



## Term 2 Week 4 Governing Council Minutes/Agenda

(These minutes become the agenda for the next meeting plus additional items.)

### Tuesday Week 4 21<sup>st</sup> May 2024

Mary-Lou Michael – Principal  
Pieta Jane Willmott – Business Manager/Finance Committee  
Nicole Musci - Minutes  
Maya Williams – Uniform Committee  
Lauren De Bono – Student Voice Teacher  
Zoi Papafilopoulos – Community Member  
Vacant– Community Member  
- Community Member  
– SAASSO Representative

Judy Masters	Chairperson / Facilities
Helen Politis	Deputy Chair / Parent
Gorica Gigovic	Treasurer / Parent
Julie Busuttil	Secretary / Parent
	Uniform / Parent
Ferial Shabibi	Parent
Matthew Wilson	Parent
Cameron Marlowe	Parent
Lara Wilson	Student Voice Rep
Anastasia Simic	Student Voice Rep
Blake Jeffs	Student Voice Rep
Emma Laundry	Student Voice Rep
Emiliee Cotroneo	Secretary

We would like to acknowledge that the land we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

Minute No	Minute	Action
<b>1</b>	<b>Welcome &amp; Apologies</b>	JM
1.1	Apologies: Julie, Ferial, Zoi Welcome:	JM
<b>2</b>	<b>Minutes Approved</b>	
2.1	Moved: Matthew Seconded: Passed/ Maja Adjustment made	
2.2	Adjustment(s) NIL	
<b>3.1</b>	<b>Items to Discuss</b>	
	Parent Engagement - UHS Tour Fundraising Year to Date \$3154.14 (not final figure – table sales still be to included) - Quiz night was a sell-out. We can aim to go bigger for next year and more prizes donated.	
	Morning Tea for families – Reflections – Four families attended, felt formal, parents provided good feedback re: IT issues etc. Would be good to get more parents to attend the next one and make less formal. Suggestions to think about starting at 8am next time to allow parents to attend before work. Interesting to get feedback from the parent action team.	
	Purpose Statement for DfE - Defer	
<b>4</b>	<b>Correspondence</b>	
4.1	SAASSO report NIL	Judy/Cam
<b>5</b>	<b>Reports</b>	

5.1

**Student Voice Report**

LDB

**Student Attending: Lara Wilson**

Holidays:

- ANZAC day dawn service - Hilton RSL
- head prefects Blake and Lara + Angus & Brady met with Mrs. Michael and Mrs. Dacoulias
- laid wreath

Assembly:

- Achievement assembly
- positive atmosphere and positive feedback from teachers and guest community (*very engaging assembly, very positive, heavily student focused and lead.*)

HG planner activities:

- Talking with and being involved in staff meetings and planning discussions around fun bonding activities for year levels (HG weekly bonding activities)
- Meeting upcoming with head prefects and Mr. Morris r.e; family feud game for year levels (happening wk 5)
- Battle of the brains: started week 3- Wednesday (44 responses across senior and junior school) - explain how it works and the point system
- Staff baby photos – explain how the activity works and how it will work across the school

Upcoming clubs and activities:

- D&D club on Wednesdays (Lunch)
- Just Dance on Fridays (lunch)
- Interhouse and student vs teacher tournaments underway (pickleball, volleyball, footsal) - pickleball just been, Thursday. Mr Hilditch and Mr Matthews were crowned champions.
- Prefect post box (up and running) - explain purpose

5.2

**Governing Council Chair Report**

JM

5.3

**Finance Report – Presented by Pieta Jane Willmott/Gorica Gigovic**

PJW

**\$6,313 M&S debts** recommended for write off

I am writing to provide you an update in relation to outstanding material and services charges referred to the central debt collection agency, the Fines Enforcement and Recovery Unit (FERU).

FERU has undertaken a comprehensive review of the recoverability of debts referred by Underdale High School to central debt collection.

The FERU Chief Recovery Officer (CRO) has powers under Fines Enforcement and Debt Recovery Act 2017 to undertake an assessment of the individual's ability to repay a debt.

This includes an assessment of a debtor's financial position and consideration of whether circumstances of hardship exist. In relation to debts managed by FERU on behalf of your school, the amounts recommended for consideration of write off by governing council are as follows:

- Hardship: \$ 1,030.00
- Recovery exhausted: \$ 5,283.00
- **Total amount: \$ 6,313.00**

Please find attached the debts recommended for write off.

**2024 Delegations for signing to be signed by Chair and Deputy Chair (Judy and Helen)**

Audit Report findings

Period 4 (April) Financial Reports

Audit Findings	PW	The Governing Council notes the correspondence and report of the Audit conducted by Perks the school's external auditor. Refer to the attached report.	<i>Table at 21/05/24 GC Meeting</i>
Write off Request as directed by FERU		Fines Enforcement and Recovery Unit (FERU) has recommended \$6313.00 M&S debts be written off.	<i>Table at 21/05/2024 GC Meeting</i>

<b>General Business:</b>	Lead	Minutes	Actions
April 2024 Budget vs Actual Report	PW	Info System – Software licensing is overbudget for 2024. This is currently being followed up.	<i>Table at 21/05/24 GC Meeting</i>
April 2024 Balance Sheet	PW	A closing bank and SASIF combined balance of \$1,344,388.15 recorded in period 4.  In February the Department for Education led a change in management of our investment accounts from the Commonwealth Bank to the ANZ Bank.	<i>Table at 21/05/24 GC Meeting</i>
April 2024 Profit and Loss	PW	Period 4 shows a deficit of \$336,036.85 for the month and a profit of \$412,831.91 for the year.	<i>Table at 21/05/24 GC Meeting</i>

5.4 **Facilities Report**

PJW

- Laser cutter installation - staff training in progress
- Bell quote adjustment and installation update. Bell quote has been received and accepted. Hoping to have installed by the start of term 3.

5.5 **Parents Affiliated Committee**

JM

Meeting last week. Discussed Quiz night and ways to get more parents involved. Will meet in a few weeks' time.

**6 Principals Report**

MLM

6.1 **Project Albus**

We have been selected for a project with Adelaide University and Google for Education conducting research using the Google Suite of resources to show how differentiation in assessment can support Student Learning. This is a National project that has not ever been conducted at another school, so we

are thrilled to be involved. The Department for Education has also recently approved this project so we can formally announce it. The Year 8 student cohort and staff will all be given a free Chromebook and experience a range of training to support this work. The 150 Chromebooks will become property of the school in 2025.

#### **Parent Engagement – Quiz Night and Learning Conferences**

Underdale held its first very successful Quiz Night, I want to acknowledge members of the Council for their support leading up to this event, particularly Judy Masters for her work on the night. We were grateful to see so many attend the parent teacher student Learning Conferences earlier this term and we know families reported some valuable conversations for strengthening student improvement. We welcome any opportunity to further connect our families. Our Parent Engagement Action Team recently sent a survey to all families to gather feedback on how we can strengthen this work. We look forward to sharing these results with you, later in the term.

#### **Learning in Focus**

We have continued our focus on literacy improvement this year, specifically looking at **Goal 1** of our School Improvement Plan to increase students' achievement in literacy, specifically writing. Staff have been working in PLTs (Professional learning Teams), across all learning areas, using vocabulary in term 1 and are now using differentiation to help students develop writing skills in the genre of their subject. Our resident speech pathologist is working with a PLT on vocabulary and providing feedback to teachers after lesson observations. This group of selected staff all teach Year 10 students, and this group will then support the other PLT groups in Term 3.

As our senior students are preparing assignments, we offered an extensive intervention program providing intensive sessions to further extend, stretch and support student success. Our students in senior school continue in Mathematics to benefit from our graduate tutors who work on site with staff.

We have described a new leadership role to cover Interdisciplinary Learning, and we feel this will help lead some significant work with the new DfE Career Strategy and help us to link learning across the curriculum, that will culminate in a whole school exhibition of learning in 2025. We have discussed broadening our assessment and reporting to include sharing on student success across the capabilities, not just 'grades'. Influenced by our student body, we are considering a re-vamp of Home Group Structures to accommodate more mixed year level experiences.

#### **Lumination**

Our head of Emerging Technologies and Timetable Innovation, our Deputy and myself met with the CEO of **Lumination** to gain some insight into how we can further build the capacity of staff to use VR for differentiated learning. We know that there are many opportunities that the Lab can provide for students to engage with learning and we are planning further professional learning around this.

#### **Parent Morning Tea**

It was valuable to sit and chat with families around a range of topics and how we can strengthen our improvement work as a school. How we challenge and stretch a range of learners was an aspect of this as well as discussion around the way students can learn. Communication to families is of continued concern. As we navigate the new EMS system, we are still finding errors and families reporting that messages have not been received. We can only continually investigate this work.

#### **Digital Communication**

Across the school our interactive screens now have a licence to connect using Vlvi. This feature means we can communicate messages to students and staff throughout the day and we can also share student learning, ideas, and achievements. As all leaders become upskilled with this, we know it will help us share and collaborate content across the site. Our student leaders are leading the way with innovative presentations on Vlvi screens across the school. We are very grateful to our IT committee and staff for supporting this innovation. We are also excited about our new Bell system and how this is implemented across the school, as it too can be used to communicate messages, play music, and project podcasts.

#### **Taste of Underdale**

We invited local Primary schools again this year and have a total of 250 students attending over two days. This year we have subsidised busses to help with attendance. Year 4-5 students will visit our school this week to experience the range of learning experiences we offer here at Underdale. We are thrilled to continue this program and look forward to building on this great work every year. Fostering relationships with our local schools is important and helps our current students remain connected to their Primary schools.

Thank you for your ongoing support and commitment to our school community. Together, we continually create an environment that nurtures academic achievement, personal growth, and a strong sense of belonging and interconnection for our students.

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AOB

Next Meeting **Tuesday 18<sup>th</sup> June 2024**  
Close