



Governing Council Minutes

16th May 2017

2017 Governing Council Members Attendance ✓ X
Chair – Cheryl Yeend ✓
Deputy Chair – Brad Gould X
Secretary – Natalie Brook (Uniform) ✓
Treasurer – Doug Smith (Finance & Facilities) ✓
Parent – Mata Panagiotidis X
Parent – Paula Tresintsis ✓
Parent – Jennifer O'Shea X
Parent – Geoff Sorrell ✓
Parent – Hilary Disley (Uniform) ✓
Parent – Helen Carroll-Welsh X
Parent – Ralf Matters (Facilities) ✓
Parent – Sybilla Keyes X
Principal – David Harris ✓
Staff – Sue Wilson (Finance & Facilities) ✓
Staff – Kirsty Ayris (Minutes) ✓
Staff – Sophie Pyromallis (Uniform) ✓
Staff – Deb Daniel (Student Voice) ✓
Student Voice Rep – Alphanso Sayee ✓
Guest – Zoi Papafilopoulos on behalf of Tom Koutsantonis ✓

1. Welcome and Apologies

- 1.1. **Welcome** – David introduced Zoi Papafilopoulos & Alphanso Sayee to the Council.
- 1.2. **Apologies** – Brad Gould, Jennifer O'Shea, Helen Carroll-Welsh & Sybilla Keyes.

2. Acceptance of Previous Minutes

- 2.1. **Accepted by** Doug, **seconded by** Sophie.

3. Business Arising from Previous Minutes

- 3.1. **Doug – Facilities** – Due to work commitments, he is unable to attend the Facilities Committee meetings at 3:30pm on Tuesdays. ****Sue will email information to Doug after meeting.**

3.2. Fundraising – Community Events

- **Natalie** – Need to form a committee to raise more money for the school – Does not have to be Governing Council Members but needs to be led by GC.
- **Ralf** – Proposed to establish a community subcommittee – all in favour – **Approved ✓**
- **Ralf & Samantha** – ****both are prepared to lead the subcommittee.**
- A Committee needs to be formed to raise any money aside from what the students raise e.g. Student Voice.
- Need a target / goal – something to raise funds for – **All agreed these funds should be used for funding upgrades of facilities and new projects at UHS.**
- To get parents & community involved, we need to come up with ideas that doesn't require people to over commit / give up a lot of their time / low commitment, as parents don't spend as much time in a High School as they do in Primary Schools. Commitments such as work times can change as children get older...
- **Ideas** – For example: Kyton's Bakery Fundraiser, Cadbury Fundraiser, Wine Sale Fundraiser, Entertainment Book, Online Donations?
- Ralf would like to try and get more parents involved – reflecting back on the AGM – there were a couple of ladies interested in being involved in the school but not on the Governing Council...
- **Community Engagement** – Advertised via Facebook / Email / Website
- **Ralf** – to articulate a vision in consultation with staff – the core idea – the Committees Purpose... **Will have a clear message to bring back to next meeting.**
- Would like it to be a way of attracting parent engagement in their child's school.

****Next agenda – Fundraising Committee proposal**

3.3. Special Olympics – international – volunteering

- Special Olympics will be held from the 16th – 20th April 2018 in Adelaide – **Samantha to touch base with Paul Davies (Health, PE & Sport Coordinator) & Dimi Sianis (H,PE&S Support SSO)**, to share & discuss if they know any contacts and how the school could be involved.
- I looked up the website and found some information that I have included below ☺ – Kirsty
- **WEBSITE:** <http://www.specialolympics.com.au/nationalgames2018/>
- **HOW TO GET INVOLVED TAB:** <http://www.specialolympics.com.au/nationalgames2018/getinvolved>

****Samantha to bring ideas for Special Olympics Volunteering to the next GC meeting.**

3.4. Supporting Student Achievement Funding Guidelines – Approved ✓

- The Student Recognition Policy is now available on the website:
<http://www.underdale.sa.edu.au/index.php>
- Find it under tabs – About Us / Governing Council / Student Recognition Policy
[http://www.underdale.sa.edu.au/images/Student Recognition Policy.pdf](http://www.underdale.sa.edu.au/images/Student%20Recognition%20Policy.pdf)

4. Correspondence – Secretary

4.1. Nil.

5. Reports:

5.1. **Student Voice** – Student Representative – Alphanso Sayee Yr12.

– SV Meetings twice a term – next meeting scheduled for tomorrow – Wednesday 17th May.

Items on the Agenda for Wednesday Student Voice Meeting:

- Discussing ideas for Term 2 Fundraising – What charities they will support i.e. Cancer Council or if they will donate to school facilities, seating areas / tables outside.
- So far this year, the committee has raised around \$2100.
- 2nd hand uniform shop – **OPEN – Tuesdays at lunch between 1:05 – 1:20pm and again after school between 3:15 – 3:40pm** – a great idea!
- Need more students to donate uniforms in good/reasonable condition to keep up with the demand.

SV Fundraising Fund usage: – from previous minutes

- 75–80% to go to student facilities.
- 20–25% to go to charities – thinking teenage causes.
- Raised \$1400 so far this year to go toward student facilities.
- Good news is that the second hand school uniforms have made \$900 clear profit.
- Made \$500 in week 0 this has made it really worth while doing.
- SV appreciate their fellow student's feedback.
- **Drink fountains** – new spouts that make filling bottles easier – everyone loves them! Brilliant idea!
– **Thank you to Sue for organising!**
- **Recommendation from GC** – for a suggestion box for students to write suggestions / ideas for the SV to bring and discuss at meetings?
- **Ralf** – Newly formed Fundraising Committee to work in collaboration with Alphanso and SV to share ideas for Fundraising for the UHS.

5.2. **Uniform – Sophie**

- Met & main discussion – **Uniform Policy**: Was slightly amended to include the new polo, bomber jacket & jumper.
- It is a Unisex uniform but there are new pants coming in that are specifically for girls.
- Student voice will vote to pick the new collar – **SV to approve tomorrow Wednesday 17th May.**
- Charcoal grey – slacks – work attire type pants.
- New Bomber Jacket – \$65, New Fleecy Polo w/ ½ Zip – \$65 & New Polo Shirt – \$40
- All new school uniform will have the new Logo which now includes – **KNOWLEDGE**
- **Clarification** – Black stockings **not** leggings are to be worn under footwear.
- **Sophie amended Uniform Policy to read:** 'Worn with white, black or grey socks or black stockings'.
- Move to approve the new Uniform Policy – all in favour – **Approved ✓**
- Move to approve the new uniform items – all in favour – **Approved ✓**



**** Update – Wednesday 17th May – SV voted on the collar design for the new polo shirt and the white stripe won by majority vote. There were only three votes for the double stripe – Email from Deb Daniel. ****

5.3. **Treasurer / Finance – Sue & Doug – Report from Sue**

Approval of delegates for spending – This is done each year.

- Can provide authorisation of – procurement, contract delegation, financial delegation, financial delegation operational, SASIF account, purchase card holders, Cheque signatories, EFT signatories, issue petty cash etc.
- **Principal** – David Harriss, **Deputy Principal** – Lesley Holliday, **Business Manager** – Sue Wilson & **Finance Officer** – Michelle Bersagilire – **Recommended by: Doug Smith (Treasurer), Seconded by: Geoff Sorrell** – All in favour – **Authorisation Approved ✓**
- **Delegations for the 2017 year paperwork signed by: Chair** – Cheryl Yeend, **Treasurer** – Doug Smith & **Governing Council Member** – Geoff Sorrell on 16th May 2017.

****Signed authorisation document attached to end of minutes.**

Seeking approval for Budget Amendments.

- IT seeking approval to amend budget for an additional \$20,000.
- To provide appropriate equipment (Interactive Whiteboards) not previously budgeted for the STEM project. Thus to ensure positive student learning outcomes for students. – **Recommended by: Doug Smith (Treasurer), Seconded by: Ralf Matters (Facilities)** – All in favour – **Approved ✓**
- Facilities seeking approval for an additional \$7000.

- To support STEM allocation – to be utilised in various places – refurbishment of the shelter shed, year12 lockers, new seating, maintenance of old girls toilet – to make secure for storing the schools archiving system.
- This will include additional shelving and **month by month hire** of a storage/shipping container – to store equipment whilst the STEM project is being completed. **- Recommended by: Doug Smith (Treasurer), Seconded by: Natalie Brook (Secretary) – All in favour – Approved ✓**
- Profit & Loss / Ledger & budget for UHS.
- Currently around \$600k in the black.
- Some small adjustments to be made.

*** Profit & Loss / Ledger & budget documents attached to end of minutes.**

**** Sue to provide figures on each person's limit of spending / budget set by DECD.**

5.4. **Facilities – Sue & Ralf – Report from Sue**

- Budget for 2018 – new carpeting & painting for classrooms.
- Will be done on a rolling scale.
- Reserves put away for Tech Studies to be used for a router table.
- SV – to put in money towards new seating.
- Seating has been chosen to budget requirements.
- SV & other students were asked where they would like new seating.
- Under trees was highly favourable.
- Seating will also be put in the shelter shed with lockers and carpeting.
- New rubbish bins are included in the requested additional \$7000.

6. **Principals Report – David**

6.1. **Future Vision for UHS**

- Currently no future vision for the school; for example, what UHS will look like in 5 to 10 years time.
- David will be working with a group of people over the next term to put together a vision for the school.
- Develop a master plan for how resources are used.
- Would like the school to grow to 650 to 700 students
- Last year, Tom Koutsantonis spoke about amalgamations – an important point that was voiced was not letting what is special about UHS be lost
- **David will have both a physical and HR master plan by the last GC meeting of term 3 to discuss.**
****Any opinions on this – Please email to David**

6.2. **More on the UHS Website**

- David looking at different ways to use the Website.
- **E-school Solutions** – in the past has published the UHS curriculum prospectus and other curriculum information – David would like this information published on the website so it always accessible to parents and potential parents.

6.3. **Facebook**

- Facebook is working fabulously for us – great positive publicity.
- Social media is our most powerful media for promotion.
- David would like more UHS community to share our posts, ad positive comments.
- This will help to get the UHS name out there – to the wider community.

6.4. **STEM Update**

- STEM Upgrade – starting in Term 3 – Not sure of exact date – **David should know exact starting date by next GC meeting.**
- Optimism corridor to be empty by end of term 2.
- Maps of STEM project are on display around the school.
- Link between the new building and resource centre – will be completely enclosed.
- Enclosed by glass so there is vision outside.
- The enclosed area for more tables and chairs for students to have recess/lunch but also use for study and not be out in the elements.
- Old toilets that are currently used as storage will be demolished.
- Will be wet areas and making areas.
- Doors out to the basketball courts – so outdoor learning can be incorporated in to lessons easier than it has been in the past.
- Furniture will be very flexible, movable and light so all areas can be setup easily in different ways to address different types of learning.
- There will be a Multimedia suite – along with student learning, teachers will be able to utilise to record parts of lessons to post on Daymap – so if students are away, they can watch the teacher's instructions via Daymap.

- This can be helpful even for students that are in their lesson to re-watch the instructions if they have difficulty understanding, parents will also be able to view this information – which can be helpful for them to support their child/ren.
- The south/west corner of the school – in the future as it doesn't fit under the current funding – David would like to develop this area to be an outdoor STEM area – advantage is it is fenced so things can be put out and not have to be brought in at the end of a lesson.
- Also to be used as a student celebration area – possibilities for bbqs etc. to be utilised for celebrations.
- It's also quite public, people will be able to see the great things / celebrations / student activity that happen at UHS.
- Student services – counsellors, SSO's – fund from the STEM has allowed us to reallocate these student services and counselling areas to another section of the school – so the student counsellors, FLO workers, pastoral care worker & ACEO will be all together in the 1 area.
- The curriculum support SSO's will be relocated to the resource centre.
- Toilets – bank of 11 – Unisex Toilets – 1 of which will be a disabled toilet – all are fully enclosed with a lockable door, vanity sink & mirror.
- H&PE to include toilet etiquette within their course to ensure the Unisex toilets are left appropriate for the next user.

David has asked to this to be introduced in 2 stages:

- **Stage 1** – all support staff have somewhere to go when they are moved out of current spaces.
- **Stage 2** – making sure the Unisex toilets are finished 1st before anything is done about the boy's toilets.
- End of the building unused girl's toilets are in working order – all flush and have running water – will be reopened for use.
- There will be security on these toilets – so they will know who has used which toilet at what time if any damage or vandalism occurs.
- Hoping the STEM building will be complete by the end of 2018 – New area won't be opened and used until 2019.
- David sent an email to GC on Friday re toilets... READ!
- First priority is and will always be the teaching and learning.
- A lot of work will fall back on the SSOs; we need to support them as much as we can.
- David will do a STEM update at every GC meeting.
- David has a STEM meeting weekly, fine tuning plans & details with the architects. David is happy with the plans so far.
- **Cheryl proposed:** During the STEM building phase, would it be possible the architects / builders to attend a GC meeting and talk to us about how things are going / where they're at in the building process...? – **It is unlikely but David will ask at next meeting with the architects. It is more likely that David will be given the information updates from the architects to present to the GC.**

7. General Business:

7.1. Approval and Ratification of Homework Policy – Sophie

- Led a team of teachers to re-develop the UHS Homework Policy.
- Looking at the responsibilities shared between Staff, Students and Parents – and how these parties work together to support students undertake homework.
- Taking into account children work at different paces on different subjects at different times in the year.
- Balancing common-sense with supporting the students' progress within their own learning.

Purpose of home work

- Undertake preliminary reading for a new topic.
- Review and reinforce class learning.
- Revise work in preparation for tests and examinations.
- Practice practical application of skills learned in class.
- Provide time to prepare research and complete assignments.

Supported Learning Centre – Now included and supported within the Homework Policy.

- **Monday – Friday** – 8.00 – 8.45am
- **Monday, Tuesday & Thursday** – 3.15 – 4.00pm
- **Wednesday** – 2.15 – 3.00pm
- SLC is accessible to all students' years 8 to 12 for support with their learning. E.g. Assignments, completion of general school work for every subject.
- During these times, the SLC is operated by 2 staff members after school and 1 staff member before school. (Teachers & SSOs)
- Different days have different specialised teachers.
- Learning area coordinators can recommend what days to attend the SLC for specific subjects.
- Surprising the amount of year 11&12 students attend the SLC to complete their work.

Improved Homework Policy

It is anticipated that students should spend the following time on homework on most nights:

- **Year 8** – 50 to 60 minutes per night.
- **Year 9** – 60 to 75 minutes per night.
- **Year 10** – 75 to 90 minutes per night.
- **Year 11** – at least: 1½ hours per subject / week.
- **Year 12** – at least: 3 hours per subject / week.
- **Please note for parents:** If times to complete homework is of concern contact the school for support.
- There are times that students will choose to spend extra time undertaking homework, such as, studying for tests, exams and completing major assessments.
- **Daymap** – Homework and assessment tasks are uploaded to Daymap by all teachers – so parents are able to see when tasks are due.
- **Ralf** – Suggested it be stated as a 'guideline', for example – **HOMEWORK GUIDELINES** – It is ~~anticipated~~ **RECOMMENDED** students ~~should~~ spend the following time on homework. ~~on most nights.~~
- New policy is from recommendations from parental feedback – this is the response.
- Parents having contact with the school if there are any questions or concerns is important.
- **Cheryl** – Suggested the SV collaborate with GC to have input in the policy.
- **Alphanso** – Highlighted student use of study periods – they are there for support with homework
- A lot of students need to improve their time management skills.
- **ILP – Individual Learning Plans** – These plans address the learning needs of individual students and the HW Policy takes these students into account.
- **David – Proposed:** To work on alternative wording in consultation with SV. **Seconded by Cheryl.**
- **Ralf** – Would like to assist in the rewording of the policy.

****Sophie & Ralf to work on alternative wording in Policy – in consultation with Deb & SV by next meeting.**

8. Any Other Business:

8.1. Website Update

- The UHS website has been getting updated – **Kirsty & Yuka are working on it – Still fixing up formatting.**
- Parents can access information about GC as a group.
- Governing Council need an introduction for the Governing Council tab on website.
- **Cheryl** – Proposed all councillors send her a sentence so she can include in the introduction – **All Agreed ✓**
- **Kirsty will email a reminder to councillors.**
- **Cheryl** – to write introductory paragraph for Website
- **Cheryl to email DRAFT to Kirsty by Friday of week 4 – Kirsty will email to councillors for feedback before publishing.**

8.2. Governing Council Newsletter Article

- **David** – wants a Governing Council article in each newsletter.
- Next newsletter in **week 5** then again in **week 10.**
- **Ralf** – to write a draft article for the week 5 newsletter
- 1st article to promote GC what they do and the UHS website.
- For example – What information is on the website? How can they find it & utilise it? i.e. Student Recognition Policy – http://www.underdale.sa.edu.au/images/Student_Recognition_Policy.pdf
- **Ralf to email DRAFT to Kirsty by Friday of week 4 – Kirsty will email to councillors for feedback before publishing.**
- **David** – Proposed he & Kirsty have final editing rights for Website & Newsletter articles, no changes would be made without consultation with GC, its more for grammatical errors – all in favour – **Approved ✓**

8.3. Zoi Papafilopoulos on behalf of Tom Koutsantonis – noted funding

– ****Zoi will look into what funding is available to the school with Tom and bring ideas to next meeting – if unavailable for next meeting she will email ideas to Kirsty.**

8.4. Samantha Corns – Sport feedback – Not very clear on information / expectations / organisation

– ****Samantha to email Paul Davies with this feedback.**

Meeting Closed: 7:54pm.

Next Meeting: Tuesday 13th June at 6:00pm.

NEXT MEETING AGENDA

- Re-worded Homework Policy – Sophie
- Fundraising Committee Proposal – Ralf
- Volunteering – Ideas for Special Olympics – Samantha
- Zoi Papafilopoulos on behalf of Tom Koutsantonis – Funding - what is available to the school.