,193,750.70

Total Liabilities and Equity	3,247,926.64
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1:MURIOOTPA HIGH SCHOOL
General Ledger Profit and Loss for Current Year, period 3

FINGLPL1

Account	Description	PTD Posting	YTD Posting
GRANTS : DETE			
R-CPK-6195-0005	FLEXIBLE LEARNING OPTIONS	0.00	156,412.00
R-ZZF-6195-0010	GRANT - PRIORITY MAINTENANCE	20,000.00	20,000.00
R-ZZG-6142	GRANTS WS - GLOBAL BUDGET	988,401.71	3,055,259.01
R-ZZG-6195-0019	GRANT - EARLY CAREER DEVELOPMENT	958.00	958.00
R-ZZG-6195-0027	GRANT - SANITARY PRODUCTS	1,566.00	1,566.00
R-ZZG-6195-0028	GRANT - INCLUSIVE EDUCATION - IESP	42,902.78	42,902.78
Total for GRANTS : DETE		1,053,828.49	3,277,097.79
GLOBAL BUDGET REVENUE			
R-CPK-61951	GB-FLEXIBLE LEARNING OPTIONS	196,842.50	196,842.50
R-ZDS-65118	GB-TCH SUPPLEMENTATION	9,687.16	18,300.69
R-ZDS-65119	GB-SSO SUPPLEMENTATION	1,435.17	1,435.17
R-ZZF-65117	FACILITIES ADJUSTMENT	(20,000.00)	24,550.00
R-ZZI-65122	ICT ADJUSTMENT	8,000.00	(640.00)
R-ZZK-61124	BETTER SCHOOLS AGREEMENT FUNDING	0.00	31,485.00
Total for GLOBAL BUDGET REVENUE		195,964.83	271,973.36
PARENT CONTRIBUTION REVENUE			
R-CAM-6495	MUSIC- REVENUE	24.50	24.50
R-CAM-6498	MUSIC - INSTRUMENTAL HIRE	0.00	2,280.00
R-CCZ-6484-0002	PRIZEGIVING	250.00	250.00
R-CHE-6495	HOME EC - STUDENT CHARGES	(35.00)	3,225.00
R-CHP-6490	PHYSICAL EDUCATION	0.00	1,210.00
R-CMM-6495	MATHS - STUDENT CHARGES	490.86	1,772.55
R-CSG-6495	SCIENCE - STUDENT CHARGES	1,502.52	2,562.88
R-CTD-6495	COMPUTER AIDED DESIGN (CAD)	26.20	32.45
R-CTE-6495	INDUSTRY	(120.00)	1,300.00
R-CTM-6495	METALWORK - REVENUE	60.00	6,340.00
R-CTO-6495	ELECTRONICS - REVENUE	160.00	8,695.00
R-CTT-6482-0001	YEAR 8 TECHNOLOGIES	0.00	1,740.00
R-CTW-6495	WOODWORK - REVENUE	40.00	10,130.00
R-CXC-6460-0009	YR 8 CAMP 2021	6,436.00	65,827.00
R-CXE-6470-0001	EXCURSION - SPORT	800.00	1,230.00
R-CXE-6470-0002	EXCURSION - ART	180.00	355.00
R-CXE-6470-0008	EXCURSION - SCIENCE	1,601.75	2,814.00
R-CXE-6470-0009	EXCURSION - HASS	150.00	150.00
R-CXE-6470-0020	EXCURSION - OUTDOOR ED	(25.00)	1,435.00
R-CXE-6470-0021	EXCURSION - INCLUSIVE ED SWIMMING	0.00	120.00
R-CXE-6470-0027	EXCURSION - AUTO	1,480.00	1,480.00
R-SGE-6484-0009	YR 12 SPORTS DAY TOPS	0.00	3,068.55
R-SGE-6484-12FO	YR 12 FORMAL 2020	0.00	30,937.28
R-SGE-6484-BOOK	BOOK CLUB - SCHOLASTIC	14.00	14.00
R-ZZI-6450	LAPTOP LOAN FEE	180.00	1,510.00
R-ZZS-6410-0028	FEE - M&S CHARGE 2021	1,274.00	520,640.00
R-ZZS-6410-0029	WAIVE M&S GAP 2021	(3,875.00)	(23,095.00)
R-ZZS-6412	FEE - ID CARDS	20.00	20.00
R-ZZS-6415-0001	FEE - M & S SCHOOL : REFUND	(560.00)	(1,120.00)
R-ZZS-6486-0005	YEARBOOK 2020	0.00	6,720.00
Total for PARENT CONTRIBUTION REVENUE		10,074.83	651,668.21
OTHER OPERATING REVENUE			

1:NURIOOTPA HIGH SCHOOL

FINGLPL1

General Ledger Profit and Loss for Current Year, period 3

Account	Description	PTD Posting	YTD Posting
R-COV-6890	VET - REVENUE	3,286.23	18,286.23
R-CPD-6820-0005	IES - CAMP FUNDRAISING	493.00	493.00
R-SGR-6820-0002	SRC - CASUAL DAYS	0.00	1,046.70
R-SGR-6820-0003	SRC- BBQ/CATERING	1,246.00	1,246.00
R-ZBA-6870-0002	SALES -NO GST	6.00	111.25
R-ZDM-6890	MANAGEMENT - OTHER INCOME	0.00	11.80
R-ZOJ-6890-0034	GRANT - GRACE MAY	0.00	270.00
R-ZOJ-6890-0036	GRANT - SCHOOLS PLUS PROF LEARNING	0.00	145.00
R-ZOK-6890-0003	GRANT - BAROSSA COUNCIL- YOUTH EXPO	1,000.00	1,000.00
R-ZOK-6890-0004	GRANT- BAROSSA COUNCIL- FLC	1,000.00	1,000.00
R-ZOU-6870-09	UNIFORM SALES	4,631.86	61,786.79
R-ZOU-6870-11	YR 12 JACKET FOR 2021	431.80	15,890.24
R-ZZF-6890-0004	FACIL - GROUNDS RECEIPTS	750.00	750.00
R-ZZF-6860	PRINT - PHOTOCOPY SALES	39.00	59.00
R-ZZT-6890	T & D - REVENUE	45.45	45.45
R-ZZZ-6805-0001	WS - PHOTO COMMISSION	2,746.00	2,746.00
R-ZZZ-6850	WS - INTEREST REVENUE	49.83	160.15
R-ZZZ-6890-0001	WS - GENERAL	0.00	(15.00)
R-ZZZ-6890-0002	FREIGHT RECEIPTS	43.64	120.01
Total for OTHER OPERATING REVENUE		15,768.81	105,152.62
RURAL OPERATING REVENUE			
R-CSV-6520-0001	VITICULTURE - WINE SALES	2,606.01	4,387.83
Total for RURAL OPERATING REVENUE		2,606.01	4,387.83
Total Revenue		1,278,242.97	4,310,279.81

SUPPLIES AND SERVICES

1:NURIOOTPA HIGH SCHOOL

FINGLPL1

General Ledger Profit and Loss for Current Year, period 3

Account	Description	PTD Posting	YTD Posting
E-CAA-7121	VISUAL ART - CONSUMABLES	3,733.76	8,760.69
E-CAB-7121	DRAMA - CONSUMABLES	158.45	204.95
E-CAM-7121	MUSIC - CONSUMABLES	246.70	1,429.85
E-CAM-7172	MUSIC - RESOURCES	345.45	901.00
E-CBB-7121	WORK PLACE & PLP - CONSUMABLES	132.25	148.30
E-CCC-7121	COUNSELLOR - CONSUMABLES	85.80	101.90
E-CCF-7121	RESEARCH PROJECT - CONSUMABLES	52.15	76.70
E-CCG-7121-0047	SPECIALIST SCHOOLS INITIATIVE	51.47	54.17
E-CCG-7121-0049	GRANT - MUSIC FOCUS	423.60	501.25
E-CCG-7121-0052	GRANT - VET INNOVATIONS	1,500.00	1,500.00
E-CCH-7172-0014	IT SUBMISSION - MUSIC TECH EQUIP	0.00	3,068.00
E-CCH-7172-0018	IT SUBMISSION - CAD	0.00	3,610.00
E-CCP-7121	PASTORAL CARE WORKER - CONSUMABLES	1,000.00	1,000.00
E-CCR-7121	RES CENTRE - CONSUMABLES	468.56	959.77
E-CCR-7172	RES CENTRE - RESOURCES	1,741.36	4,808.81
E-CCU-7121	SOCIAL JUSTICE - CONSUMABLES	10.00	10.00
E-CCU-7199	SOCIAL JUSTICE - ABORIGINAL	70.10	103.90
E-CCV-7121	PB4L - CONSUMABLES	700.00	700.00
E-CCW-7121	STUDENT WELLBEING - CONSUMABLES	11.45	11.75
E-CCW-7199	MIND MATTERS	234.80	280.65
E-CCZ-7108	WHOLE CURRICULUM - TEXT BOOKS	113.16	342.12
E-CCZ-7121	MC - CLASS SUPPLIES/EXPENSES	(31.32)	502.21
E-CCZ-7172-0005	CURR SUB - VISUAL ARTS	1,040.00	1,040.00
E-CCZ-7172-0013	CURR SUB - PE	5,150.00	5,150.00
E-CEE-7121	ENGLISH - CONSUMABLES	222.85	336.60
E-CEE-7172	ENGLISH - RESOURCES	958.28	1,131.01
E-CHE-7121	HOME EC - CONSUMABLES	2,881.33	4,476.12
E-CHH-7121	HEALTH	49.70	59.65
E-CHO-7121	OUTDOOR ED - CONSUMABLES	32.95	33.85
E-CHP-7121	PE - CONSUMABLES	1,546.27	2,604.42
E-CHV-7121	SPORT - CONSUMABLES	1,851.96	1,911.96
E-CLL-7121	LANGUAGES - CONSUMABLES	101.40	155.45
E-CMM-7121	MATHS - CONSUMABLES	973.57	1,175.92
E-CMM-7172	MATHS - RESOURCES	117.80	137.80
E-COS-7121	INCLUSIVE EDUCATION CONSUMABLES	3,432.62	4,320.35
E-COS-7172	INCLUSIVE EDUCATION RESOURCES	761.84	780.79
E-COV-7184	VET - GENERAL	8,336.48	8,336.48
E-CPD-7139-0005	IES - CAMP FUNDRAISING	460.80	460.80
E-CPD-7199-0001	LEARNING SUPPORT	1,082.80	1,137.25
E-CPX-7118-0005	FLO - CASE MANAGEMENT	79,100.00	79,100.00
E-CPX-7118-0006	FLO - PROGRAM	(160.00)	0.00
E-CSA-7121	AGRICULTURE - CONSUMABLES	2,138.76	2,356.90
E-CSA-7172	AGRICULTURE - RESOURCES	1,058.71	2,083.71
E-CSA-7184-0002	AGRICULTURE - POULTRY	789.83	789.83
E-CSA-7184-0005	AGRICULTURE - GARDEN	800.00	800.00
E-CSA-7184-0010	AGRICULTURE - LIVESTOCK & SHOW CLUB	1,664.18	1,664.18
E-CSA-7184-0011	AGRICULTURE - SHEEP	421.00	421.00
E-CSA-7184-0013	AGRICULTURE - BEEKEEPING	267.27	267.27
E-CSG-7121	SCIENCE - CONSUMABLES	4,634.69	6,260.18
E-CSG-7172	SCIENCE - RESOURCES	941.86	941.86
E-CSM-7121-0009	STEM S/SHIP ZOE HENDERSON	1,959.99	1,959.99
E-CSV-7121	VITICULTURE- CONSUMABLES	65.47	207.84
E-CSV-7166-0001	VITICULTURE - PRODUCTION COSTS	0.00	506.60
E-CSV-7172	VITICULTURE- RESOURCES	439.88	439.88
E-CTA-7121	AUTOMOTIVE- CONSUMABLES	1,129.48	1,129.48
E-CTC-7121	DIGITAL TECHNOLOGY- CONSUMABLES	8.75	10.55
E-CTD-7121	COMPUTER AIDED DESIGN - CONSUMABLES	2,145.17	2,145.17
E-CTD-7172	COMPUTER AIDED DESIGN -RESOURCES	0.00	98.18
E-CTE-7121	INDUSTRY	0.00	562.15
E-CTM-7121	METALWORK - CONSUMABLES	3,707.65	5,628.95
E-CTO-7121	ELECTRONICS - CONSUMABLES	3,013.55	3,437.05
E-CTO-7172	ELECTRONICS - RESOURCES	1,859.54	1,859.54
E-CTT-7121	TECH STUDY - CONSUMABLES	222.31	929.16
E-CTT-7172	TECH STUDY - RESOURCES	0.00	(56.88)
E-CTW-7121	WOODWORK - CONSUMABLES	246.25	4,195.90
E-CVS-7121	HASS - CONSUMABLES	490.15	635.90
E-SGE-7121-0001	YEAR 7 TRANSITION	267.00	267.00
E-SGP-7199-0001	SCHOOL HOUSES	237.27	237.27
E-SGR-7121	SRC - GENERAL	0.00	206.43
E-SGR-7139-0003	SRC- BBQ/CATERING	502.72	502.72
E-SFP-7199-0001	FLEXIBLE LEARNING CENTRE	1,038.04	3,078.42
E-2BA-7166-0001	SALES - C.O.G.S. - OTHER	(31.32)	(31.32)
E-2DM-7106	MANAGEMENT - SCHOOL PUBLICITY/ADVER	331.82	331.82
E-2DM-7121	MANAGEMENT / ADMIN / MINOR EQUIP	3,375.26	3,733.97
E-2DM-7184	MANAGEMENT - CONTINGENCIES	100.00	100.00
E-2OE-7199	INTERNATIONAL STUDENTS	0.00	958.50

1:NURIOOTPA HIGH SCHOOL

FINGLPL1

General Ledger Profit and Loss for Current Year, period 3

Account	Description	PTD Posting	YTD Posting
E-ZOJ-7121-0002	VINE INN STUDENT WELFARE	329.00	674.50
E-ZOJ-7121-0010	SUSANNE COLLINS ANGAS MEMORIAL	825.00	2,377.50
E-ZOJ-7121-0018	BULTAMILTA SCHOLARSHIP WYATT TRUST	31.82	166.82
E-ZOJ-7121-0020	HOMEWORK & CULTURAL CLUB - WYATT	210.72	409.76
E-ZOJ-7121-0023	GRANT- AUSTRALIAN SCHOOLS PLUS	2,454.55	2,588.14
E-ZOJ-7121-0031	GRANT - VINE INN - FLC COOKING	245.76	245.76
E-ZOJ-7121-0032	COMMUNITY HELPERS - SPORT UNIFORM	0.00	1,000.00
E-ZOJ-7121-0036	GRANT - SCHOOLS PLUS PROF LEARNING	200.00	200.00
E-ZOJ-7121-0038	GRANT - VARIETY CHILDRENS CHARITY	587.28	587.28
E-ZOX-7121-0008	GRANT - PUBLIC ED AWARD - TRENT	895.45	1,213.63
E-ZUU-7199-0002	UNIFORM SHOP- COST OF GOODS	1,246.98	1,246.98
E-ZZA-7121	FIRST AID - CONSUMABLES	523.15	523.15
E-ZZF-7141	FACILITIES - FURNITURE	210.00	3,322.66
E-ZZF-7143	FACIL - HIRE EQUIPMENT/FACILITIES	318.18	1,532.68
E-ZZF-7148	FACIL - CURR EQUIP MAINTENCE	671.99	671.99
E-ZZF-7169	FACIL - R & M	265.16	345.76
E-ZZG-7121-0023	GRANT-STUDENT LED BULLYING PROJECTS	1,339.86	1,339.86
E-ZZH-7172	MHS - RESOURCES OCC HEALTH	269.75	269.90
E-ZZI-7148	INFO SYSTEM - COMPUTER REPLACEMENT	2,873.00	2,873.00
E-ZZI-7172	INFO SYSTEM - RESOURCES/ACCESSORIES	551.89	607.98
E-ZZI-7174	INFO SYSTEM-LICENCES INC ABODE/MICR	1,500.82	2,920.82
E-ZZI-7176	INFO SYSTEM - INTERNET CHARGES	8,054.54	8,081.81
E-ZZI-7177-0002	INFO SYSTEM - DAYMAP	0.00	2,640.00
E-ZZI-7190	SMS	136.80	159.53
E-ZZP-7164-0002	PRINT - PRINT PAPER	0.00	1,588.33
E-ZZP-7164-0003	PRINT - MHS NEWSLETTER	6.85	6.85
E-ZZP-7164-0004	PRINT - KYOCERA CONTRACT/COPY COSTS	1,514.93	1,818.64
E-ZZP-7164-0005	PRINT - ADMIN / YLM	1,579.70	3,168.35
E-ZZP-7164-0006	PRINT - EXPENSES & FACULTIES RECHG	(5,818.35)	(8,757.70)
E-ZZS-7199-0001	FEES - ID CARDS	5,358.00	5,358.00
E-ZZS-7199-0005	YEARBOOK 2020	5,300.00	5,300.00
E-ZZZ-7136	WS - FREIGHT	1,601.55	2,155.89
E-ZZZ-7160	WS - POSTAGE	1,967.38	1,991.36
Total for SUPPLIES AND SERVICES		188,065.43	238,712.90
GLOBAL BUDGET EXPENSES			
E-ZDO-73133	GB-TELEPHONE CHARGES-RENTAL	444.78	1,334.34
E-ZDO-73134	GB-TELEPHONE CHARGES-LOCAL CALLS	78.63	436.18
E-ZDO-73135	GB-TELEPHONE CHARGES-STD CHARGES	8.99	37.04
E-ZDO-73136	GB-TELEPHONE CHARGES-MOBILE PHONES	0.00	386.41
E-ZDS-71111	GB-SAL/WAGES-TEACHERS	782,433.98	2,301,166.49
E-ZDS-71112	GB-SAL/WAGES-ANCILLARY	207,914.76	565,833.85
E-ZDS-71114	GB-SAL/WAGES-TRT	51,779.00	71,409.50
E-ZOB-73512	GB-SITE FUNDED WORKS	0.00	25,779.10
E-ZZF-73288	GB-WASTE DISPOSAL	2,027.70	4,297.90
E-ZZF-73511	GB-BREAKDOWN MAINTENANCE	3,804.55	21,486.26
Total for GLOBAL BUDGET EXPENSES		1,048,492.39	2,992,167.07
FACILITIES AND UTILITIES EXPENSES			
E-ZZF-7210	FACIL - GROUNDS IMPROVEMENTS	156.53	1,279.54
E-ZZF-7220	FACIL - CLEAN EXP /TOILETRIES	1,300.00	2,274.39
E-ZZF-7225	FACIL - CLEANING ONGOING	32,386.76	48,580.14
E-ZZF-7226	FACIL - CLEANING PERIODICAL	24,314.30	24,314.30
E-ZZF-7245	FACIL - FUEL EXPENSES	417.84	615.30
E-ZZF-7250	FACIL - GROUNDS MAINTENANCE	136.58	689.68
E-ZZF-7254-0009	GRANT - STEM WORKS	24,803.18	28,808.91
E-ZZF-7260	FACIL - GAS COSTS SCHOOL	141.95	299.09
E-ZZF-7275	FACIL - MACHINERY MAINT AG/GROUNDS	1,589.32	1,589.32
Total for FACILITIES AND UTILITIES EXPENSES		85,246.46	108,450.67
FINANCIAL EXPENSES			
E-ZZZ-7410	WS - BANK CHARGES	1,357.32	2,377.05
Total for FINANCIAL EXPENSES		1,357.32	2,377.05
EMPLOYEE EXPENSES			

1:NURIOOTPA HIGH SCHOOL

FINGLPL1

General Ledger Profit and Loss for Current Year, period 3

Account	Description	PTD Posting	YTD Posting
E-22T-7394	T&D - W/S MANAGEMENT	460.70	2,100.25
Total for EMPLOYEE EXPENSES		460.70	2,100.25
OTHER OPERATING EXPENSES			
E-22Z-7690	WS - PAYWAY CHARGES	20.00	60.00
Total for OTHER OPERATING EXPENSES		20.00	60.00
PARENT CONTRIBUTION EXPENSES			
E-CXE-7930-0001	EXCURSION - SPORT	2,132.38	2,132.38
E-CXE-7930-0002	EXCURSION - ART	300.00	300.00
E-CXE-7930-0008	EXCURSION - SCIENCE	2,476.00	2,476.00
E-CXE-7930-0020	EXCURSION - OUTDOOR ED	1,251.45	1,251.45
E-SGE-7940-0003	YEAR 8 ACTIVITIES	0.00	57.35
E-SGE-7940-0004	YEAR 9 ACTIVITIES	0.00	136.95
E-SGE-7940-0007	YR 11 ACTIVITIES	56.00	56.00
E-SGE-7940-0009	YR 12 SPORTS DAY TOPS	2,918.18	2,918.18
E-SGE-7940-12FO	YR 12 FORMAL 2020	1,636.36	(1,059.09)
E-SGE-7940-12GN	YEAR 12 ACTIVITIES	402.00	4,023.38
Total for PARENT CONTRIBUTION EXPENSES		11,172.37	12,292.60
DEPRECIATION AND AMORTISATION			
E-CCZ-7562	WHOLE CURRICULUM - TEACH & LEARN	0.00	2,727.27
Total for DEPRECIATION AND AMORTISATION		0.00	2,727.27
Total Expenses		1,334,814.67	3,358,887.81
Surplus or (Deficit) funds		(56,571.70)	951,392.00

RES based on 2020 enrollment figures
for RES with include 2021 enrollment figures

Mar - 2021

Budgetary Position - Budget Area Details

NURIDOTPA HIGH SCHOOL - Company 1 (Current Year - 2021)

		Opening Balance:		1,874,016		Opening Balance:		1,874,016	
INCOME	(Variance = Actuals - Budget)	CURRENT MONTH - Mar		YEAR TO DATE - 2021		END OF YEAR FORECAST			
		Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated
RESOURCE ENTITLEMENT STA received less than cashflowed.		1,205,322	1,196,367	(8,955)	3,615,967	3,459,734	(156,232)	14,463,867	14,307,635
PARENT CONTRIBUTIONS		40,629	52,668	12,039	142,629	270,948	128,319	462,216	580,535
OTHER INCOME SOURCES		2,083	2,806	523	6,250	4,388	(1,862)	49,000	47,138
NON BUDGET - REVENUE		0	132,987	132,987	0	255,490	255,490	0	255,490
ACCURED RECURRENT FUNDIN		0	(161,590)	(161,590)	0	(162,216)	(162,216)	0	(162,216)
TOTAL INCOME		1,248,034	1,223,038	(24,996)	3,764,845	3,828,344	63,499	14,976,083	15,038,582
EXPENDITURE		CURRENT MONTH - Mar		YEAR TO DATE - 2021		END OF YEAR FORECAST			
(Variance = Budget - Actuals)		Budget	Actuals	Variance	Budget	Actuals	Variance	Budget for Year	Estimated
SALARIES	SSO over spent 4,984 TRS	1,007,882	1,042,128	(34,245)	3,002,745	2,938,410	64,335	13,010,255	12,949,920
CURRICULUM MAINTENANCE		75,872	72,652	3,219	161,733	116,983	44,750	614,329	569,579
ADMINISTRATION		11,052	9,383	1,669	25,905	15,433	10,472	107,700	97,228
SITE FUNDED WORKS	nil spent	900	0	900	1,900	26,902	(25,002)	130,000	155,002
FACILITIES		6,781	1,478	5,305	14,770	6,557	8,214	55,500	47,286
UTILITIES & MAINTENANCE	unexpected machinery repairs 1,888 & cleaning exp 1,143	38,939	42,829	(3,890)	105,720	104,105	1,615	468,041	466,426
OTHER EXPENDITURE		99,672	35,327	64,345	157,494	45,689	111,794	980,560	878,765
NON BUDGET - EXPENSES		0	14,784	(14,784)	0	17,344	(17,344)	0	17,344
TOTAL EXPENDITURE	Revenue offset by Non Budget	1,241,099	1,218,579	22,520	3,470,267	3,271,433	198,834	15,376,385	15,177,562
NET TOTAL		6,935	4,459	(2,476)	294,578	556,911	262,332	(401,302)	(138,970)

Cancelled Cheque Adjustment:

0

Closing Balance YTD:

2,430,927

Closing Balance Forecast:

1,735,046

Non Budget Rev. 132,987
" " Exp. 14,784
Bal. 118,203

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

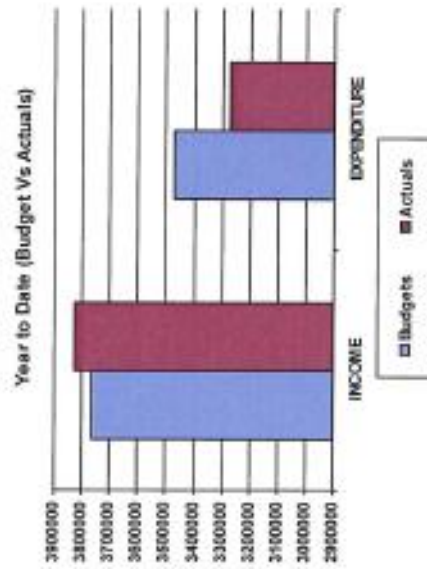
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FUNDS AVAILABLE RECONCILIATION \$

Cash at Bank	254,208	2,430,927
Add All Investments	2,176,718	
Add P21 Accrued	192,343	
Add Prepayments	0	
Add Receivables	235,922	
Less Payables	132,229	
Less Liabilities - ShortTerm	(53,823)	
Less Liabilities - GST	(24,230)	
Less Committed Investments	13,395	

Closing Balance: 2,791,822

Purchase Order Commitments	95,321
Liabilities - Long Term	0
Reserves	0



Income: received more than cashflowed (budgeted)

Expenses: spent less than cashflowed (budgeted)

APPENDIX 3: CHARIPERSON'S REPORT

Governing Council Chair Report
Term 2 – 11th May 2021

I would like to welcome our new committee members to the Governing Council. I hope you enjoy your time and contribute to our robust and important discussions and decision making during your term.

It has been lovely to see our school recognised in the local papers and to see what some of our students are involved in via the school's face book page.

Term one I attended both open school tour nights for families who have students commencing year 7 and 8 students in 2022. The attendance numbers were fantastic both nights, and it was a great opportunity to chat with some of the parents of year 6 students, about how they were feeling being the first-year sevens to transition to high school.

Last Tuesday evening I was invited to a Governing Council Forum: VET for School Students via zoom.

We had presentations from Rick Persse and Clare Feszczak re changes to VET and an update on the Education Departments World Class Education Action Plan for 2021.

All attendees were put into break out groups to discuss the following questions:

1. What would make you encourage your child to consider or follow a VET pathway?
2. We know that students prefer to receive their information about VET and careers through online videos. As parents, how would you like to receive information about VET and careers that can help you support your child in their decision making?
3. Based on everything you've heard tonight, how can your school optimise the opportunities that the policy presents?
4. How can Governing Councils support whole school approach to career education and VET?

I have the documents we were given for pre-reading if anyone is interested and would like to review.

We were directed to the Education Departments website to provide further feedback. We may like to do this as a Governing Council, after Penny Chancellors presentation tonight.

Thank you,

Tarnya Eggleton

APPENDIX 4: PRINCIPAL'S REPORT

Some Recent Events and successes

- On Friday of this week is Youth Expo week. On Friday, the Year 11 students have worked together to bring in community groups, design activities and information stands that get students thinking and engaging with each other. All students will participate in this event.
- At the upcoming CE's Reconciliation Awards and Dame Roma Mitchell Scholarship Awards Ceremony on May 28th:
 - Angie Couzner will receive a CE's Reconciliation Award – there is only one other student in the state getting this award
 - Meg Couzner will receive a Dame Roma Mitchell Scholarship Award – there are only 8 other students getting this award.

Great representation for our school and for the Couzner family.

- Our department has a recognition program, ThankED, which was launched late last year. ThankED encourages recognition on a more frequent basis at the local level by giving everyone the chance to celebrate and thank public educators who make a difference every day, as well as those people who work in support of them. So far over 2,200 ThankED messages have been received by department staff. Each term the department will let me know who from our school has been ThankED. During term 1, Michelle Rose and Sam Eccles received this recognition. Congratulations to you both!

Staffing update

- David Tye has retired. Dave has been a valued and committed member of staff, both as a member of the Maths faculty and his role on the Amenities Club. We will miss his big laughs. We will farewell Dave next term.
- Giles Bartram is working in head office. Tanya Bowley is acting HASS/Languages Leader. Chris Munker is replacing Giles 0.6 and David Bowley has increased his teaching load by 0.2.

New staff member in 2022

Nat Noack will be coming to our school in 2022. She nominated our school as part of her transfer from the country from Pt Augusta Secondary School. Nat has agreed that I can share an excerpt from her application about some of the recent roles that she has undertaken : 2020-current Senior Leader – Literacy Improvement, Coordinator Humanities & Social Sciences, PASS 2016-2020 Coordinator – Humanities & Social Sciences, PASS 2013-2015 Coordinator – Humanities & Social Sciences, PASS 2012 Coordinator – Humanities & Social Sciences. We hope that she enjoys her role at our school from 2022.

Validation of School Registration

On Tuesday May 18th, we will have our School Registration Audit. We have provided preliminary information and they will then visit the school to gain further information. We do not get the outcome of the audit for about 4 weeks.

Maths Building

- Painting of these rooms has been approved and will happen in the July school holidays
- Some of the rooms will also be carpeted.

Memorial Hall

- Air conditioners have been installed. The electrical fault that did not allow the air conditioners to be connected has been rectified.

Buses

Julie Flatman and I met with personnel from head office re their review of buses for 2022. This review has taken into consideration all of the primary schools in the area and projected enrolments from these schools to NHS next year.

There will be consultation about possible new routes. Part of the review process includes some new buses and some current buses with increased capacity. No final decisions have been made

Internet Speed

I received an email during the school holidays to say that as part of the SWiFT Fibre to Schools project, our schools' internet bandwidth allocation has been recently increased from 400Mbps to 600Mbps, at no additional cost to our school.

APPENDIX 4: Roles of Governing Council

Examples of different responsibilities – councils and site leaders

Area of responsibility	Site leaders (principals/directors)	Governing councils
Curriculum	Lead the development of teaching and learning programs, and set up timetables and teacher/class allocations.	Provide advice to the site leader to make sure the curriculum offered meets local community needs. For example, a specialist program.
Student achievement	Monitor individual student achievement against the department's standards.	-
Student management	Manage all areas of student wellbeing and discipline.	Consult with the site's community to assist when policies are made or reviewed.
Staff management (example 1)	Manage all department staff. For example, teaching performance, discipline and complaints.	-
Staff management (example 2)	Day-to-day management of staff employed by the council, including performance management. Performance management covers dealing with allegations of misconduct or negligence.	Overall responsibility and management of council employees.
Staff employment (example 1)	Employ the department's teaching and non-teaching staff.	Employ some staff. For example, out of school hours care and canteen.
Staff employment (example 2)	-	Take part in an interview panel to employ the site's principal or director.
Big picture planning	Carry out the initiatives and work towards achieving the goals in the site improvement plan.	Work on the site improvement plan and set strategic directions.

Area of responsibility	Site leaders (principals/directors)	Governing councils
Finance	Prepare and supply financial reports to the council via the finance advisory committee.	Review, approve and keep a check on the site budget.
Reporting	Draft the annual report and share the information.	Endorse the annual report and report to the site's community – and the minister – at least once a year.

APPENDIX 5: Letter to Governing Council Chairs and Principals

Dear Governing Council Chair and Principal

At its first meeting this year, Nuriootpa High School Governing Council agreed to write to each of the Governing Councils for our feeder primary schools to determine any perceived needs by the parents of the students coming to our school for Years 7 and 8 in 2022.

Much of the important information is available on our website. This includes:

- Virtual Tour of the School http://www.nurihs.sa.edu.au/videos/NHS_Virtual_Tour.mp4
- Bring Your Own Device (BYOD) <http://www.nurihs.sa.edu.au/byod.htm>
- Uniform <http://www.nurihs.sa.edu.au/uniform.htm>
- School Information Brochure http://www.nurihs.sa.edu.au/school_info.htm

Information about the school's preparation for the new cohort of students including the new building works will continue to be provided to feeder primary schools in weeks 4 and 9 of each term.

Each of the Year 6 and 7 classes have been visited by ex-students and a staff member in weeks 7 and 8 of term 1. There were 2 Open Days on March 22nd and 23rd. The PowerPoint from this presentation is available on our website in the Transition Information Documents Section of the School Information section. In both terms 2 and 3 there will be a Teams Meeting with each of the Year 6 and 7 classes with the same students who visited their school in weeks 7 and 8 of term 1. During term 4, the primary school students will come to our school and the day will be hosted by these students. For students who need additional transition visits, this will be negotiated between the primary schools and the high school.

Teachers from the high school and primary schools will be meeting during terms 2 and 3 to discuss particular learning areas and pedagogy.

There will be a parent information night in term 4 with a focus on information that parents and students need to know as they transition to our school, including a session on Bring Your Own Device.

With respect to enrolment processes, families have now been provided with information about this process. Families should ensure their contact email address/es and their child's residential address are accurate and current with the school, to limit issues during the process. Families should complete and return their child's online form by the due date, to ensure their nominated secondary school/s is considered. While families are able to nominate to attend any secondary school, the increase in enrolment demand from in-zone students may mean there is limited space available.

As the year progresses, we will be able to share with students and families what a school week looks like, some more information about our wellbeing program and other information that is requested.

For students in Special Options classes, information will be provided to these families as the high school is informed about these students.

We are keen to hear from your Governing Council about ideas that our Council can undertake that will further support your Year 6 and 7 students have a successful transition to our school. Can you please let us know so that we can follow up with you?

Tarnya Eggleton
Chairperson

Gerri Walker
Principal

on behalf of the Nuriootpa High School Governing Council

APPENDIX 6: GC CODE OF PRACTICE



DEPARTMENT FOR EDUCATION AND CHILD DEVELOPMENT
OFFICE FOR EDUCATION AND EARLY CHILDHOOD

Governing council code of practice

This document is currently under review. Please direct any queries about this document to the department's Policy Adviser (Governance) or email decd.sitegovernance@sa.gov.au.

(XXX) GOVERNING COUNCIL

CODE OF PRACTICE

Revised October 2007

MINISTER FOR EDUCATION AND CHILDREN'S SERVICES

(Name of school/preschool) GOVERNING COUNCIL INCORPORATED

CODE OF PRACTICE

The strength of community participation in local governance and decision making lies in the relationships that are established and maintained within a school/preschool community. The school/preschool community elects or nominates Councillors to the Council placing its trust in the Council's consultation and decision-making processes and the integrity and diligence of each Councillor.

Each individual, therefore, in fulfilling the roles and responsibilities of a Councillor

- must act honestly and in good faith;
- must use due care and diligence;
- must recognise that the primary responsibility of the Council is to the school/preschool, and will have regard for the interests of all students and children;
- must use the powers of the position for a proper purpose and act, at all times, in the best interests of the Council and the school/preschool as a whole;
- must recognise the responsibility and accountability of the Council to both the school/preschool community and the Minister;
- must not take improper advantage of the position;
- must ensure that there is no conflict or apparent conflict between his/her own interests and duties with those of the Council and may need to have regard to any benefit or interest that potentially may arise for members of their immediate families, to the extent that they know their interests, as well as their own.
- has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Council;
- must not make improper use of information acquired;
- must keep confidential the information received in the course of his/her duties, and not disclose it, or allow it to be disclosed, unless that disclosure has been authorised, or if it is required by law;
- must not engage in conduct likely to bring discredit upon the school/preschool or the Minister;
- has an obligation to act lawfully and to comply with the principles of this code of practice.
- has an obligation to take all steps, if necessary including mediation, to resolve any disputes

which may arise.

CODE OF CONDUCT COMMENTARY

1 Context

Section 84(1)(e)(iii) of the *Education Act*, as amended and Section 17 of the *Preschool Constitution*, provides that members of a Council are bound to comply with a code of practice approved by the Minister. The code is a public document, and together with the constitution of a Council, is to be made available for public inspection. Thus, the community is aware of the obligation to comply with the code, and the actions of a Council are transparent and accountable.

When members accept appointment (through nomination, election or appointment) to a Council they undertake a duty of trust and loyalty to act honestly, in good faith, consider the needs of every child and student, and act in the best interests of the school/preschool. Although a Councillor may have been nominated by a group as specified in the legislation or in the constitution, that person is considered to have been *elected or nominated to the Council*, to provide a perspective in the course of making decisions in the best interests of the school/preschool regardless of other loyalties or allegiances.

Responsibility to the Minister

As members of the Council, individuals are responsible to the government through the Minister and ultimately the community for the manner in which they exercise their functions. The duties of a Councillor must be performed in an efficient and effective manner consistent with the legal requirements under the *Education Act*, *Children's Services Act* and the constitution of the Council or any other Act or law.

The code of practice forms part of the legal and regulatory framework under which the Council operates. Councillors are protected from personal liability through the immunity provided to those who act in good faith in exercising the powers and functions of a Council. This code underpins and is therefore an integral part of that immunity.

2 Duties of a Councillor

The code of practice embraces the values of honesty, integrity, enterprise, excellence, accountability, justice, independence and equal opportunity, and these values form the basis of actions and decisions when making decisions.

There are two broad categories of duties for a Councillor:

- a duty to act in good faith and in the best interests of the school/preschool; and
- the duty to act with care and diligence.

In undertaking the duties, a Councillor is required to:

- take reasonable steps to be informed of the functions of the Council and to ensure that the Council competently discharges those functions;
- take reasonable steps to be informed about the school/preschool, policies and activities and the circumstances and context within which the school/preschool operates;
- take reasonable steps through the processes of the Council to obtain sufficient information and advice on all matters to be decided by the Council;
- exercise an active discretion with respect to all matters to be decided by the Council;
- take reasonable diligence in attendance at and preparation for meetings.

INTERPRETATION OF THE PRINCIPLES OF THE CODE OF PRACTICE

Students/Children and the school/preschool, as a whole

Each Councillor should endeavour to ensure that the school/preschool achieves high standards and the resources of the school/preschool are effectively allocated so as to protect and enhance the interests of the students, children and parents.

Duties to others

All Councillors must comply with the legal framework governing the school Council's operations. In making decisions about a range of matters, particular attention must be paid to Government and departmental policies, standards and guidelines and Ministerial directions particularly with respect to the curriculum of the school/preschool, the use of, and accountability for, resources.

The very nature of the school/preschool as part of the public education system and therefore, of services provided by government funding, requires Council decisions to be transparent and

publicly justifiable in a political, social and, economic sense.

Although the Councillor owes a primary duty to the school/preschool community as a whole, the responsibilities imposed on schools/preschool under various Acts of Parliament clearly demand that the Councillor evaluate actions in a broader social context.

Due diligence

A Councillor should attend all Council meetings but where attendance at meetings is not possible, an apology must be provided.

In order to be fully effective, a Councillor should insist upon access to all relevant information to be considered by the Council. This information should be made available in sufficient time to allow proper consideration of all relevant issues.

Part of the duty of all Councillors should be to participate in the establishment of systems within the school/preschool to provide to them the necessary information on a regular and timely basis to enable reasoned judgements to be made.

In relation to audit procedures, a Councillor should endeavour to ensure that relations between the Council and the auditors are open, unimpeded and constructive. Similarly, the auditors should have direct and unimpeded access to the Council.

Conflict of interest

A Councillor must not take improper advantage of the position of Councillor to gain, directly or indirectly, a personal advantage or an advantage for any associated person, which might cause detriment to the school/preschool.

The personal interests of a Councillor, and those of the Councillor's family, must not be allowed to prevail over those of the students, children and parents of the school/preschool generally. A Councillor should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the Council. In considering these issues, account should be taken of the significance of the potential conflict and the possible consequences if it is not handled properly. The Education Act 1972 section 94 and the Preschool Constitution 7.8.3 directs the action of Councillors in the case of a conflict of interest.

Use of information

A Councillor must not make improper use of information acquired by virtue of the Councillor's position as a Councillor. A Councillor nominated to the Council by other groups should recognise the particular sensitivity of the position and should be especially careful not to disclose matters that are confidential unless prior arrangement of the Council has been obtained.

Professional integrity

For Councillors nominated by the staff of the school/preschool

A staff member nominated to the Council by the staff of the school/preschool, should recognise that the position occupied is particularly sensitive. In exceptional circumstances it may be necessary for the Councillor to express disagreement with colleagues on the staff of the school/preschool. In any event, the Councillor should be prepared to implement the decisions of the Council and the instructions of the principal/director as a loyal member of the Council.

For all Councillors

If there is any doubt whether a proposed course of action is inconsistent with a Councillor's honest duty then the course of action should not be supported. Independent advice should be sought as soon as possible to clarify the issue.

When a Council member feels so strongly as to be unable to abide by a decision of the Council, some or all of the following steps should be considered:

- (a) making the extent of the dissent and its possible consequences clear to the Council as a means of seeking to influence the decision;
- (b) asking for additional legal, accounting or other professional advice;
- (c) asking that the decision be postponed to the next meeting to allow time for further consideration and informal discussion;
- (d) tabling a statement of dissent and asking that it be minuted;
- (e) writing to the Chairperson, or all members of the Council, and asking that the letter be filed with the minutes;
- (f) if necessary resign and consider advising the Minister.

APPENDIX 6

