

**Aldinga Payinthe College**  
**Governing Council - Agenda**

<b>Location of Meeting</b>	Aldinga Payinthe College Performing Arts Centre
<b>Meeting Number</b>	Meeting 2 of 2022
<b>Date and Time of Meeting</b>	Thursday 24 March 2022 (immediately after the AGM)

<b>Apologies</b>	
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**ACTIONS FROM THE PREVIOUS MEETING**

<b>Name</b>	<b>Action</b>
N/A	N/A

**AGENDA ITEMS**

<b>Topic lead</b>	<b>Topic</b>	<b>Papers/documents</b>
Principal	Minutes from the previous meeting	Document 1
Principal/Chairperson	Appointment of office holders, executive committee and sub-committees	Document 2
Principal	Work Health and Safety	Document 3
Principal	Student free days	Document 4
Principal	Proposed Governing Council meeting dates for the remainder of 2022	Document 5
Chair	Any other business	

**Minutes from the previous meeting**

**Background**

Governing Council met on 24 February 2022. The minutes from this meeting were informally endorsed by the Chairperson (via email) but require Governing Councils formal approval. A copy of the minutes is attached.

<b>Recommendation</b>
That Governing Council approve the minutes from the previous meeting.

# Governing Council Minutes

<b>Date</b>	24 February 2022	<b>Time</b>	6:00pm tour followed by meeting at 7:00pm
<b>Location</b>	APC Boardroom	<b>Meeting No.</b>	1 of 2022
<b>Attendees</b>	Michael Collins (Chair) Bronwyn Bell (parent representative) Kate O'Rourke (parent representative) Jasmine Elvin-Paterson (parent representative) Ashleigh Hurst (parent representative) Sean Dillon (student representative) Ruby Pinchback (student representative) Ali Colbeck (principal) Simon Macdonald (staff representative) Lauren Jew (staff representative)		
<b>Apologies</b>	Allan Sumner		

## 1. Acknowledgement of Country

Lauren Jew started the meeting with an acknowledgement of country.

## 2. Business Arising

Ali noted that the college had gone through the process of engaging a Pastoral Care Worker but that the selected candidate was experiencing a number of COVID-19 related issues which resulted in the college being unable to finalise the appointment.

## 3. Minutes of Previous Meeting

The minutes of meeting held on 9 November 2021 were accepted.

## 4. Work Health and Safety

Ali provided a brief WHS report noting issues associated with:

- COVID
- Building works
- Equipment and facilities

Governing Council noted the WHS report provided as part of the agenda papers.

As part of discussions members asked questions regarding the availability of home learning should learners be isolating with COVID-19. Ali noted that the college had resources available to assist with home learning should they be required. Furthermore, Ali noted that over time, the use of iPads (currently being rolled out to learners) at the college, may allow learners in isolation to join (via electronic means) with their peers undertaking face to face learning.

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## 5. Principal's Report

Ali provided a verbal report based on the information provided in the agenda papers.

Members had a brief discussion about attendance and more broadly communications between the college and families (and vice versa).

As part of discussions, Lauren provided a verbal report on community usage including an update on recent and upcoming community events. As part of discussions a query was

raised about the college's flag poles and the potential of flying alternative flags to those already held by the college (Australian flag, South Australian flag and Aboriginal flag). The potential for an LGBTQI+ learner ambassador was also raised as a possibility. Lauren agreed to raise this as a possibility as part of ongoing discussions with the Learner Empowerment Team.

Members noted the principal's report.

## **6. 2022 Budget**

Simon provided a brief overview of the 2022 budget based on the summary provided in the agenda papers. After a brief discussion members approved the 2022 budget.

## **7. Financial Delegations**

Members briefly discussed the proposed financial delegations as detailed in the agenda papers. The proposed financial delegations as provided in the agenda papers was agreed to. A signed copy of the approved financial delegations is attached as part of these minutes.

## **8. Policy Documentation and Feedback**

Ali provided a brief overview of the documentation provided noting the extensive and rigorous process that college staff went through in the development of these documents

Members briefly discussed each policy noting that the staff who worked on these documents should be commended. Members were particularly impressed with the Bullying Prevention Policy and the Mobile Phone and Personal Devices Policy documentation as well as the early implementation of these important policies.

Members approved the following policies:

- Attendance Policy
- Behaviour Support Policy
- Bullying Prevention Policy
- Customer Complaints Management Procedure
- Dress Code - Learners
- Mobile Phone and Personal Devices Policy

## **9. Student Free Days**

Ali provided a brief overview based on the documentation provided in the agenda papers.

She noted that at this stage no decisions on student free days have been made due to the lack of clarity around COVID-19 restrictions into the future.

Members briefly discussed the issue of student free days noting that Mondays or Fridays were likely to be the easiest days for most families to manage.

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## **10. Any other business**

The following matters were raised:

### College communication with families

Questions were raised about the college's communications with families. Some members reported that they were not receiving communications while others commented that adequate information was being received.

Ali noted that the college's adoption of a new electronic management system (EMS) had resulted in some unexpected issues with communication. She added that the college

had been working hard to resolve these issues but forecast that problems were likely to continue for a while to come.

As a way of further alleviating these issues the college was attempting to diversify its communication methods including the use of social media. The college was also hopeful that the launch of the parent portal on Frog (our learner management system), scheduled for week 8 of term 1, would further assist.

Smoking on site

A question was raised as to whether smoking was permitted on site. Ali confirmed that smoking on site was not permitted.

Dogs on site

A question was raised as to whether dogs were allowed on site. Ali confirmed that dogs were not allowed on site.

Annual General Meeting

Ali confirmed that the next meeting of the Governing Council would be the required Annual General meeting. At this meeting all positions on council would need to be filled noting that current members of Governing Council were able to re-nominate if they wished.

The college would ensure that the nomination process was broadly advertised to ensure that all members of the community could participate.

**Meeting Closed:** 8:50pm

## Office Holders, Executive Committee and Sub-Committees

### 1. Background

Governing Council is required to appoint:

- office holders
- establish an executive committee and
- establish sub-committees.

### 2. Election of Office Holders

The following office holders must be appointed:

- Chairperson (cannot be a member of college staff or hold employment in an “administrative unit” which the Minister is responsible for)
- Deputy Chairperson
- Secretary
- Treasurer (must not be a member of college staff)

Recommendation
That Governing Council elect the required office holders namely a Chairperson, Deputy Chairperson, Secretary and Treasurer.

### 3. Appointment of an Executive Committee

Governing Council may appoint an Executive Committee comprising the office holders (as per above) and the Principal. The Executive Committee is able to meet to carry out business delegated or referred by the Council and report to subsequent council meetings.

Recommendation
That Governing Council appoint an Executive Committee comprising the Council office holders (Chairperson, Deputy Chairperson, Treasurer, Secretary) and the Principal.

### 4. Establishment of Sub-committees

Governing Council can establish its own sub-committees. There are no restrictions on the number and type of these committees noting that a Finance Advisory Committee must be established. This committee must include at least 3 members of Governing Council and include the Treasurer and Principal (or nominee).

Recommendation
That Governing Council establish a Finance Advisory Committee and defer consideration on whether additional sub-committees are required until a later date.

### Work, Health and Safety

The college draws the attention of Governing Council members to the following WHS matters since Governing Council last met:

#### Building Works

Minor building works (mainly resolution of defects) continues across the site. In this context the college has spent significant time working with the builders and our facilities managers (ISS) to ensure that learners and staff are safe.

#### COVID-19

With the return of learners, the college has spent considerable time managing our various COVID-19 obligations. In addition to putting in place a range of safety protocols (including facemasks, hand-sanitiser, limiting onsite visitors and limiting interaction between staff wherever possible), the college has also been responsible for tracking and tracing classroom contacts, assembling/distributing Rapid Antigen Testing kits (where we are required to do so) and communicating the various isolation and quarantine arrangements to staff and families.

#### Equipment and Facilities

The college has a range of fantastic equipment and facilities, and we are working hard to ensure that staff are appropriately trained and these facilities/equipment are tested and 'brought into service' in a methodical manner.

<b>Recommendation</b>
That Governing Council note the WHS issues noted above.

## Student Free Days – 2022

### Background

Schools can have a maximum of 3 student-free days during the school year for activities relating to school management, planning meetings or staff development programs. Student free days should be endorsed by governing council on recommendation of the principal.

The scheduling of student free days must consider:

- the best interests of students and local circumstances
- staff industrial arrangements
- bus timetables, local transport needs of families and other local school finishing times.

Principals must also make sure at least 1 months' notice has been given to parents of the approved student-free days.

### Discussion

At the last meeting of Governing Council there was a brief discussion about student free days in 2022. The broad consensus at that time was that the proposed days should fall on a Monday and/or Friday.

After consideration the college proposes the following student free days for 2022:

- Monday 2 May 2022
- Friday 12 August 2022
- Monday 7 November 2022

All 3 days will be used for staff development purposes with a focus on literacy and numeracy.

<b>Recommendation</b>
That Governing Council endorse the college's 2022 student free days for Monday 2 May, Friday 12 August and Monday 7 November.

**Proposed Governing Council meeting dates for the remainder of 2022**

**Background**

Governing Council is required to have at least 2 meetings per term. Dates for the remainder of 2022 have not yet been set.

**Discussion**

Are there days and times that Governing Council members would prefer in terms of meetings for the remainder of 2022?