

# Eastern Fleurieu School Governing Council (GC) – Minutes



**Our Purpose:** Joint responsibility with the Principal for the governance of the school (Education Act, 1972.)  
To involve the school community in the governance of the school, setting broad direction and vision for the school.

<b>Date:</b>	19/5/25	<b>Start Time:</b>	6:30pm	<b>End Time:</b>	7:35pm	<b>Location:</b>	7-12 Campus Teams Online via link
<b>Chairperson:</b>	Adam Reed (Chair)			<b>Guest(s):</b>			
<b>Membership:</b>	Ian Kent (Principal), Adam Reed (Chair), Mitchell Biermann (Vice Chair), Luci Graham, Sarah Eatts, Emily Eglitis, Lee Richie, Sally Smith, Jo Garwood, Vanessa Coker, Community Representative –TBA						

Item No	Agenda	Key Issues/Discussion Dot Points (record at the meeting)	Minutes (record at the meeting)
1.	<b>Welcome</b> <b>Acknowledgement of Land</b>	<i>"We would like to acknowledge that this meeting is being held on the traditional lands of the Peramangk and Ngarrindjeri Nations, and we pay respect to their elders past and present."</i>	
2.	<b>Apologies/Absent</b> Quorum is majority of filled positions. Half plus 1.		Apologies: Sally Smith, Ian Kent, Jo Garwood Absent:
3.	<b>Conflict of Interest</b> 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.	Members are reminded of their responsibilities to disclose that nature of any interest. Are there any?  No conflicts of interest – Lee disclosed she works for Alexandrina Council.	
4.	<b>Confirmation of Previous Meeting Minutes</b> <u>Purpose:</u> To confirm the minutes of previous meeting, 24 <sup>th</sup> March 2025 provided as an attachment.  <u>Recommendation</u> That the minutes of the following GC meetings held 24 <sup>th</sup> March 2025 are confirmed as a true and accurate record of proceedings with an amendment as described under any matters arising column.	Are there any matters arising?	Moved Mitch Biermann that the minutes of the GC meeting held 24 <sup>th</sup> March 2025 are confirmed as a true and accurate. Seconded Luci Graham
5.	<b>Business Arising from last meeting</b>	Are there any matters arising? NIL	

## **GOVERNANCE & ADMINISTRATIVE REPORTS**

6.	<p><b>Principal's Report</b> (attached)</p> <p><u>Purpose:</u> For GC to receive the Principal's Report.</p> <p><u>Recommendation</u></p> <p>That the GC note the Principal's report</p>	<ul style="list-style-type: none"> <li>Ian currently away on Singapore Study Tour, has written a report and overview of Singapore Study Tour, Vanessa to share.</li> </ul>	<p>Moved Adam Reed that the Governing Council note the Principal's Report.</p> <p>Seconded Sarah Eatts</p>
7.	<p><b>Chairperson Report</b></p> <p><u>Purpose:</u> For GC to receive the Chairperson's Report when required</p> <p><u>Recommendation</u></p> <p>That the GC note the Chairperson's Report, when report is required</p>	<ul style="list-style-type: none"> <li>No report required</li> </ul>	
8.	<p><b>Finance Reports</b> (attached)</p> <p><u>Purpose:</u> To provide the Eastern Fleurieu R-12 School finance reports</p> <p><u>Recommendation</u></p> <p>Governing Council accept the financial reports as tabled:</p> <ul style="list-style-type: none"> <li>February Finance Report C1 - School</li> <li>February Finance Report C2 – R-6 Canteen</li> <li>February Finance Report C3 – 7-12 Canteen</li> </ul>	<p>Summary of Reports</p> <p>Company 1</p> <ul style="list-style-type: none"> <li>Cash in the bank \$187,758.07 float of \$100 working account</li> <li>Main account \$1,408,982.50 in the bank, each month the payment total res \$20 million, divided by 12 less the wages and payments coming out. We are on track.</li> <li>Asset - monetary figure only.</li> <li>Profit and loss to keep a record of how much we spend each month and at this stage everything looking very good.</li> <li>May \$1, 528,130.01 / YTD \$8,039,430.91</li> <li>Page 4-7 breakdown of the spending in the curriculum accounts and admin to run the school</li> </ul> <p>Company 2 R-6 CANTEEN</p> <ul style="list-style-type: none"> <li>Profit and loss showing at the moment we are running at a loss, and need to monitor this. SFD catering which should bring that back into the positive. Needs to be monitored, brought up in the auditors report</li> </ul>	<ul style="list-style-type: none"> <li>Moved Emily Eglitisthat the Governing Council approve the February Finance Report C1</li> <li>Seconded Lee Ritchie</li> <li>Moved Adam Reed that the Governing Council approve the February Finance Report C2</li> <li>Seconded Luci Graham</li> <li>Moved Sarah Eatts that the Governing Council approve the February Finance Report C3</li> <li>Seconded Mitch Biermann</li> </ul>

		<p>Company 3 – 7-12 Canteen</p> <ul style="list-style-type: none"> <li>Profit and loss is also showing deficit, which we will need to monitor. We feel we can get on top of that over the next few months.</li> </ul>	
	<p><b>Finance Reports</b> (attached)</p> <p><u>Purpose:</u> To provide the Eastern Fleurieu R-12 School Budget Variation report</p> <p><u>Recommendation</u> Governing Council accept the financial reports as tabled:</p> <ul style="list-style-type: none"> <li>Budget Variations</li> </ul>	<ul style="list-style-type: none"> <li>Unable to provide budget variations at this stage, as per communication AGM Period 13, the Business Leader had removed the names of budgets to 'do no use'. We have been working with Site Financial Services (SFS) and these names have to be reinstated and the current revised budget has to have amounts allocated to those lines and others to see if there are any to report on. We are working closely with SFS as there are a few things that haven't been done, which will be reported on in Auditors Report. Finance and Leadership staff undertaking training in how to report variations to GC .</li> </ul>	<ul style="list-style-type: none"> <li>Moved Luci Graham that the Governing Council approve the Budget Variations note Seconded Mitch Biermann</li> </ul>
	<p><b>Finance Reports</b> (attached)</p> <p><u>Purpose:</u> To provide the Eastern Fleurieu R-12 School revised school budget</p> <p><u>Recommendation</u> Governing Council accept the financial reports as tabled:</p> <ul style="list-style-type: none"> <li>2025 School Budget</li> <li>2024 Auditor's Report</li> <li>Proposed Bad Debt Write Off / Approval to Write Off Debt (chair to sign)</li> </ul>	<p>Summary of Budget</p> <ul style="list-style-type: none"> <li>We have worked very closely with SFS to get our budget back in order. Never at anytime has it been any worry about our finances, as according to DFE we have very healthy budget and has been well managed. However due to some personnel issues that I cannot discuss due to confidentially, the leadership and some members of the finance team have been working with DFE SFS to restore the budget back to what we have been previously used to as a staff and GC. As you are aware the 'Do Not Use' budget lines have created a lot of issues as well as money not being carried over, budget lines being deleted and some lines in incorrect place / no allocation. We are presenting a revised budget, which meets the needs of the school and our students. I ask that you keep the names of staff and all details / pay hours/ confidential and note that the totals noted against a particular person are not the salary each staff members receive as these are with on-costs (sick leave,</li> </ul>	<ul style="list-style-type: none"> <li>Moved Adam Reed that the Governing Council approve the 2025 School Budget Seconded Lee Ritchie</li> </ul>

		<p>IsI, super). The reserve is withn the 3-5% range (\$965,287.05) surplus, that we are required to have.</p> <p>Summary of Auditor's Report</p> <ul style="list-style-type: none"> <li>There is no financial mismanagement, it is clerical where things weren't done correctly as per the financial processes during the time that we had no business manager and the appointment of a new business manager and after. The leadership team and some members of the finance team have worked with SFS and already rectified some of the errors and taken note of the processes for the Principal to sign off on in day to day and week to week transactions. During the period where we had no Business Manager all we did was ensure staff were paid correctly and all contractors and service providers were paid on invoice.</li> </ul>	<ul style="list-style-type: none"> <li>Moved Luci Graham that the Governing Council approve the 2024 Auditors Report Seconded Mitch Biermann</li> <li>Moved Adam Reed that the Governing Council approve the Proposed Bad Debt Write Off / Approval to Write Off Debt Seconded Luci Graham (Chairperson to sign)</li> </ul>
9.	<p><b>Canteen R-6 Sub Committee (non-finance)</b>  <u>Purpose:</u> For GC to receive R-6 Campus Canteen Report</p> <p>GC Representative: To be appointed</p> <p>Recommendation: That the GC note the Canteen sub-committee report provided by Jo Garwood</p>	<ul style="list-style-type: none"> <li>No report provided</li> </ul>	
10.	<p><b>Canteen 7-12 Sub Committee (non-finance)</b> (attached)  <u>Purpose:</u> For GC to receive 7-12 Campus Canteen Report</p> <p>GC Representative: To be appointed</p> <p><u>Recommendation:</u> That the GC note the Canteen sub-committee report provided by Vanessa Coker</p>	<p>Are there any matters arising (by exception)?</p>	<p>Moved Sarah Eatts that the Governing Council note the canteen sub-committee report provided by Vanessa Coker. Seconded Lee Ritchie</p>
11.	<p><b>OSHC</b>  <u>Purpose:</u> To provide the OSHC Director report for the Reporting Period</p> <p>GC Representative: To be appointed</p> <p><u>Recommendation</u>  To table and discuss the following reports:</p>	<p>Are there any matters arising (by exception)?</p> <ul style="list-style-type: none"> <li>OSHC Service School Survey (attached)</li> </ul>	<p>Moved Adam Reed that the Governing Council note the OSHC Service School Survey. Seconded Sarah Eatts</p>

	<ul style="list-style-type: none"> <li>OSHC Service School Survey</li> </ul>		
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## **DECISION REPORTS**

12.			
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## **INFORMATION REPORTS FOR NOTING** *(may result in an action)*

13.	<b>ICT update</b> <u>Purpose:</u> To report on the ICT update across R-12 School  <u>Recommendation:</u> That the GC note the ICT update provided by Ian Kent.	<ul style="list-style-type: none"> <li>Website update still in motion, fortnightly catch up with Schoolzine. Main menu and structure on track.</li> </ul>	Moved Mitch Biermann that the Governing Council note the ICT Report provided. Seconded Sarah Eatts
14.	<b>Facilities Current and Future Planning</b> (attached) <u>Purpose:</u> For GC to receive an update on the progress of current facilities upgrades, and to consider future planning  <u>Recommendation:</u> That the GC note the Facilities report provided  <ul style="list-style-type: none"> <li>Facilities Update for each campus</li> </ul>	<ul style="list-style-type: none"> <li>GC members discussed the possibility of playground or other facilities to promote physical activity. GC members exploring the possibility of grants or other opportunities that would fund the installation of such equipment.</li> </ul>	Moved Luci Graham that the Governing Council note the Facilities Report provided by Lauren Nolan. Seconded Mitch Biermann
15.	<b>Head of Campus Reports</b> (attached) To report on the teaching and learning and other unique campus matters  <u>Recommendation</u>  The following HOC reports were tabled and discussed:  HOC Ashbourne Campus HOC Langhorne Creek Campus HOC Milang Campus Director Primary Education Director Secondary Education	Are there any matters arising (by exception)?	Moved Adam Reed that the Governing Council note the Head of Campus Reports provided. Seconded Mitch Biermann

16.	<p><b>Transport Sub Committee</b> (attached)</p> <p><u>Purpose</u> For GC to receive an update on the buses</p> <p>GC Representatives: To be appointed</p> <p><u>Recommendation</u> That the GC note the Transport report provided</p> <p>Bus Information and Guidelines available on the Information tab of the school website.</p>	<ul style="list-style-type: none"> <li></li> </ul>	<p>Moved Sarah Eatts that the Governing Council note the Transport Report provided.</p> <p>Seconded Adam Reed</p>
17.	<p><b>Uniform Sub Committee (attached)</b></p> <p><u>Purpose:</u> For GC to receive an update from the Uniform Committee</p> <p>GC representatives: To be appointed</p> <p><u>Recommendation:</u> That the GC note the canteen report / meeting minutes provided</p>	<ul style="list-style-type: none"> <li>Meeting held 8<sup>th</sup> May</li> <li>GC members raised the challenges with visiting the uniform shop within the limited opening hours and the expense of replacing bottoms. Suggested later opening times on Thursday to support the business. Vanessa will feedback to Julie at Bubbells.</li> </ul>	<p>Moved Sarah Eatts that the Governing Council note the Uniform Meeting Minutes provided.</p> <p>Seconded Adam Reed</p>

## **POLICIES FOR ENDORSEMENT OR REVIEW**

18.			
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## **OTHER BUSINESS**

19.	<b>Correspondence In</b>		
20.	<b>Correspondence Out</b>		
21.	<b>Any other business</b>		
22.	<p><b>Future Meeting Dates</b></p> <p>Current practice of meeting Monday week 4 and week 8 of each term - seek consensus from members to continue.</p> <p>Meetings at other campuses with CACs - TBA will coincide with CAC meetings where possible.</p>	<p>Future meeting dates: Monday 16<sup>th</sup> June</p> <p>If Members have any items they wish to include on the agenda they should be provided to Kate Jude or the Chair no later than the Wednesday prior to the Governing Council meeting.</p>	

	<p>Next meeting: 16<sup>th</sup> June 2025</p> <p><b>Finance Meetings to be scheduled Thursday the week prior to Governing Council.</b></p> <p><b>Future agenda items:</b></p> <p>Meeting Closed: 7:35pm</p>	<p>Notice of Meeting is provided at the end of each meeting and dates. This will ensure informed and transparent decision making, efficient meeting practice and good governance.</p>	
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