

# Port Lincoln Special School

## 2022 Ordinary Governing Council Meeting

<b>Date and time:</b>	<b>14.2.23</b>
<b>Chair:</b>	Bronwyn Warland
<b>In Attendance:</b>	Bronwyn Warland, Sarah Laube, Matt Syme, Kerryn Cunningham
<b>Apologies:</b>	Meredith Lindsay, Julie Sampson, Delice Sheehy
<b>Meeting Guidelines:</b>	<p>Quorum = majority of filled positions</p> <p>Decisions made by vote - majority of those present</p> <p>GC ordinary meetings are held twice per term, preceded by finance committee and 7-day notice by chair</p>

Agenda	Discussion	Decisions/Actions	
<b>Previous meeting</b>			
<b>Minutes</b>	Tabled	Approved	Moved by Bronwyn Seconded by Matt Approved
<b>Business Arising</b>			
<b>Learning Environment Opportunity Study</b>	Table for next term with final budget Include the \$8000 for this in final budget	Matt to start to paperwork	Moved by Bronwyn Seconded by Kerryn Approved
<b>Site Redevelopment</b>	See above – LEOS Wax Design will support Tamara with sensory garden fee free. Bus Shed – seek 2 <sup>nd</sup> quote for top of hill option.	Include in LEOS	Moved by Bronwyn Seconded by Kerryn Approved
<b>Finance Committee Report</b>	<p>School Card cut-off is over with \$1800 of fees school fees outstanding.</p> <p>Letters to go out to those families with the wording “debt collection process <b>may</b> be followed if it is not received by that date”.</p> <p>1 set of school fees has been written off for a family due to special circumstances for the 2022 year.</p> <p>Table school fees discussions for next term.</p> <p>2023 Materials and Services Fees are as per dept recommendations</p>	Sarah to work through this in the coming weeks	Moved by Bronwyn Seconded by Kerryn Approved
<b>Graduation</b>	<p>Food was mediocre for the price.</p> <p>Wondering if we can cut costs to make tickets more affordable</p>	Kylie to discuss food options with PL Hotel. Meet with parents first. Ensure there are hot chips.	Moved by Bronwyn Seconded by Kerryn Approved

# Port Lincoln Special School

## 2022 Ordinary Governing Council Meeting

	by making tickets \$10ea (which will go to the school) and then having a small menu for people to pay themselves if they want to eat.		
<b>School timetable</b>	<p>Currently face to face teaching begins at 8.30 and ends at 3. This makes it 50 minutes more than is expected per week.</p> <p>Survey to go to families to obtain opinions on this and to see what day would suit them for school to finish at 2.10.</p> <p>If no response from families, Governing Council to make decision.</p>	Still to do	Moved Matt Seconded Kerryn Approved
<b>New Business</b>			
<b>Parents Say Magazine</b>	Tabled FYI		
<b>Principal's Report</b>	Site redevelopment 2023 – decisions to be made	<p>Add the following to final budget:</p> <ul style="list-style-type: none"> <li>• \$200k for Admin/Library redevelopment</li> <li>• \$100k for bus Maximums only</li> </ul>	Moved Matt Seconded Kerryn Approved
	Future redevelopment - What to include in our resources Plan?	To confirm at next meeting	Moved Matt Seconded Kerryn Approved
	A summary of our updated site improvement plan is attached	To be signed by Matt, Brownyn and Rowena	
	<p>We have been able to employ a grounds person, experienced teacher for Endeavour and a specialist Community and Careers Education teacher.</p> <p>All students have started well in their 2023 classes</p>		
	<p>The school's PAC will be reviewing the 2023 workforce plan in the coming weeks.</p> <p>Since the plan was developed, HR and our ED</p>	Add expense of new teacher for Endeavour to final budget	Moved Matt Seconded Kerryn Approved

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## 2022 Ordinary Governing Council Meeting

	<p>advised us to employ a new teacher from the beginning of the year and not to wait until Tamara went on leave.</p> <p>They said they would help us out financially if needed but have since stated that we have enough in our SASIF to cover it.</p> <p>The good news is this means Tamara will be able to conduct an intense induction program for both the new teacher and Emily re the coordinator role.</p>		
	<p>We did not receive notification of all RAAP funding applications until after the year had started.</p> <p>Due to AHR and employment rules I could not employ any SSOs until I heard without it impacting our budget.</p> <p>SSOs have only been employed for the term to avoid risks to our budget</p> <p>We have been lucky our SSOs are loyal and that PAC allowed me to reappoint SSOs without having to advertise vacancies and run panels (which would have delayed our staffing even further)</p> <p>A concern I have is that such a high level of staffing is reliant on RAAP applications. We cannot plan forward with confidence. We have a lot of staff turnover and this has become a vicious cycle.</p> <p>We spend a lot of time inducting and training new staff. There are more and</p>	<p>Make relevant adjustments to final budget</p> <p>Seek funding model review</p>	<p>Moved Matt Seconded Kerry Approved</p>

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### 2022 Ordinary Governing Council Meeting

	<p>more staff leaving to take on jobs with NDIS providers and this is keeping us in a cycle that makes site improvement slower than it could be.</p> <p>Three applications were not fully approved. Some SSOs got less hours than they wanted. Our budget may be impacted upon further.</p> <p>The complexity of students' needs in our classrooms is far greater than when the current funding model for special schools was introduced.</p> <p>The special options process means future enrolments and funding remains uncertain</p>		
	<p>Due to the needs of students entering mainstream settings in recent times, we have been approached by a number of schools for assistance</p> <p>I am offering an outreach service to these schools. There is currently no funding for this though one school is offering us TRT days to assist if needed</p>	<p>Speak to the partnership about implementing a funded model for an outreach service</p>	<p>Moved Matt Seconded Bronwyn Approved</p>
	<p>Behaviour Support Policy</p>	<p>Make minor amendments to policy</p> <p>Approved</p>	<p>Moved Matt Seconded Kerry Approved</p>
<p><b>Finance Committee</b></p>	<p>Additional SSO support has dropped from \$95k to \$43L due to 2 less students</p>	<p>Identify why our Additional SSO support funding has dropped by so much</p>	<p>Moved Matt Seconded Kerry Approved</p>
	<p>November Reports</p> <p>Cleaning budget went over Toilet supply budget went over Negligible amounts</p>	<p>Reports and variations noted and Accepted</p>	<p>Moved Matt Seconded Kerry Approved</p>
	<p>Fundraising from market day = \$7600</p>	<p>GC note that we raised roughly \$3500</p>	<p>Moved Matt Seconded Kerry Approved</p>

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## 2022 Ordinary Governing Council Meeting

	Expenses = \$4600 (less class based expenses) i.e. raised roughly \$3500	Create an expenditure budget line for 2023	
	2023 budget amendments: \$800 for bus driver accreditation \$2500 extra to purchase 2 smartboards	Add to final budget	Moved Matt Seconded Kerryn Approved
	December report/period 13 tabled	Approved and signed for the auditor	Moved Bronwyn Seconded Kerryn Approved
<b>AGM</b>	GC election process Jane (Lola) may be interested	Initiate the process	Moved Bronwyn Seconded Kerryn Approved
	Date - Choose day and time that works best Monday or Tuesday after 12pm 21 or 22 March could work Include time for training, bring coffee and cake	Confirm	Moved Bronwyn Seconded Kerryn Approved