

## Aldinga Payinthe College

### Governing Council - Agenda

<b>Location of Meeting</b>	Aldinga Payinthe College Boardroom
<b>Meeting Number</b>	Meeting 3 of 2022
<b>Date and Time of Meeting</b>	6pm on Thursday 26 May 2022

<b>Apologies</b>	Kapri Saunders
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#### ACTIONS FROM THE PREVIOUS MEETING

Name	Action

#### AGENDA ITEMS

Topic Lead	Topic	Papers/documents
Chairperson	Minutes from the previous meeting	Document 1
Principal	Governing Council Induction	Document 2
Principal	Principal's Report	Document 3
Principal	Work Health and Safety	Document 4
Principal/Business Leader	Finance	Document 5
Principal	Site Partner Report (YMCA, ISS and Rory's)	Document 6
Principal	Frog Parent Portal	Document 7
Chair	Any other business for inclusion on the next Governing Council agenda papers	N/A

**Minutes from the previous meeting**

**Background**

Governing Council met on Thursday 24 March 2022. A copy of the minutes is attached.

**Recommendation**

That Governing Council approve the minutes from the previous meeting.

**Aldinga Payinthe College**  
**Governing Council Minutes**

<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>Attending</b>	Ali Colbeck Stephanie Ashby Leanne Bawden Jade Johnston Henry Rutherford Joshua Reiter Simon Macdonald Alex Schultz
<b>Apologies</b>	Michael Collins Bronwyn Bell Carlie Kirkbride
<b>Visitors</b>	Matthew Groves Lyndle Chilman Sean Dillon Emma Jones Nathan Reiter Karo Neilson Megan McDonald Aaron Steele Michael Austin Kim Martin Lauren Jew

**ACTIONS FROM THE PREVIOUS MEETING**

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

**1. Minutes from the previous meeting**

The minutes from the last meeting of Governing Council were accepted.

**2. Appointment of office holders, executive committee and sub-committees**

After brief discussion the following office holders, executive committee members and sub-committees were elected/established:

Officeholders

Chairperson – Michael Collins

Deputy Chairperson – Henry Rutherford

Secretary – Simon Macdonald  
Treasurer – Joshua Reiter

#### Executive Committee

The Executive Committee membership was agreed as follows:

- Chairperson
- Deputy Chairperson
- Treasurer
- Secretary
- Principal

#### Sub-Committees

Governing Council members agreed that there was no need for sub-committees at this stage with the exception of the required Finance Advisory Committee. The membership of the Finance Advisory Committee was agreed as follows:

- Joshua Reiter (Treasurer)
- Ali Colbeck (Principal)
- Simon Macdonald (Secretary)

### **3. Work Health and Safety**

Ali provided a brief overview of the information included in the agenda papers noting that the college was still an active building site which required staff a significant amount of time liaising with the building contractors and our facilities managers (ISS)

In addition, Ali noted the ongoing impacts of COVID-19 particularly relating to learners being absent and with respect to the unavailability of staff. Governing Council members also briefly discussed the college's efforts in terms of bringing into service the large range of onsite equipment and facilities in a safe and appropriate manner.

The WHS report provided was noted.

### **4. Student Free Days**

After brief discussion Governing Council endorsed the proposed 2022 student free days on the following days:

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

The issue of a school closure day was also raised with Ali noting that the college was not yet in a position to propose this date and that further information would be provided to Governing Council in due course.

### **5. Proposed Governing Council meeting dates for the remainder of 2022**

After brief discussion it was agreed that the college would send out an email in the following days requesting information from Governing Council members on their preferences with respect to preferred times and dates for meetings in 2022.

### **6. Any other business**

There was no other business.

The meeting concluded at approximately 7:45pm.

## Governing Council Induction

The main roles and responsibility of Governing Council is as follows:

- **Set Broad Direction** (In conjunction with the site leader) – The governing council identifies and incorporates, where possible, student, parent and community input and values into the broad direction of the college. The principal director brings the staff perspective to these undertakings. The broad direction may include a future vision, a statement of purpose and a set of values that clearly focus on improving student learning.
- **Develop Broad Directional Policy** – The Governing Council develops broad policy statements that facilitate the achievement of the school vision and broad direction.
- **Initiate and Approve Recommendations and Strategies** - All recommendations must conform to government policy, industrial agreements, DfE policy and direction and site decision making structures. The principal will work with parents, staff and students to develop recommendations and strategies to achieve the broad site directions jointly set with the Governing Council. These strategies will include but are not restricted to:
  - A Site Improvement Plan that is developed in consultation with the staff and community. This plan must incorporate state and federal requirements as well as local priorities that will achieve the broad direction set by the Governing Council.
  - The allocation of resources to best achieve the objectives of the Site Improvement Plan. Resource allocation must take into account risk management, sustainability and industrial and accountability requirements. The budget recommendation will be developed with the Finance Advisory Committee (FAC) and staff and must be directed towards the Site Learning Plan. Draft budgets and the final recommendation will be presented to the Governing Council by the Treasurer. The Governing Council has final responsibility for budget approval.

Through decision making structures and groups within the college, the principal will engage the staff and parents in the development of the Site Improvement Plan. Similarly, groups such as the Personnel Advisory Committee (PAC) and the Finance Advisory Committee (FAC) are involved in the recommended allocation of resources that make up the annual budget and resource planning strategies. These plans are presented to the Governing Council for comment and approval.

- **Monitor Progress** - The Governing Council monitors the site budget and progress towards the broad directions set and the targets of the Site Improvement Plan. This is done at each Governing Council meeting where the principal and treasurer provide information and data as a part of their reports against the plans, priorities and budget. A summary of these forms the basis of the Annual Report.
- **Report Progress** - This occurs with the principal and treasurer who provide data and timely reports that enable the Governing Council to confidently report to the Minister and community on how well the school is performing

### Management and Leadership

Site management and educational leadership is the responsibility of the principal and staff. It is not a part of the governance role of Governing Council and wider community.

If individual community members have an issue with a member of staff, the college's Customer Complaint Management Procedure should be consulted in the first instance (<https://aldingapayinthicollege.sa.edu.au/wp-content/uploads/2022/05/PROCEDURE-Customer-complaint-management-procedures.pdf> )

### Governance versus Management

The role of Governing Councils is more about guiding and setting direction. You do not work alone when you are on Governing Council, you have a shared responsibility with the principal, but your day-to-day involvement is different.

Some examples of different responsibility for governing councils and site leaders are outlined below:

Area of responsibility	Site leaders (Principal)	Governing Councils
<b>Curriculum</b>	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.
<b>Learner achievement</b>	Monitor individual student achievement against the department's standards.	N/A
<b>Learner management</b>	Manage all areas of student wellbeing and discipline.	Consult with the site's community to assist when policies are made or reviewed.
<b>Staff management</b>	Manage all <b>department</b> staff. For example, teaching performance, discipline and complaints.	N/A
<b>Big picture planning</b>	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.
<b>Finance</b>	Prepare and supply financial reports to the council	Review, <b>approve</b> and keep a check on the site budget.
<b>Reporting</b>	Draft the annual report and share the information.	Endorse the annual report and report to the site's community – <b>and the minister</b> – at least once a year.

## Office Bearer Responsibilities

Information about some of the key roles and responsibilities of Office Bearers is outlined below:

<p><b>Chairperson</b> Key roles include:</p> <ul style="list-style-type: none"><li>• Presiding over meetings</li><li>• In consultation with the secretary and principal prepares the agenda</li><li>• Deciding on the manner in which meetings are conducted</li><li>• Ensuring full and balanced participation in meetings</li><li>• Facilitating voting on motions</li><li>• Reporting on the operations of the council at the AGM</li><li>• Acting as a spokesperson for the council unless the council appoints someone else</li></ul>	<p><b>Secretary</b> Key roles include:</p> <ul style="list-style-type: none"><li>• Conducts the correspondence of the council</li><li>• Ensures the agenda papers are forwarded to members of the council</li><li>• Ensures that minutes are kept and forwarded to each member</li><li>• Ensures that notices of meetings are given in accordance with the Constitution</li></ul> <p>The secretary is responsible for ensuring the maintenance and safekeeping of agendas and minutes.</p> <ul style="list-style-type: none"><li>• Keep a register of Governing Council members</li><li>• Maintain copies of policies/procedures of the council (where relevant)</li></ul>
<p><b>Treasurer</b> Key roles include:</p> <ul style="list-style-type: none"><li>• The treasurer assists the Governing Council in its discussion and approval of the budget</li><li>• Acts as the chairperson of the Finance Committee and presides over these meetings</li></ul>	<p><b>Deputy Chairperson</b> In the absence of the chairperson, the deputy chairperson assumes their duties. If the chairperson resigns, a new election should be held for a replacement chair.</p>

## Principal's Report

### Attendance

The college is starting to make progress on the collection of attendance information. We are now able to send families SMS' relating to unexplained learner absences. This system is generally working well, and families are engaging with the process.

A recent underlying technical issue has arisen, whereby the college was not receiving SMS responses from families. The issue appears to have been resolved but the college will need to work through outstanding information from family SMS' which were sent and not received.

More broadly it should also be noted that obtaining attendance reports from our EMS remains problematic. The system appears to have a number of functional limitations/shortcomings which we have asked the Department to investigate and address.

### Community Use Report

Community use across the college has been informed by previous work undertaken including the community profile, community breakfast and engagement with stakeholders including organisations, families, local clubs and children and young people in the area.

Activities are being offered after school, at the college, that align with identified community aspirations, gaps and needs. These include a supported playgroup delivered by Centacare, Stage Sparks for 5 to 12 year olds offered through Carclew, Kurna language lessons by Adelaide University and Tauondi College, Siblings in Focus run by Junction Australia and Mature Movers for older people, plus many more activities.

We are also building connection with community with the intention of strengthening learning opportunities for children and young people who attend Payinthe. These include Rhythm to Recovery through Centacare, Sammy D Foundation Workshops for secondary, SAPOL workshop for years 5 and 6, Headspace mental health workshops for learners and their families.

We are currently working on a number of projects that will have an impact beyond the school, some of these include:

- Developing relationships with Onkaparinga Council and One Culture to offer competitive inclusive sport for children and young people with disability.
- Hosting the 'Kurna Still Here' Exhibition that was recently at the South Australian Museum during NAIDOC Week in July.
- Collaborating with Studio 20 and Communities for Children to hold a SALA Festival event exhibiting the work of children and young people "See the world through the eyes of children and young people from Southern Adelaide. Celebrate, explore and be inspired. Showcasing over 100 young artists."

The Learner Empowerment Team, this term, has played a critical role informing outcomes across the college and community. This has included being a reference group to a community mental health project, planning and implementing activities for IDAHOBIT and taking responsibility for raising and taking down the flags each day.



**Community  
Participation  
Week 1 - Week 3**

**937 People  
participated**

**14 activities  
offered**

**Capacity Management Plan (CMP)**

The college was subject to a Capacity Management plan (CMP) for 2022 enrolments. A revised CMP for 2023 enrolments was developed and submitted to the Department but unfortunately the timing coincided with the recent State election campaign. In this context the college does not yet have a CMP for 2023 enrolments, and we are waiting on further advice from the Department.

**Enrolment**

The college has begun receiving enquiries from individuals who would like to send their child/ren to the college in 2023. We have included some basic information on our website which directs people to the next steps they should take.

Timelines associated with 2023 enrolments are set down by the Department and the college will continue to operate in accordance with these requirements. As time moves on, the absence of a CMP will become more crucial but at this stage it is manageable.

**Staffing**

The college has recently hired two additional staff for our wellbeing area. While these staff have only recently commenced (beginning of Term 2) their presence is already being felt (in a very positive way) by working closely with learners across the site. We also have an additional administrative staff member who is working in Learner Services. This front facing role interacts with families and learners and will also provide assistance with respect to the wellbeing area, particularly with booking appointments and managing diaries.

The college also hired an additional part-time Learning Community Support Officer to cover additional workload in our specialised learning areas.

More broadly speaking, the college has commenced broader workforce planning discussions which will ensure we are well placed with respect to staff recruitment for future years. The 2023 staff recruitment timelines have been released by the Department and the college will ensure that we comply accordingly.

**College Website**

The college's revised website was recently finalised and is now live. The address is the same as the initial poster site which the college developed prior to opening <https://aldingapayinthicollege.sa.edu.au>.

The look and feel of the site focusses on the natural environment in which the college is based and we are in the process of starting to flesh out the content which appears on the site. Our plan is to include the names of Governing Council members along with Governing Council meeting dates. We intend to upload this information shortly.

**Recommendation**

That Governing Council note the Principal's Report.

## Work, Health and Safety

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

### Building Works

Building related works onsite have slowed considerably in the last couple of months. The resolution of defects across the site does, however, continue and the college expects it will do so for some months to come.

### COVID-19

The college continues to spend 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.

Based on our early observations, the state-wide change to the 'close contact' rules/arrangements are resulting in the college having larger numbers of staff and learners in isolation.

### Equipment and Facilities

This term the college will commence using the following specialised facilities (albeit in a limited way in some cases):

- Trade Centre/Fabrication Lab
- Kitchen spaces
- Performing Arts Centre
- Dance rooms

Staff have spent considerable time ensuring that these spaces are ready for operation and that learners are well placed to use them safely and effectively. We are hopeful that usage of these spaces will continue to grow and expand as the year progresses.

In preparing these spaces, the college has found that there are some additional building modifications which will be required. These include the installation of lighting in the Performing Arts Centre, and re-organisation of existing equipment in the Trade Centre/Fabrication Lab.

The college is also in the process of allowing staff usage of our Fitness Centre. Providing this trial works well, our aim is to open this facility for community hire and in the longer term, used by learners (this will be age dependent).

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

## Finance

The following finance information is presented for information:

### Balance Sheet and Profit and Loss Statement

The college's current Balance Sheet and Profit and Loss statements is attached for information.

### Audit

The audit of the college's financial operations was due to take place in February 2022. The scheduled audit was postponed (at the request of the Department) due to COVID-19. Since then, it has been scheduled and re-scheduled on two further occasions. At the time the agenda was sent out the audit was due to commence on 25 May 2022.

<b>Recommendation</b>
That Governing Council note the Balance Sheet, Profit Loss Statements and audit information.



## Finance Report – 26<sup>th</sup> May 2022

### Reports Tabled:

- Balance Sheet – Period 4
- Profit & Loss – Period 4
- Governing Council Report – Period 4

### Current Bank Accounts (as at 19<sup>th</sup> May 2022)

- Cash Account: \$90,630.08
- SASIF Account: \$3,101,288.92

### School Card:

- Applications – 176
- Eligible – 141 (79 Secondary = \$26386.00 – 62 Primary = \$15686.00)
- Awaiting Assessment – 27

Accounts Receivable Balance (as at 19<sup>th</sup> May 2022): \$130,693.11

M&S Fees Balance Outstanding: \$101377.00 (M&S Fees Invoiced for 2022: \$183,224.00)

48% of iPad 1<sup>st</sup> instalment Invoices have been paid to date.

### Fun Facts:

Tech Rooms (Home Ec and Science) have been set up at a cost of \$70843.00 YTD.

Primary Area resources purchased YTD: \$62402.00

SLA Area Resources purchased YTD: \$29290.00

GL Code		Current	Last Year
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
1101	BANK ACCOUNT- OPERATING	18,567.81	26,992.05
1102	BANK ACCOUNT- SASIF	3,201,288.92	2,161,626.92
1104	PETTY CASH	10,000.00	
1301	ACCOUNTS RECEIVABLE CONTROL ACCOUNT	147,833.91	183,224.00
1333	RES- ACCRUED REVENUE		36,211.18
1351	PREPAID GOODS & SERVICES		2,250.00
1371	SALES GST	-93.08	12,692.00
1372	T10- SALES GST CONTROL	-1,023.84	
1373	T10- SALES GST CLEARING	1,023.84	
1376	TFR- SALES GST CONTROL	1,014.00	
1377	TFR- SALES GST CLEARING	-1,014.00	
1384	PURCHASES GST	7,911.68	
1385	T10- PURCHASES GST CONTROL	87,025.75	
1386	T10- PURCHASES GST CLEARING	-87,025.75	
1389	TFR- PURCHASES GST CONTROL	2,297.61	
1390	TFR- PURCHASES GST CLEARING	-2,297.61	
1398	BAS ROUNDING ACCOUNT	0.05	
	<b>TOTAL CURRENT ASSETS</b>	<b>3,385,509.29</b>	<b>2,422,996.15</b>
<b>NON CURRENT ASSETS</b>			
	<b>TOTAL NON CURRENT ASSETS</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL ASSETS</b>	<b>3,385,509.29</b>	<b>2,422,996.15</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
3201	ACCOUNTS PAYABLE CONTROL	-57,879.49	
3521	UNEARNED REVENUE		-183,224.00
3603	MANUAL EFT CLEARING ACCOUNT		-3,995.78
	<b>TOTAL CURRENT LIABILITIES</b>	<b>-57,879.49</b>	<b>-187,219.78</b>
<b>NON-CURRENT LIABILITIES</b>			
	<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL LIABILITIES</b>	<b>-57,879.49</b>	<b>-187,219.78</b>
	<b>NET ASSETS</b>	<b>3,327,629.80</b>	<b>2,235,776.37</b>
<b>EQUITY</b>			
5101	ACC SUR/DEF- OPENING BALANCE	-2,235,776.37	-2,235,776.37
	Current Years Surplus/Deficit	-1,091,853.43	
	<b>TOTAL EQUITY</b>	<b>-3,327,629.80</b>	<b>-2,235,776.37</b>

GL Code		Current Period	Current Year
<b>INCOME</b>			
<b>FEES &amp; CHARGES</b>			
6103	STUDENT ENROLMENT FEES- MATERIALS & SERV	295.45	176,079.45
6115	STUDENT FEES- OTHER CHARGES	(2,914.00)	55,585.27
6153	GENERAL SALES	317.13	12,676.88
6155	HIRE REVENUE	318.18	825.45
6157	COMMISSION RECEIVED		1,957.90
	<b>TOTAL FEES &amp; CHARGES</b>	<b>(1,983.24)</b>	<b>247,124.95</b>
<b>GRANTS &amp; SUBSIDIES</b>			
6201	RES- OPERATING FUNDING		3,026,534.13
6203	OTHER GRANTS & SUBSIDIES	1,900.00	1,900.00
6221	DONATIONS		1,026.00
	<b>TOTAL GRANTS &amp; SUBSIDIES</b>	<b>1,900.00</b>	<b>3,029,460.13</b>
<b>INTEREST REVENUE</b>			
	<b>TOTAL INTEREST REVENUE</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTRIBUTED ASSETS</b>			
	<b>TOTAL CONTRIBUTED ASSETS</b>	<b>0.00</b>	<b>0.00</b>
<b>NET GAIN ASSET DISPOSAL</b>			
	<b>TOTAL NET GAIN ASSET DISPOSAL</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER REVENUE</b>			
6601	FUNDRAISING REVENUE		230.00
	<b>TOTAL OTHER REVENUE</b>	<b>0.00</b>	<b>230.00</b>
	<b>TOTAL REVENUE</b>	<b>(83.24)</b>	<b>3,276,815.08</b>
<b>EXPENSES</b>			
<b>EMPLOYEE BENEFITS EXPENSES</b>			
7101	RES- SALARIES & WAGES TEACHERS		953,956.85
7102	RES- SALARIES & WAGES ANCILLARY		678,086.62
7103	RES- SALARIES & WAGES PUBLIC SECTOR ACT		35,907.20
7104	RES- SALARIES & WAGES TEMPORARY RELIEF T		55,872.00
	<b>TOTAL EMPLOYEE BENEFITS EXPENSES</b>	<b>0.00</b>	<b>1,723,822.67</b>
<b>SUPPLIES &amp; SERVICES</b>			
7201	CLEANING- CONSUMABLES	19.00	1,362.84
7203	WASTE DISPOSAL	5.00	20.00
7211	CONSULTANTS		3,740.00
7219	COST OF GOODS SOLD	2,035.50	13,067.70
7222	TELEPHONE CHARGES	616.80	1,078.85
7223	SOFTWARE EXPENSES	8,950.29	8,950.29
7224	SOFTWARE LICENCES		817.18
7231	RES- REPAIRS & MAINTENANCE		390.99
7233	REPAIRS & MAINTENANCE	354.54	513.63
7234	MINOR WORKS	13,945.62	14,545.62
7235	MINOR EQUIPMENT	7,649.35	37,934.30
7236	Capital Purchase Control Account	40.91	(196.50)
7247	BANK FEES AND CHARGES	109.20	233.56
7248	ADVERTISING	685.30	31,737.30
7249	SUBSCRIPTIONS AND MEMBERSHIPS		636.36
7251	CONSUMABLES	6,176.93	72,162.78
7252	POSTAGE	130.91	1,240.00
7253	PRINTING		175.42
7255	STATIONERY		759.89
7256	FREIGHT & CARTAGE	216.00	1,946.45
7261	HIRE OF FACILITIES	200.00	200.00
7281	STUDENT LEARNING MATERIALS	36,360.45	260,443.27
7284	INCURSION AND EXCURSION EXPENSES	3,271.88	4,851.26
7285	FUNDRAISING EXPENSES		412.73
7291	STAFF TRAINING & DEVELOPMENT	393.63	1,545.63
7295	CATERING EXPENSES		391.64
7342	FIRST AID MATERIALS	250.37	2,177.79
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>81,411.68</b>	<b>461,138.98</b>
<b>GRANTS AND SUBSIDIES</b>			
	<b>TOTAL GRANTS AND SUBSIDIES</b>	<b>0.00</b>	<b>0.00</b>
<b>DEPRECIATION &amp; AMORTISATION</b>			
	<b>TOTAL DEPRECIATION &amp; AMORTISATION</b>	<b>0.00</b>	<b>0.00</b>
<b>INTEREST EXPENSES</b>			
	<b>TOTAL INTEREST EXPENSES</b>	<b>0.00</b>	<b>0.00</b>
<b>OTHER EXPENSES</b>			

GL Code	Current Period	Current Year
TOTAL OTHER EXPENSES	0.00	0.00
TOTAL EXPENSES	81,411.68	2,184,961.65
SURPLUS OR (DEFICIT)	(81,494.92)	1,091,853.43



GL Code	Actual	This Month Budget	Variance	Actual	Year To Date Budget	Variance	Annual Budget	Last Year
<b>Revenue</b>								
0000-0000-6201-03 WS-RES- OPERATING FUNDING-EDU				2,051,439.82		2,051,439.82		
0000-0000-6221-06 WS-DONATIONS-NSAG				1,026.00		1,026.00		
0000-5001-6601-06 WS-NAME1-FUNDRAISING REVENUE-NSAG				230.00		230.00		
0001-0000-6115-06 STUDENT FEES- OTHER CHARGES				2,000.00		2,000.00		
2105-0000-6115-06 STUDENT FEES- OTHER CHARGES	-40.00		-40.00	720.00		720.00		
2302-4001-6115-06 EXCURSION-NAME1-STUD FEES OTH-NSAG	-3,044.00		-3,044.00	6,786.00		6,786.00		
2505-4002-6115-04 STUDENT FEES- OTHER CHARGES	170.00		170.00	170.00		170.00		
2508-8501-6203-01 OTHER GRANTS & SUBSIDIES	1,900.00		1,900.00	1,900.00		1,900.00		
4109-0000-6201-03 STAFF MGMT-RES- OPERATING FUNDING-EDU				975,094.31		975,094.31		
4203-0000-6103-06 INFO SYS-STUD EN FEES M&S-NSAG	295.45		295.45	295.45		295.45		
4203-0000-6115-06 STUDENT FEES- OTHER CHARGES				45,909.27		45,909.27		
4211-0000-6103-06 PARENT CON-STUD EN FEES M&S-NSAG				175,784.00		175,784.00		
4217-0000-6155-06 FACILITIES-HIRE REVENUE-NSAG	318.18		318.18	825.45		825.45		
5101-0000-6153-06 UNIFORMS-GENERAL SALES-NSAG	317.13		317.13	12,676.88		12,676.88		
5101-0000-6157-06 UNIFORMS-COMMISSION RECEIVED-NSAG				1,957.90		1,957.90		
<b>TOTAL INCOME</b>	<b>-83.24</b>	<b>0.00</b>	<b>-83.24</b>	<b>3,276,815.08</b>	<b>0.00</b>	<b>3,276,815.08</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenses</b>								
0000-0000-7222-03 WS-RES-TELEPHONE CHARGES-EDU	-616.80		-616.80	-1,078.85		-1,078.85		
0000-0000-7236-06 WS-CAPITAL PURCH CONT ACC	-40.91		-40.91	196.50		196.50		
0000-0000-7247-06 WS-BANK FEES AND CHARGES-NSAG	-109.20		-109.20	-233.56		-233.56		
0000-0000-7248-06 WS-ADVERTISING-NSAG	-685.30		-685.30	-31,737.30		-31,737.30		
0000-0000-7251-06 MANAGEMENT-CONSUMABLES-NSAG				-95.42		-95.42		
0000-0000-7252-06 WS-POSTAGE-NSAG	-130.91		-130.91	-1,240.00		-1,240.00		
0000-0000-7256-06 WS-FREIGHT & CARTAGE-NSAG	-216.00		-216.00	-1,946.45		-1,946.45		
0000-0000-7342-06 WS-FIRST AID MATERIALS-NSAG	-250.37		-250.37	-2,177.79		-2,177.79		
0000-5001-7285-06 WS-NAME1-FUNDRAISING EXP-NSAG				-412.73		-412.73		
0001-0000-7251-06 PRESCHOOL-CONSUMABLES-NSAG	-381.39		-381.39	-2,461.69		-2,461.69		
0001-0000-7281-06 PRESCHOOL-STU LEARN MATERIALS-NSAG	-1,094.82		-1,094.82	-6,495.78		-6,495.78		
1101-0000-7281-06 ART-STU LEARN MATERIALS-NSAG				-8,611.54		-8,611.54		
1107-0000-7281-06 MUSIC-STU LEARN MATERIALS-NSAG				-3,954.55		-3,954.55		
1111-0000-7281-06 VIS ARTS-STU LEARN MATERIALS-NSAG	-854.94		-854.94	-2,924.64		-2,924.64		
1302-0000-7281-06 HLTH & PE-STU LEARN MATERIALS-NSAG				-5,411.58		-5,411.58		
1303-0000-7281-06 HOME EC-STU LEARN MATERIALS-NSAG				-27,907.22		-27,907.22		
1413-0000-7281-06 LOTE-STU LEARN MATERIALS-NSAG	-223.64		-223.64	-1,649.65		-1,649.65		
1501-0000-7281-06 MATHS-STU LEARN MATERIALS-NSAG				-8,901.12		-8,901.12		
1601-0000-7281-06 ENGLISH-STU LEARN MATERIALS-NSAG				-994.12		-994.12		
1709-0000-7281-06 SCIENCE-STU LEARN MATERIALS-NSAG				-32,656.58		-32,656.58		
1802-0000-7281-06 DES & TECH-STU LEARN MATERIALS-NSAG	-2,177.64		-2,177.64	-2,177.64		-2,177.64		
1805-0000-7281-06 INFO SYS-STU LEARN MATERIALS-NSAG				-439.00		-439.00		
1812-0000-7235-06 TECH STUD-MINOR EQUIPMENT-NSAG	-39.35		-39.35	-39.35		-39.35		
1812-0000-7281-06 TECH STUD-RESOURCES-NSAG				-1,876.10		-1,876.10		
1915-0000-7281-06 MLTCULT ED-STU LEARN MATERIALS-NSAG	-531.85		-531.85	-12,535.31		-12,535.31		
2102-1101-7281-06 CLASS-PURL7-STU LEARN MATERIALS-NSAG				-1,151.00		-1,151.00		
2102-1102-7281-06 CLASS-PURL6-STU LEARN MATERIALS-NSAG	-86.24		-86.24	-1,220.84		-1,220.84		
2102-1103-7281-06 CLASS-PURL5-STU LEARN MATERIALS-NSAG	-81.17		-81.17	-1,215.76		-1,215.76		
2102-1104-7281-06 CLASS-PURL1-STU LEARN MATERIALS-NSAG	-59.56		-59.56	-1,194.15		-1,194.15		
2102-1105-7281-06 CLASS-PURL2-STU LEARN MATERIALS-NSAG				-1,158.11		-1,158.11		
2102-1106-7281-06 CLASS-PURL3-STU LEARN MATERIALS-NSAG	-37.33		-37.33	-1,211.97		-1,211.97		
2102-1107-7281-06 CLASS-YARA9-STU LEARN MATERIALS-NSAG	-110.48		-110.48	-1,086.42		-1,086.42		
2102-1108-7281-06 CLASS-YARA8-STU LEARN MATERIALS-NSAG	-89.96		-89.96	-1,848.40		-1,848.40		
2102-1109-7281-06 CLASS-YARA7-STU LEARN MATERIALS-NSAG				-918.65		-918.65		
2102-1110-7281-06 CLASS-YARA6-STU LEARN MATERIALS-NSAG	-17.00		-17.00	-197.91		-197.91		
2102-1113-7281-06 CLASS-MARU2-STU LEARN MATERIALS-NSAG	-19.75		-19.75	-1,272.10		-1,272.10		
2102-1114-7281-06 CLASS-MARU3-STU LEARN MATERIALS-NSAG	-19.75		-19.75	-1,272.10		-1,272.10		

GL Code	Actual	This Month Budget	Variance	Actual	Year To Date Budget	Variance	Annual Budget	Last Year
2102-1121-7281-06 CLASS-MARU6-STU LEARN MATERIALS-NSAG				-1,252.35		-1,252.35		
2102-1122-7281-06 CLASS-MARU7-STU LEARN MATERIALS-NSAG				-1,257.65		-1,257.65		
2102-1123-7281-06 CLASS-WANG3-STU LEARN MATERIALS-NSAG				-1,252.35		-1,252.35		
2102-1124-7281-06 CLASS-WANG4-STU LEARN MATERIALS-NSAG	-34.52		-34.52	-1,338.41		-1,338.41		
2102-1131-7281-06 CLASS-WANG6-STU LEARN MATERIALS-NSAG				-1,294.70		-1,294.70		
2102-1132-7281-06 CLASS-WANG7-STU LEARN MATERIALS-NSAG				-1,252.35		-1,252.35		
2102-1133-7281-06 CLASS-WANG12-STU LEARN MATERIALS-NSAG	-19.75		-19.75	-1,266.80		-1,266.80		
2102-1134-7281-06 CLASS-WANG13-STU LEARN MATERIALS-NSAG	-19.74		-19.74	-1,272.09		-1,272.09		
2102-1141-7281-06 CLASS-MILA3-STU LEARN MATERIALS-NSAG				-190.25		-190.25		
2104-0000-7281-06 JNR PRIM STU LEARN MAT	-15,318.37		-15,318.37	-61,219.08		-61,219.08		
2105-0000-7281-06 STUDENT LEARNING MATERIALS	-3,178.90		-3,178.90	-8,960.01		-8,960.01		
2116-0000-7249-06 RES CENTRE-SUBSC AND MEMBERSHIPS-NSAG				-636.36		-636.36		
2116-0000-7251-06 RES CENTRE-CONSUMABLES-NSAG	-322.14		-322.14	-26,626.10		-26,626.10		
2116-0000-7281-06 RES CENTRE-STU LEARNING MATERIALS-NSAG	-7,839.49		-7,839.49	-13,740.98		-13,740.98		
2119-0000-7251-06 SOC JUST-CONSUMABLES-NSAG				-11.27		-11.27		
2125-0000-7251-06 SRC-CONSUMABLES-NSAG				-327.27		-327.27		
2302-4001-7284-06 EXCURSION-SWIM-INC/EXCURSION EXP-NSAG	-3,271.88		-3,271.88	-4,851.26		-4,851.26		
2407-0000-7251-06 STUD SERV-CONSUMABLES-NSAG				-880.00		-880.00		
3112-0000-7251-06 DISAB UNIT-CONSUMABLES	-1,779.97		-1,779.97	-7,741.50		-7,741.50		
3112-0000-7281-06 DISAB UNIT STU LEARN MATERIALS-NSAG	-2,660.30		-2,660.30	-18,192.87		-18,192.87		
3138-0000-7281-06 SPEC NEEDS-STU LEARN MATERIALS-NSAG	-1,790.00		-1,790.00	-2,915.30		-2,915.30		
3139-0000-7281-06 STEM-STU LEARN MATERIALS-NSAG	-95.25		-95.25	-2,948.96		-2,948.96		
4105-0000-7211-06 MANAGEMENT-CONSULTANTS-NSAG				-3,740.00		-3,740.00		
4105-0000-7224-06 MANAGEMENT-SOFTWARE LICENCES-NSAG				-817.18		-817.18		
4105-0000-7251-06 MANAGEMENT-CONSUMABLES-NSAG	-1,627.70		-1,627.70	-23,415.74		-23,415.74		
4105-0000-7253-06 MANAGEMENT-PRINTING-NSAG				-175.42		-175.42		
4105-0000-7255-06 MANAGEMENT-STATIONERY-NSAG				-759.89		-759.89		
4107-0000-7295-06 GOV COUNCL-CATERING EXPENSES-NSAG				-391.64		-391.64		
4109-0000-7101-03 STAFF MGMT-RES- S&W TEACHERS-EDU				-953,956.85		-953,956.85		
4109-0000-7102-03 STAFF MGMT-RES- S&W ANCILLARY-EDU				-678,086.62		-678,086.62		
4109-0000-7103-03 STAFF MGMT-RES- PUB SECT ACT-EDU				-35,907.20		-35,907.20		
4109-0000-7104-03 STAFF MGMT-RES- S&W TRTS-EDU				-55,872.00		-55,872.00		
4109-0000-7291-06 STAFF MGMT-STAFF TRAIN & DEV-NSAG	-393.63		-393.63	-1,545.63		-1,545.63		
4203-0000-7223-06 INFO SYS-SOFTWARE EXPENSES-NSAG	-8,950.29		-8,950.29	-8,950.29		-8,950.29		
4203-0000-7233-06 INFO SYS-REPAIRS & MAINTENANCE-NSAG	-236.36		-236.36	-395.45		-395.45		
4203-0000-7235-06 INFO SYS-MINOR EQUIPMENT-NSAG	-6,410.00		-6,410.00	-18,108.20		-18,108.20		
4203-0000-7251-06 INFO SYS-CONSUMABLES-NSAG	-118.18		-118.18	-721.23		-721.23		
4203-0000-7281-06 INFO SYS-STU LEARN MATERIALS-NSAG				-11,806.88		-11,806.88		
4208-0000-7235-06 OHS&W-MINOR EQUIPMENT-NSAG				-19.87		-19.87		
4208-0000-7251-06 OHS&W-CONSUMABLES-NSAG	-1,012.46		-1,012.46	-5,351.80		-5,351.80		
4217-0000-7201-06 FACILITIES-CLEANING- CONSUMABLES-NSAG	-19.00		-19.00	-1,362.84		-1,362.84		
4217-0000-7203-06 FACILITIES-WASTE DISPOSAL-NSAG	-5.00		-5.00	-20.00		-20.00		
4217-0000-7231-03 FACILITIES-RES- REPAIRS & MAINT-EDU				-390.99		-390.99		
4217-0000-7233-06 FACILITIES-REPAIRS & MAINTENANCE-NSAG	-118.18		-118.18	-118.18		-118.18		
4217-0000-7234-06 FACILITIES-MINOR WORKS-NSAG	-13,945.62		-13,945.62	-14,545.62		-14,545.62		
4217-0000-7235-06 FACILITIES-MINOR EQUIPMENT-NSAG	-1,200.00		-1,200.00	-19,766.88		-19,766.88		
4217-0000-7251-06 FACILITIES-CONSUMABLES-NSAG	-55.09		-55.09	-4,530.76		-4,530.76		
4217-0000-7261-06 FACILITIES-HIRE OF FACILITIES-NSAG	-200.00		-200.00	-200.00		-200.00		
5101-0000-7219-06 UNIFORM-COGS-NSAG	-2,035.50		-2,035.50	-13,067.70		-13,067.70		
<b>TOTAL EXPENDITURE</b>	<b>-81,411.68</b>	<b>0.00</b>	<b>-81,411.68</b>	<b>-2,184,961.65</b>	<b>0.00</b>	<b>-2,184,961.65</b>	<b>0.00</b>	<b>0.00</b>
<b>SURPLUS/DEFICIT</b>	<b>-81,494.92</b>	<b>0.00</b>	<b>-81,494.92</b>	<b>1,091,853.43</b>	<b>0.00</b>	<b>1,091,853.43</b>	<b>0.00</b>	<b>0.00</b>

## Site Partner Report

The college operates on a Public Private Partnership (PPP) site where the Government leases the facilities from a private consortium (TESA Education). As part of this arrangement TESA Education also lease other spaces on our site to other service providers. These are as follows:

Name of Provider	Area of responsibility
ISS	Facilities management
Rory's School Lunches	Canteen
YMCA	Long Day Care and OHSC

A brief report on behalf of these providers is outlined below.

### ISS – Facilities Management

#### Communication and Consultation

Communication (formal and informal) between the college and ISS is extensive and ongoing. While the year to date has been extremely busy for all concerned there is a goodwill between the parties which is resulting in a generally positive start to the year.

#### Defect Identification

During the first quarter of the year, it was identified that the procedure for managing site defects was inconsistent. In future, all defects will be raised as a 'Failure Event' and managed as per the PPP contract.

#### Audits

ISS has responsibility for providing cleaning services to the college. Five audits of cleaning activities have been undertaken this year so far with audit scores of between 78% and 86%. Where corrective actions were identified these matters were followed up (by ISS).

#### Reactive Maintenance

In addition to undertaking 'normal' maintenance issues, the college notes that significant work has been undertaken by ISS with respect to pest control and external cleaning (resulting mainly from an ongoing issue with pigeons and corellas which is being addressed). These reactive maintenance matters will continue until longer term solutions are identified and implemented.

#### Scheduled Maintenance

Scheduled maintenance for a range of items took place during the term 1 break. No issues with this portion of the maintenance program were identified.

#### Site Security

From the beginning of operational phase of the contract, a key focus has been placed on security at the college. This included the use of static guards as an initial initiative to curtail any security incidents when the college became operational and the construction fences came down, allowing the community access to the college. Multiple security incidents occurred over the first quarter leading to refinement of processes and procedures and identification of operational improvement initiatives such as remote access to security systems.

### **Rory's School Lunches**

Rory's School Lunches officially commenced on 31 January 2022 and despite many COVID challenges within the business (particularly relating to staff shortages) Rory's has managed to provide a first-class service for learners, staff and visitors at both schools.

There have been no concerns raised by either school with regard to the catering service delivery, and the transition into the start of the school operations was seamless which is a credit to Rory and his team.

Additionally, it's worth noting that in line with audit requirements, Rory's undertook a food safety audit in March 2022. The audit was undertaken across 2 days and an audit result of 92% and 94% respectively was achieved. The issues identified were considered to be minor in nature.

From a college perspective, Rory's has also agreed to add us to their food ordering warehouse system which will allow the college to order the majority of supplies for our food technology classes via a single provider.

### **YMCA (Long Day Care and OHSC)**

The Long Day Care service operates out of Kuma alongside the college run preschool. YMCA and the college preschool hold their own provider and service approvals and comply with the Education and Care Services National Law (South Australia), the Education and Care Services National Regulations and the National Quality Standard and all other relevant laws and regulations within their own programs.

The YMCA Long Day Care is a stand-alone 44 place service for children aged 6 weeks to 5 years. The service operates from 6:30am to 6:30pm Monday to Friday. Current occupancy is at 56%. The YMCA team is headed by the ELC Director and a team of up to 11 staff with support from an Area Manager and directors based in the YMCA Head Office in Adelaide.

Despite the obvious challenges in establishing an educational facility such as this and with the impact of COVID on staffing resources, the service commenced as planned on 24 January 2022. The YMCA and staff operating the service have coped admirably with the challenges and have allowed the service to grow and develop during the first period of the school year.

The YMCA OSHC Service commenced on 31 January with 7 staff including a director and support as per the ELC team. OSHC operates from 6:30-8:30am and 3:30-6:30pm during the school term and 6:30am-6:30pm during term breaks. The OSHC service is a stand-alone 60 place service for children aged 4 to 12 years (primary school and preschool children). The OSHC facility is located in the space at the western end of the Gym and the service has access to half of the Gym during its operating hours. Current occupancy is around 30%. However, this can fluctuate from week to week subject to bookings.

<b>Recommendation</b>
That Governing Council note the site partner report.

## Frog Family Portal

### Background

Communication between home and the college is an important part of supporting our learners to be successful. The Department for Education's ICT solution to communicating with families is Frog, a learner management system that aims to provide a single location for families to communicate with teachers and keep track of their child's learning progress and general classroom communications.

Frog has been in use in preschools and kindergartens for some time, but this year is the first time it has been rolled out to school sites. As you can imagine, schools have a range of functional requirements that are different from preschool settings which has resulted in the need for additional software development.

Although some of these features have been launched and made available to us, many are still on the way. We are working closely with the department to move this timeline along as quickly as possible. Unfortunately, the development, testing and roll-out of this functionality is out of our control.

In the meantime, we have been working with staff to make best use of the current available functions to create a communication site for each of our Connect groups. These individual sites have been launched and appear on the Frog parent dashboard. There has been a slight hold up with these. Families will see a link to access the class communications that are relevant to their college experience.

The Connect group communication sites include a weekly update from teachers, a notices section, photos of learning experiences and a timetable. As more features become available, they will be introduced to this space to enable a much fuller experience.

Frog is accessed through the college's family portal. Information about where we are at with respect to invitations to join the portal and current numbers of active users is below.

### Invitations and Users

Approximately 520 individuals were on the college's invitation distribution list. Initial invitations to join the family portal were sent out earlier in the year with the majority of these invitations being sent in late March 2022. The college pre-empted the distribution of these invitations via a college-wide broadcast alerting families to look out for the formal invitation

All invitations to the family portal include temporary log-in information which only lasts for 7 days. In instances where individuals who received an invitation were not able to activate within this timeframe, invitations were re-sent if/when a request was made.

As at mid-May 2022 the college had 202 active users on the system.

Approximately 110 individuals (of the 520) were not sent an invitation. The college took a conservative approach to sending invitations in an effort to not disrupt complex family arrangements. There were, however, a range of other reasons why invitations were not sent including a lack of contact information or where we were made aware that an invitation was not required.

The college will continue to work through the list of individuals who have not yet received an invitation and, where appropriate, seek clarification on whether an invitation can be sent.