COLLEGE BOARD ANNUAL GENERAL MEETING MINUTES
9 March 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
Staff Members: Ms Janice Sander (Principal), Mr Paul Hanna (Manager of
Humanities), Ms Elise Gaglio (Home Economics/Health teacher), Ms Robyn
Holcz (Finance Business Manager), Rick Gendle for Paul Hanna
Student Member: Jessica Engelbrecht
Secretary: Ms Julie Ayers (Principals Assistant)

Apologies: Paul Hanna, Michael Mischin

Agenda Items:
1. Welcome and Introduction
   The meeting was opened at 4.00pm by the Chair, Tracey Roberts, who thanked Rick
   Gendle, Associate Principal for attending in Paul Hanna’s absence.

2. Minutes of Previous Meeting and Business Arising
   • Letter to Prof Steve Chapman
     Janice sent a letter to Prof Chapman inviting him visit the College and to
     consider joining the College Board. Unfortunately Prof Chapman does not start
     at ECU until April. Janice will make contact again in Term 2.

   • Futsal Soccer
     At this stage Futsal soccer will not go ahead due to funding issues. The
     company is currently using the College oval on the weekends free of charge, but
     they do not have access to College facilities.
     The City of Wanneroo is unable to pay for the fence around the Futsal pitch as
     it’s a Department of Education facility.

   • English as a Second Language
     The enrolment form asks for parents to supply the following information:
     • Non English Speaking Background with a Yes/No tickbox.
     • Language other than English spoken at home?
     The College needs to make parents aware that answering ‘English is a second
     language’ is not a negative and will not impact their enrolment at the College.
     ACTION: Letter/additional note to go out with enrolment packs
     regarding second languages.
     ACTION: Janice to see Denise about Enrolment Counsellors asking
     about second language during interviews.

   • Effective School Improvement Survey
     Janice confirmed that there needs to be eight weeks between the surveys
     conducted by Curtin. Staff are given a choice of when the surveys can be taken
     throughout the year but there should be eight weeks between the pre and post
     surveys.

The Minutes of the previous meeting (24/11/14) were read and accepted as a true and
correct record with no objections and were signed by the Chair.

Carried
Moved: Wrolf Van Munster
Seconded: Brian Piper
3. **2015 Terms of Reference**

Members were emailed the College Terms of Reference to review prior to the meeting and were advised that no changes had been made for 2015. The Board discussed the Terms of Reference and confirmed that the quorum is 50% + one of the total members on the Board.

The Terms of Reference were accepted with no objections.

**Carried**
**Moved:** Wrolf Van Munster
**Seconded:** Elise Gaglio

4. **College Budget**

The College One Line Budget was discussed and approved by the Finance Committee at the Finance Meeting on Wednesday, 25 February. College Board Members were updated on the Finance Submissions that were approved at the meeting:

- **Media – Tripod & Cameras** $2,000.00
- **Auditorium – replacement of projector** $6,200.00
- **Landscaping – Outdoor classroom** $50,000.00

The Board also approved student fundraising for 2015.
- **World Vision** (funds go to the project not the students)
- **Shoebox** – Christmas Shoe Box Appeal
- **Student Council** – World’s Greatest Shave
- **World Challenge** - (funds go to the project not the students)

Members were given a copy of the Contributions and Charges Collection Rates, a preliminary Operational One Line Budget Statement as at 9 March and the final Comparative Budget which was discussed at the last meeting. Robyn explained how the One Line Budget works and advised that at this stage it is unknown how much Student Centred Funding will be received until the gateway comes in at the end of March. One new account has been created:

**C3205 – Student Centred Funding Allocation (old School Grant)**

The College Budget was endorsed with no objections.

**Carried**
**Moved:** Brian Piper
**Seconded:** Kim Hawkins

5. **Business Plan Targets 2014**

Janice went through the Business Plan and explained the results compared to 2013 and why there was a difference and what strategies the College will implement to improve the results.

Changes to be made to the Business Plan:
- **KEY** to be created
- More detail has been added
- 3.2 Improvements in academic outcomes to be updated
- Move 2014 SSEP data to 2015 column
- **SSEP** to be removed for the 2016 – 2018 BP
- Check with Denise regarding identifying MAG students – remove?
- Coastal Cluster to be added for 2014 & 2015 (Action)

Members were asked if they had any suggestions for new who could join the Board. Tracey suggested Bev Letton (Exec Officer Wanneroo Business Association) and Ian Goodenough, Federal Member for Moore, Jake Morrison, (ex-student and Alumni member) or Helen Kaye (Advise Legal).

**ACTION:** Tracey to contact Bev and Ian about joining the Board.
**ACTION:** Janice to email Jake Morrison about joining the Board.
Janice informed the Board that the College will have an IPS review in March 2016.

The College Business Plan targets were endorsed with no objections.

Carried
Moved: Kim Hawkins
Seconded: Elise Gaglio
ACTION: Julie A to make the above changes to the Business Plan.

6. 2014 Annual Report Update

The Annual Report is currently being updated and should be ready by the beginning of Term 2. All members will be sent a copy for approval before it sent to the Department for upload on the Schools Online webpage.

ACTION: Julie A to email the completed AR to members for approval before being sent to the Department.

7. 2014 Year 12 Results

Janice showed members a power point with the College’s 2014 Year 12 results and explained what strategies the College will use to improve the results.

The power point was compiled by Michael Comber, Principal Consultant, Secondary Support and Managers and staff have met with Michael to discuss ways to improve their course results.

Charlotte Archibald received a VET Exhibition for Retail Services which is only awarded to one student in that area across all public and private schools. The College also received 3 Certificates of Exhibitions and 5 Certificates of Commendations (20 A grades or equivalent over Yr 11 & 12) which is an excellent result (half cohort).

8. 2014 Parent & Student Survey Results

Janice discussed the Parent & Student survey results from 2014. Parents completed the surveys at the end of last year and the students throughout the year. The Board were happy with the survey results.


Members were given a copy of the 2014 Academic Support Report to read. The report gives an overview of both Year 11 & 12 AS students and how they have progressed throughout the year and if they had an improvement in their grades by the end of the year.

A graph showing the Academic Support English students results from Semester 1 2013 to Semester 2 2014 was also presented.

The Academic Support Report was endorsed by the Board with no objections.

Carried
Moved: Kim Hawkins
Seconded: Robyn Holcz

10. College Chaplaincy

Janice informed the Board that the College was unsuccessful in obtaining funding for the College Chaplain for 2015. Only 3 schools in the North Metro Region received funding. The College has committed to fund the Chaplain for three days in 2015 from the school budget.

The Board agreed with the decision to keep the Chaplain for 2015.

Carried
Moved: Janice Sander
Seconded: Brian Piper
11. College Landscaping

Janice showed the Board some CAD designs (by Richard Hard, D&T teacher) for the outdoor classroom that will start in the next couple of weeks. The design shows a rotunda in the middle of the outdoor area for students to sit in but this is not a viable option due to the cost. Tracey suggesting getting a donation from a local business for the rotunda and Kim suggested using limestone blocks as a seating alternative, instead of metal seating. The College has a budget of $50,000 for the outdoor classroom.

**ACTION:** Janice/Robyn/Danny to investigate a materials donation from Bunnings/Masters for the rotunda for the outdoor classroom and if the College can accept a donation from a company that is not on theCUA.

**ACTION:** Janice to visit Kim at West Coast Institute in Joondalup to see the seating arrangement.

12. 2015 Catering for College Events

Members were given a list of official College Events for 2015 where catering is required for visitors/guests. Due to parents not paying to attend the Colours Evening anymore the cost of catering for 2015 has increased.

The Board endorsed the increase of the Catering Expenses up to $2100 for 2015 with no objections.

**Carried**

**Moved:** Brian Piper  
**Seconded:** Elise Gaglio

13. Purchase of Flowers, Gifts for visitors

All Board members approved the purchase of flowers at the Principal's discretion up to the value of $100 per staff member. The Board also approved the purchase of gifts for visitors at the Principal’s discretion with no objections. Gifts for visitors will be taken from the Promotional account.

**Carried**

**Moved:** Janice Sander  
**Seconded:** Brian Piper

14. World Challenge Fundraising-Entertainment Books

Janice asked for approval from the Board for the profits from the sale of Entertainment Books be given to Borneo World Challenge this year instead of the Alumni Foundation (for 2015 only). The College has eight students going to Borneo with the World Challenge group at the end of this year and the funds raised will go towards materials etc for building new schools/houses in Borneo. It is expected the sale of Entertainment Books will raise approximately $1,000.00. The students are also doing fundraising during Parents Night and the Sports Carnival selling sausages, drinks etc.

The Board approved the profit from the sale of Entertainment Books to be given to World Challenge for 2015.

**Carried**

**Moved:** Brian Piper  
**Seconded:** Elise Gaglio
15. Student Council Report

The Student Council have started a Monster Climate Petition which will be presented to the House of Representatives asking for action to significantly reduce carbon emissions. The students in the Council also attended a Grip Leadership Workshop on the 6/3 at the Convention Centre where they received information on communication and how to lead in different situations. They also found out what type of leader they were. Jess found the information delivered extremely valuable and fun.

The Council also received three new Year 12 students and 6 new Year 11 students for 2015.

16. Meeting Date for

The following Board dates have been approved for 2015:

- Term 2 – Thursday, 4 June @ 4.00pm
- Term 3 – Friday, 28 August @ 4.00pm
- Term 4 – Monday, 30 November @ 4.00pm

17. Correspondence In:

- SCFM and Budget Cuts - Director General
  Janice
  The Board were shown a letter from the DG regarding the funding cuts. Janice has indicated her interest in participating in meetings with the Principal Advisory Group on the SCFM but as yet has not heard back.
- Media article T Roberts – projector
  Janice
  Tracey Roberts and Sue Ellery (Opposition Education spokeswoman) were featured in the North Coast Times on Tuesday, 13/1/15 showing their disapproval of the decision to decrease the amount MSC would receive in funding.
- Resignation from Charlie Carver
  Wrolf
  All members received a copy of Charlie Carver’s resignation from the Board.
- Tudor Uniforms Price Increase
  Robyn
  The College received a letter from the new owner of Tudor Uniforms advising of price increases for 2015. Robyn Holcz contacted Tudor advising that we were not happy with the timing of the increase due to our parents already been advised the cost of uniforms. Tudor have withdrawn the increase for this year.

18. General Business

School of the Year
At this stage the College has no plans to apply for the Department of Education ‘School of the Year’ award.

Principals Leave in 2016
Janice will be taking a year’s leave in 2016 and the College will be investigating a replacement during Term 2. The Board will be updated on the replacement at the next Board meeting if the decision has been finalised.

19. Next Meeting – Thursday, 4 June @ 4.00pm

20. Meeting Closed – 6.05pm