COLLEGE BOARD MEETING
MINUTES
23 November 2015 at 4.00pm
College Board Room

Chairperson: Wrolf Van Munster
Members: Parents: Mayor Tracey Roberts JP (Chair) Mr Wrolf Van Munster (Vice Chair)
Community Members: Hon Michael Mischin, Mr Jake Morrison
Mr Brian Piper, Prof Steve Chapman, Mrs Michelle Hoad
Staff Members: Mrs Janice Sander (Principal), Mr Paul Hanna (Manager Humanities), Ms Elise Gaglio (Home Economics/Health teacher), Mrs Robyn Holcz (Finance Business Manager), In attendance: Rick Gendle
Student Member: Ms Jessica Engelbrecht
Secretary: Mrs Julie Ayers (Principal’s Assistant)

Apologies: Michael Mischin, Michelle Hoad, Jessica Engelbrecht, Tracey Roberts

Agenda Items:

1. Welcome and Introduction
Wrolf
Wrolf opened the meeting at 4.05pm and welcomed new member Professor Steve Chapman, ECU Vice Chancellor. Also in attendance was Rick Gendle, Associate Principal.

2. Minutes of Previous Meeting and Business Arising
• Feeder schools comparison
Members were given the Semester 1, Year 11 Feeder Schools Comparison to see how the students from the different schools compared in the NAPLAN results. The comparison also showed their current attendance rate, predicted GPA and ATAR.

• ASG National Excellent in Teaching nomination
Emma Hill made it to the Semi Final stage of the ASG Excellent in Teaching Awards. The Board asked Janice to pass on their congratulations to Emma.

• College Policies – Mobile Phone Policy change
The Board approved the proposed change to the Mobile Phone Policy to include ‘No smart devices allowed during exams’. The other College Policies are under review.

The Board approves the Mobile Phone Policy update.

Moved: Brian Piper
Seconded: Elise Gaglio
Carried

3. Board members 2016 intentions
Janice
Janice asked the members if they were going to re-elect to be on the Board for the next three year term. Wrolf, Jake and Brian will continue on the Board. Michael Mischin has also expressed an interest to continue but acknowledges he has not been able to attend many meetings. The Board would prefer to have a member that can attend at least 50% of the meetings.
All College staff will have the opportunity to join the Board and will be asked to express an interest at the beginning of the year. Paul and Elise can re-nominate if they wish.

**ACTION:** Janice to approach Albert Jacob about becoming a Board member.

### 4. Business Plan Endorsement & Targets

Members were reminded that they were to review the Business Plan which was handed out at the last meeting (9/9) and forward any concerns or issues to the College. No concerns were raised.

The Board endorsed the Business Plan with no objections. The Business Plan will now be uploaded on the College website.

Members were taken though some Focus Area targets from the plan including Attendance and the Certificate II or higher completion rate results. The College will employ an Attendance Officer for 2016.

Steve felt that the plan was more like a strategic plan rather than a Business Plan and Janice explained that this is the term all schools have to use.

**ACTION:** Rick will present the data for the eight targets at the first meeting in 2016.

The Board endorsed the College Business Plan with no objections.

**Moved:** Paul Hanna  
**Seconded:** Jake Morrison  
**Carried**

### 5. Delivery and Performance Agreement

Members went through the Principal’s DPA’s roles and responsibilities checklist ensuring that all areas of the DPA have been met. The Board were happy that Janice has meet all her responsibilities at the College.

**Moved:** Paul Hanna  
**Seconded:** Brian Piper  
**Carried**

### 6. College Budget

Robyn updated members on the 2015 College Contribution and Charges which is at 99.5% which is a great result and Robyn and her Finance Officers were acknowledged for all their work. All Learning Area budgets have been spent. Treasury have advised that schools should ensure they only have 5% of their budget carried over to the following year. MSC currently has 10% being carried over due to future planning.

Members fully support the current amount in the College reserves account.

**ACTION:** The Board fully supports the College putting a case forward to the Director General, Sharyn O’Neill regarding the strategies of having sensible reserves.

Members were given a copy of the 2016 Draft Budget to review which Robyn explained at length and was discussed. All Learning Area budgets were approved at the Extended Finance meeting on Wednesday, 18 November by the Finance Committee.

The College Board endorsed the 2016 Proposed Budget with no objections.

**Moved:** Elise Gaglio  
**Seconded:** Steve Chapman  
**Carried**
College Priorities
Janice took members through the 2016 College Priorities for and explained the new initiatives the College will undertake.
The College is currently investigating developing a new website which should be completed ready for the start of the school year.

The Board endorsed the College Priorities with no objections.
Carried
Moved: Brian Piper
Seconded: Paul Hanna

7. Landscaped amphitheatre and student carpark update
Janice
Janice informed the Board that work has started on the carpark and amphitheatre and it is expected to be completed by the second week of Term 1. Members will be invited to the official opening in March. A date should be known by the end of December.
Steve suggested that some ECU WAAPA students could perform.
ACTION: Julie A to let Steve know the expected opening date as soon as possible so planning can be put in place.

8. Board Training
Janice
All Board members will receive board training early in 2016. Geoff Metcalf from School Innovation and Reform will attend the meeting and go through the roles and responsibilities of the Board members.

9. Board Schedule & Term Planner
Janice
A College Board Schedule outlining what will be discussed at each meeting throughout the year was presented to the Board.
It was agreed to hold one meeting in Term 1, 3 & 4 and two in Term 2. Extra meetings will be called as needed.
Members agreed that they should be aware of the College's Safety Procedures and should receive education on evacuation drills in the induction process.
Jake proposed an Alumni update to the Board calendar where members can be updated on what the Alumni has been doing and Scholarship options.
Members were also given a College Self-Assessment Schedule checklist for 2015 with details of what information is required for the Business Plan, where the information comes from, when it is due by, who is responsible for the information and who the information is provided to.
A College Term 1 Planner was given to members so they can see what is planned and can note events they may like to attend.
ACTION: Rick to update all members on the Safety Procedures at the first meeting in 2016.
ACTION: Jake will put a scholarship proposal together and forward to Rick so it can be advertised to students early in 2016.

10. Board Survey
Janice
All members were emailed the Board survey for them to complete and return. Janice thanked all members for completing the survey.
11. Curtin Staff & Student Survey

Janice took the members through the WHIT’s survey (What’s Happening in this School) completed by 500 students and SOC’s survey (School Organisational Climate) completed by 55 teachers at the College. Denise Robinson, Manager of Student Studies asked staff to complete an extra survey to clarify some areas of concerns from staff. The feedback from this survey was issued to members and discusses. Members were pleased to see the College is listening to the teachers concerns and following up on them. All members will receive a copy of both surveys for their information.

12. Parent Survey

All parents were asked to complete the National Parent Survey at the end of Term 3. The results of the survey were given to members and discussed. Janice compared the results from 2014 and 2015 which are quite similar.

**ACTION:** Julie A to email members the parents comments from the survey.

13. Correspondence In:

- **Positive letter from parent**

  Members were given a copy of a very heart-warming letter from a parent regarding two staff members who supported her child while at the College. The staff members concerned have been acknowledged publicly in a Staff Forum.

14. General Business

Paul will contact Steve early in 2016 to create further links with ECU that are tailored to the College and its requirements of senior students.

Wrolf congratulated the College on another successful Presentation Evening.

Janice thanked the Board members for all their work and support over the last three years and wished them all well for 2016.

15. Meeting Dates for 2016

The first meeting in 2016 will be the AGM on **Monday, 29 February at 4.00pm**. The dates for the rest of the year will decided at the first meeting with all the new members.

16. Meeting Closed: 6:45pm