### Port Lincoln High School

**Governing Council - Minutes**

**Date:** 2nd April, 2014

<table>
<thead>
<tr>
<th>Chairperson:</th>
<th>Minute Taker:</th>
<th>Present:</th>
<th>(quorum of 10 required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana Smith</td>
<td>Mel McGown</td>
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<tr>
<td>Tony Green – Principal</td>
<td>Diana Smith - Chairperson</td>
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<td>Tabitha Wilkes – Deputy Chairperson</td>
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<tr>
<td>Anthony Ellin</td>
<td>Lorraine Hogben – Uniform Committee</td>
<td>A</td>
<td>Themi Karatzavalis – Canteen Committee</td>
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<tr>
<td>Finance Committee</td>
<td>Judy Bates – Staff Rep</td>
<td>✓</td>
<td>Annette Davey</td>
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<td></td>
<td>Mel McGown – Staff Rep</td>
<td>✓</td>
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<tr>
<td></td>
<td>Kylie Earl</td>
<td>✓</td>
<td>Elaine Enge</td>
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<td></td>
<td>Jill Eime</td>
<td>✓</td>
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<tr>
<td></td>
<td>Marie Kennedy</td>
<td>A</td>
<td>Dean Miller</td>
</tr>
<tr>
<td></td>
<td>Caroline Miller</td>
<td>✓</td>
<td></td>
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<tr>
<td></td>
<td>Sharon Phillips</td>
<td>✓</td>
<td>Mel Carter Student Rep</td>
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<td>Karen Rohrlach</td>
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<td></td>
<td></td>
<td>✓</td>
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<tr>
<td></td>
<td>Brad Hannam</td>
<td>✓</td>
<td>Karen Jantke - Visitor</td>
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<td></td>
<td>Student Rep</td>
<td>✓</td>
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#### Minutes of previous meeting

- Moved:
- Seconded:

**Business arising from Previous Minutes:**

- Kylie, Annette and Di voiced concerns raised over elections last meeting. Had to turn people away.
- Check constitution re – 2 year terms for parents
- Should we have proxy delegates, reps?
- How many people for a quorum?
- Check DECD website and forward copy of PLHS constitution to all members

### Election of Office Bearers

- Chairperson – Di Smith – Nominated Jill Eime – Seconded Caroline Miller
- Deputy Chair – Tabitha Wilkes – Nominated Annette Davey – Seconded Themi
- Minute Taker/Secretary – TBA
- Finance – Anthony Ellin – Nominated Judy Bates – Seconded Tabitha Wilkes
- Uniform – Lorraine Hogben – Nominated Jill Eime – Seconded – Annette
- Canteen – Themi Karatzavalis – Nominated Judy Bates – Seconded Kylie Earl

### Principal Report - Tony

- Spoke about DOBEL report and role/responsibility of Governing Council.
- Freedom of information
- Training offered for schools.
- Annual Report not available yet
- Explained responsibilities/process of Governing Council

### General Business

- **PLHS Website** – Shaun Thomas
- Showed the site to members – facebook and newsletter

- **Criminal History information** – reminder to complete forms that have been emailed to all members as soon as possible and return to Chris Hughes

- **Computer system** – Diana asked about our system
- Our school is one of the biggest tech users in town.
- Trouble with band width – not ideal.
- ECH – company running the servicer
- SEQTA – now purchased
- Tony is happy!

- **Science Expo** - Multicultural day
Mandatory training for Governing Council reps?

Finance Report – report tabled and approved
Tony explained report – in the red
Auditors Reports – Accepted report – Moved - Anthony Ellin happy – Seconded – Caroline
See attached summary

SRC Report - Brad and Mel
Uniform idea as discussed at AGM – sports uniform, hat, shirt, shorts – still discussing
Fundraising for RSPCA
Not much to report – next meeting for SRC is tomorrow (4th April)
Spoke about SRC leadership camp – very successful

WASSAC – successful

Year 8’s – have been settled

Visual Arts project – still on the agenda.

School Magazine Issue – contractual dispute with photographs

Thank you to past Chairperson – flowers sent after AGM meeting.

Next Meeting – personal introductions of council reps

Meeting closed 8.50pm

Next Meeting

Wednesday 7th May, 2014 – 7pm – Staffroom

Wednesday 4th June, 2014

Wednesday 2nd July, 2014

Term 3 & 4 meeting dates to be advised
FINANCE REPORT

Notes for Minutes

1. Company 1 – Consolidated Account.
   Balance Sheet, Profit & Loss Statement, Governing Council Report as at
   28/2/14 Tabled

2. Company 2 – Canteen Account
   Balance Sheet, Profit & Loss Statement as At 28/2/14
   Tabled

3. Governing Council Budget Report to 31/3/14
   Budget $4,000.00
   Expenses to date $357.27
   Remaining $3642.73

4. Independent Auditor’s Report for financial year 01/01/13 – 31/12/13
   Company 1 and Company 2
   Tabled

5. 2014 Budget, Cash Flow Summary and Resource Entitlement Statement
   presented by Principal, Tony Green.
   Approved

6. Financial Delegations - nominated staff and their delegated amounts must be
   ratified and minuted by Governing Council.
   Please sign enclosed authorisation notice.

Chris Hughes
School Admin Officer
Please advise dates for future meetings to enable them to be placed on the school calendar

<table>
<thead>
<tr>
<th>Date of Meetings</th>
<th>Email information</th>
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<tbody>
<tr>
<td>Wednesday 19th February</td>
<td>AGM</td>
</tr>
<tr>
<td>March- no meeting</td>
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<tr>
<td>Wednesday 2nd April</td>
<td>2th March and 1st April followup</td>
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<tr>
<td>Wednesday 7th May</td>
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<td>Wednesday 4th June</td>
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<td>Wednesday 2nd July</td>
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<td>August – TBA</td>
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<td>September – TBA</td>
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<td>October – TBA</td>
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<td>November – TBA</td>
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<td>December - TBA</td>
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<tr>
<td>AGM – TBA - ?????? February 2015</td>
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