COLLEGE BOARD MEETING
MINUTES
4 June 2015 at 4.00pm
College Board Room

Chairperson: Mayor Tracey Roberts, JP
Members:
Parents: Mr Wrolf Van Munster (Vice Chair), Mayor Tracey Roberts JP
Community Members: Mrs Kim Hawkins, Hon Michael Mischin, Mr Brian Piper, invited onto Board – Mr Jake Morrison
Staff Members: Mrs Janice Sander (Principal), Mr Paul Hanna (Manager of Humanities), Ms Elise Gaglio (Home Economics/Health teacher), Mrs Robyn Holcz (Finance Business Manager),
Student Member: Ms Jessica Engelbrecht
Secretary: Mrs Julie Ayers (Principal’s Assistant)

Apologies: Jessica Engelbrecht, Michael Mischin, Kim Hawkins, Robyn Holcz

Agenda Items:

1. Welcome and Introduction

The meeting was opened at 4.00pm by the Chair, Tracey Roberts, who welcomed Jake Morrison to the meeting.

2. Minutes of Previous Meeting and Business Arising

- English as a second language

Janice advised the members that a letter asking for parent/guardian information was put in with the 2016 Enrolment packs. The letter emphasised the importance of this information to ensure the College received accurate funding.

The Minutes of the previous meeting (9/03/15) were read and accepted as a true and correct record with no objections and were signed by the Chair.

Carried
Moved: Brian Piper
Seconded: Wrolf Van Munster

3. College Budget & 2016 Course Charges

Janice spoke to the Board about the College’s current financial position and future plans. Members were also updated on the current Course Charges collection rate which is currently at 93% which is 99% of the expected amount to be collected. Congratulations were given to Robyn and her Finance team for their hard work in collecting the payments.

The Board members also went through the 2016 Course Charges, Additional cost items and the finance submission approvals from the last Finance meeting on 27 May. The members supported the decisions made by the Finance Committee.
Finance Submissions

- **Health**
  - 2 x Agility Set kits $ 440.00
  - 6 mobile display boards $ 2,970.00
- **Business & Computing**
  - 25 x Dell Latitude 3340 laptops $14,830.00
- **Media**
  - Supply and install 3 studio cameras $10,104.00

The College budget was endorsed as a true and correct record with no objections.

Carried
Moved: Elise Gaglio
Seconded: Paul Hanna

4. **2014 Business Plan Targets endorsement**

Janice

The Business Plan was emailed to members prior to the meeting for them to review prior to the meeting so it can be endorsed. Janice will meet with Pauline Coghlan (IPS reviewer) on Tuesday, 9 June to go through the Business Plan and ensure we are on track. The Business Plan documentation is due to the DoE by 23 February 2016 and the reviewers are expected to visit on 23 March 2016 for two days. The 2014 Business Plan was endorsed by the Board.

Carried
Moved: Wrolf Van Munster
Seconded: Brian Piper

5. **2014 Annual Report**

Janice

Board members were given a copy of the completed 2014 Annual Report which was emailed to members in March for approval prior to being uploaded on Schools Online in April. Julie A was thanked for her work with the Annual Report.

The Annual Report was received as a true and correct record.

Carried
Moved: Elise Gaglio
Seconded: Paul Hanna

6. **College Uniform Contract**

Janice

It is a Department of Education requirement that schools have contracts with businesses working at the College. Janice has just signed a five year contract with Tudor Uniforms which will be reviewed again in 2020. The College is required to give one years notice if an amendment to the uniform is requested. Tracey Roberts read the disclosure to members and signed the contract on behalf of the Board.

7. **College Uniform – new additions**

Janice

Janice showed the members two new items she would like to introduce to the College uniform, a rain jacket and ladies pants. Some suggestions to the items were:

- Rain jacket arm length needs to be longer
- Jacket hood needs to be a bit bigger and could be lined to make warmer
- Jacket pocket design needs to be reviewed
- Pants pockets to be changed to front pockets (not side).

The Board approved the introduction of the new uniform items with the suggested changes.

Carried
Moved: Brian Piper
Seconded: Wrolf Van Munster
8. New Board Members
Kim Hawkins will be leaving Perth on 7 August so will no longer be able to sit on the College Board. Janice put forward three new members to join the Board:
- Mr Jake Morrison – Chair Alumni Committee & former student
- Ms Michelle Hoad – Managing Director WCIT
- Prof. Steve Chapman – Vice Chancellor ECU

The Board endorsed the new members to the College Board.

Carried
Moved: Paul Hanna
Seconded: Brian Piper

9. Landscaped amphitheatre area
Janice updated members on the progress of the landscaping of the outdoor classroom and presented them with a drawing and proposed cost from BDG. Janice has spoken to Michael Mischin about some financial support for the landscaping plans and will send the plans through to him when they become available.

The College is looking at getting a rotunda (or similar) for students to sit under when holding classes outside. Members thought the proposed structures would be easy to vandalise and do not match with the modern architecture of the College.

Tracey suggested getting sponsorship for the new structure. The College will investigate other options for the shade structure and bring back to the Board at the next meeting. Tracey also suggested we contact CoW Infrastructure for some gum trees that may be suitable for the landscaping. The College will ensure a concrete pad and power is included in the planning.

The Board supports in principle the proposed landscaped amphitheatre design (retaining wall, amphitheatre, seating, lawn, trees, power and concrete pad) up to the value of $250,000 and authorises the Principal to seek outside sponsorship opportunities.

ACTION: Janice to approach Richard Hart about a design for the shade structure that will fit with the modern design of the College.
ACTION: Julie A to ask Danny Fitzgerald if the College requires any gum trees for the College.

Carried
Moved: Paul Hanna
Seconded: Brian Piper

10. Principal’s Conference – Helsinki
Janice updated members on the Principal’s Conference she will be attending in August to Helsinki on ‘Leading Education Design’ which is being partly funded by the West Australian Secondary School Executive Association (WASSEA). Janice will also give a presentation at the Principal’s State Conference.

Janice was congratulated on being selected to attend the conference in Helsinki (only 7 Principals from WA).

The Board accepts the Principal’s verbal report on the conference to Helsinki on behalf of WASSEA.
11. Correspondence In:

- **ASG National Excellence in Teaching Awards**
  Members were given a copy of the 2015 ASG National Excellence in Teaching Awards and asked if they would support nominating a member of staff. Nominations due by 31 July. The College Board supports any nominations the College would like to make on behalf of the Board.
  **ACTION:** Janice to take to the Leadership Team for suggestions.

- **School Audit**
  Members were given a copy of a letter from the DoE Director General Sharyn O’Neill regarding MSC achieving an overall assessment rating of ‘Excellent’ in the 2015 School Audit Report.

12. General Business

**Rotary**
Janice was approached by Mindarie Rotary to see if they could hold their fortnightly meetings at the College (suggested by Wrolf). Rotary will use G17 & 18 starting in July for one year.

**Kingdom City Church Group**
The Kingdom City Church approached the College (through Tracey) to use the PA Space on Sunday mornings. Unfortunately the College can’t hire out the PA Space on a regular ongoing basis due to it being used for Exams, rehearsals and College events.

13. **Next Meeting – Wednesday, 2 September @ 4.00pm**

14. **Meeting Closed – 5.30pm**

Tracey