COLLEGE BOARD MEETING
MINUTES
9 September 2015 at 4.00pm
College Board Room

Chairperson: Mayor Tracey Roberts, JP
Members: Parents: Mayor Tracey Roberts JP-Chair, Mr Wrolf Van Munster-Vice Chair
Community Members: Hon Michael Mischin, Mr Jake Morrison
Mr Brian Piper, invited onto Board – Prof Steve Chapman, Mrs Michelle Hoad
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)
Guests: Mr Rick Gendle (Yr 12 Assoc. Principal), Mr Peter Lillywhite (Yr 11 Assoc. Principal), Mr Tony Bird (Curriculum Manager) Mr Scott Bywaters (Curtin University), Two Year 11 students

Apologies: Hon. Michael Mischin, Elise Gaglio

Agenda Items:

1. Welcome and Introduction
The meeting was opened at 4.10pm by the Chair, Tracey Roberts, who welcomed new member Michelle Hoad, Managing Director from the West Coast Institute. Also in attendance was Scott Bywaters from Curtin University and Associate Principals Rick Gendle and Peter Lillywhite.

2. Minutes of Previous Meeting and Business Arising
The Minutes of the previous meeting (04/06/15) 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. 2016 Principal Position
Janice updated the Board on the plans for her replacement in 2016 while she is on leave until 2017. Rick Gendle will fill the position for the first six months and Peter Lillywhite will cover the remainder of the year. An internal advert for an Associate Principals has been advertised to staff.
The Board noted the 2016 Principal Positions.
Carried
Moved: Paul Hanna
Seconded: Brian Piper

4. Business Plan Update and Self-Assessment Schedule
All members were issued with a revised draft corporate Business Plan to review. The information in the plan reflects the old plan which has now been called an ‘Operational Plan’.

Janice, Rick,
Peter & Tony
All the current Business Plans from new IPS schools have a more corporate like plan rather than a statistics based plan. Janice, Rick, Peter and Tony Bird have all attended Leading School Improvement workshops over the past few months. The Business Plan now covers all the specifics that are requirements of the DPA. The new corporate plan does not supersede the old plan just summarises it in a modern design.

Tracey was concerned in the timing of the changes and felt that we were making changes to the Business Plan mid-term, essentially reinventing the Business Plan in a short space of time. Wrolf commented that from a parents point of view this new plan made a lot more sense and was easier to read and understand compared to the former plan.

Rick took members through the new Business Plan in detail connecting it to the old Business Plan so members could see that all the College targets are still included, which are now broken up into ‘Targets’ and ‘Key Focus Areas’. An updated Context and Self-Assessment has been added to the plan as well as clearly defining what the College’s core philosophy’s are.

Members were asked for any suggestions / ideas for the Business Plan to be emailed to Julie by Friday, 18 September. The draft Business Plan will be presented to staff at the next PL Day on Monday, 12 October.

Members were also given a copy of the College Self-Assessment Schedule which outlines the structure of how the College assesses its performance based on the data received/who is responsible for the information and who this information is shared with.

The College will be reviewed on 23 & 24 March 2016. Members were asked to be available during the review process.

The College Board approves the draft plan with the changes below and will discuss further at the next Board meeting on 30/11.

**Carried**

**Moved:** Wrolf Van Munster

**Seconded:** Jake Morrison

**ACTION:** The 2013 - 2016 College Business Plan update will be reviewed again at the next Board meeting.

**ACTION:** Members to email Julie A by Friday, 18 September if they have any changes or suggestions for the Business Plan (to be emailed to all members).

**ACTION:** Julie A to correct spelling mistakes on page 2 and insert page numbers.

5. Semester 1 Results

The 2015 Semester 1 course results were issued to members with ‘green’ highlights depicting good results and ‘yellow’ highlights showing concerns. Rick explained how these results are compared to ‘Like’ schools and ‘DoE’ schools to gauge the College’s progress.

Rick went through the Yr 11 & 12 courses and gave an overview of how the courses performed in Semester 1. Maths and Science courses are a concern and the Learning Area has been working with Kinross College to try to improve results. Other areas of concerns are Integrated Science, Business Management and Enterprise (replaced Applied Information & Technology).

Tracey asked if we have made a comparison with the different feeder schools to see if there is a pattern with certain schools. The College is currently compiling information on the incoming students on the school they came from, NAPLAN results, OLNA results, entry exam results, attendance and report grade. The results from this data will be presented at the next Board meeting in November.
Wolf updated the members on the changes Kinross are making to help improve performance. Students are now taking exams in Year 10 so they are more prepared when entering senior schooling.

The College Board endorsed the Semester 1 results with no objections.

Carried
Moved: Brian Piper
Seconded: Paul Hanna
ACTION: Peter to present the results from the feeder school comparisons at the next Board Meeting in November.

6. College Budget

Members were given the following budget documents to review which were explained in detail by Robyn Holcz:
- Student Centred Funding statement to 9 September
- 2016 Preliminary Student Centred Funding statement
- Cash Report to 9 September
- Course Charges and Extra cost Optional Charges Collection Rates

The current Course Charges Collection Rate is at 99.91%. There were no finance submission requests to present to the Board.

The College budget was endorsed with no objections.

Carried
Moved: Paul Hanna
Seconded: Michelle Hoad

7. Landscaped amphitheatre and student carpark update

Janice updated the Board on the construction of the amphitheatre and student carpark and advised that there has been a delay due to BWM receiving eight tenders for the job. It is hoped that the work will commence during the school holidays and be completed by the end of the year.

The verbal update on the amphitheatre and car park was received and accepted.

Carried
Moved: Paul Hanna
Seconded: Brian Piper
ACTION: Julie A to send an email to members once the work has commenced.

8. 2016 College PL Days

It is a DoE requirement that the proposed Professional Learning days for 2016 be advertised to parents before the commencement of the year.

The College plans to hold the following PL days in 2016:
- Term 2 - Monday, 30 May
- Term 3 - Friday, 5 August – Coastal Cluster PL Day
- Term 4 - Monday, 10 October & Monday, 7 December

The 2016 PL Days were endorsed with no objections.

Carried
Moved: Robyn Holcz
Seconded: Michelle Hoad

9. Vehicle Policy Update

All members were emailed the Vehicle Policy update for review. These changes are being made due to the College not being able to enforce the previous policy where
students are ‘not allowed to leave the College grounds in their vehicle during recess and lunch’.

The updated policy states that the College strongly recommends students:
- Drive especially carefully around the College area at the beginning and end of the College day.
- Do not take other students in your vehicle without the express knowledge of their parents.
- Recess time and lunch-time are both short. We strongly advise you not to use your vehicles at these times.

Tracey wondered if the College had any other College Policies that may need reviewing now that some students are 18 and still at school.

The Student Vehicle Policy Update was endorsed with no objections.

**Carried**
**Moved:** Michelle Hoad  
**Seconded:** Jake Morrison  
**ACTION:** Principal & Associate Principals to review the College policies that may need updating and bring any changes to the next Board meeting.

**10. College Award Nominations**

**Beginning Teacher of the Year Award nomination**
Luke Trollope has been nominated by the College for the WA Education Awards ‘Beginning Teacher of the Year’. Luke is a former student of the College (2007) and was inspired by his teachers to become a teacher himself. The finalists will be informed on 23 September.

**ASG National Excellence in Teaching Awards nominations**

Two College staff members have been nominated for the ASG NEiTA Awards, James McNeil (History teacher) and Emma Hill (Politics & Law).

**Carried**
**Moved:** Jake Morrison  
**Seconded:** Robyn Holcz  
**ACTION:** The Board to be informed of the outcome of the nominations once known.

**11. Arts Week – 10/9 – 15/9**

Member were all invited to attend the Annual Arts Week running from Thursday, 10 September to Tuesday, 15 September.

**ACTION:** Members to let Julie A know if able to attend.

**12. International Principal’s Conference Report – Helsinki**

Janice showed the members a slideshow from her recent trip to Finland, Helsinki and outlined what she learnt and found out about the Finish education system.

**Carried**
**Moved:** Michelle Hoad  
**Seconded:** Paul Hanna
13. Student Council Report

Jessica presented the Student Council report to the members and updated them on the following:

- College Ball – very successful – especially the arrival of the Mr Whippy van
- Leavers presentation from Red Frog
- Fundraiser - World’s Greatest Shave
- Fundraiser - World Vision Child free dress day
- Currently organising Leavers Breakfast & Presentation Evening
- Year 11 Council students finalising the 2016 Leavers Jackets
- Year 12 Head Boy & Girl selections commencing soon

Tracey suggested the Yr 11 & Yr 12 Councillors have an outing once a term so they can bond as most events are organised separately and the students have two different Mentor teachers. Tracey would also like to know if the College is participating in the ‘Relay for Life’ on the 17 & 18 October. Students who are interested could join in with Mindarie Rotary who have nominated a team.

The Student Council report was received with no objections.

Carried

   Moved: Paul Hanna
   Seconded: Brian Piper
   ACTION: Jessica to follow-up with the Student Council if there is any interest in the Relay for Life proposal.

14. Correspondence In:

City of Wanneroo Citizenship Awards

Tracey asked if we had received the letter regarding the award yet.

ACTION: Julie A to check to see if we have received the letter and ensure the student name is forwarded to the CoW as soon as possible for engraving.

OUTCOME: Letter has been received and acted upon. Denise Robinson to forward the names to the City as soon as possible.

15. General Business

Presentation Evening – 26 November

Janice informed the Board that they will receive a letter shortly inviting them to the Year 12 Presentation Evening on 26 October.

Board Survey

Janice asked the Board to complete a Board Survey before the next Board meeting.

ACTION: Julie A to send the survey to current Board members and former member, Kim Hawkins by 1 November.

City of Wanneroo Charity Golf Day

Tracey was advised that the College will be submit a team into the annual Chaplains’ Golf Day.

Parent Survey

The Parent Survey will be emailed to all parents in Week 10. This information will be used for the Annual Report and Business Plan. Results will be available by the next Board meeting.

16. Next Meeting – Monday, 30 November @ 4.00pm

Tracey
17. Meeting Closed – 6.00pm

Tracey