



**COLLEGE BOARD MINUTES**  
**Monday, 13 June 2016**  
**College Board Room**

<b>DATE:</b>	13 June, 2016	<b>CHAIR PERSON</b>	Wrolf Van Munster
<b>TIME:</b>	4:00pm	<b>MINUTE SECRETARY</b>	Julie Ayers

<b>MEMBERS:</b>	<p>Mayor Tracey Roberts (Chair/Parent Member), Rick Gendle (Principal), Wrolf Van Munster (Vice Chair/Parent Member), Brian Piper (Parent Member), Hon. Michael Mischin (Community Member), Michelle Hoad (Community Member) Steve Chapman (Community Member), Hon. Albert Jacob (Community Member) Jake Morrison (Community Member), James Parker (Student Member), Perri Reid (Student Member), Karen Hart (Staff Member) Luke Trollope (Alumni/Staff Member)</p> <p><i>In Attendance: Robyn Holcz (Finance Manager), Julie Ayers (Secretary), Peter Lillywhite (Associate Principal)</i></p>
<b>APOLOGIES:</b>	<i>Tracey Roberts, Jake Morrison, Rick Gendle, Michael Mischin, Robyn Holcz</i>

No.	AGENDA ITEMS	LED BY	ACTION / OUTCOME
1.	<b>Welcome and Apologies</b>	Wrolf Van Munster	Meeting commenced at 4.00pm. Wrolf welcomed all members to the meeting and thanked Peter Lillywhite for attending in Rick's absence.
2.	<b>Acceptance of Minutes</b>	Wrolf Van Munster	The Minutes of the previous meeting (29 February 2016) were read and approved as a true and correct record with no objections and were signed by Vice Chair, Wrolf Van Munster.  <b>Moved:</b> Brian Piper <b>Seconded:</b> Karen Hart <b>Carried unanimously</b>
3.	<b>Business Arising</b>		None
4.	<b>Principal's Report</b>	Peter Lillywhite	<u>IPS Review Findings</u> All members were given a copy of the IPS Review findings which for their information. The College found the review a valuable experience and the findings will help guide the College direction in the future. The report can be located on the College webpage. The College received six commendations and five areas for improvement were identified. The areas for improvement were discussed.

		<p>Steve Chapman</p>	<ul style="list-style-type: none"> <li>• <b>Refocus targets and strategies to raise the performance of ATAR students</b> This is something the College has started to address and will be more of a focus in the next Business Plan. The College will set higher expectations not only for students but for the College staff.</li> <li>• <b>Improve Year 12 regular attendance</b> This is for students who attend 90% of the time. The College is already focusing on raising the attendance for these students. State average is 63% and the College was just below 60% at the end of 2015, currently at 64.8%.</li> <li>• <b>Develop a strategic direction and identity for the College</b> The College felt it has a strong presence with the 'Young Adult Ethos' but will look at creating a stronger identity in the community. Members were asked for their opinion / suggestions.</li> <li>• <b>Higher level of parent participation in Board membership</b> The College has always struggled to get parent participation, probably due to the age of the students.</li> <li>• <b>Develop a higher profile for the Board within the Community</b> The College will promote the Board members within the Community more and inform parents of Board decisions.</li> </ul> <p>Steve asked what the College has done to improve the Year 12 regular attendance rate. Peter explained the College now has an Attendance Officer and new software (SEQTA) that records attendance more accurately.</p>
		<p>Peter Lillywhite</p>	<p><u>2015 Annual Report endorsement</u> The final 2015 Annual Report was emailed to all members at the end of Term 1 for their approval prior to being uploaded onto Schools Online and the College webpage. All Members received a final printed copy for their information. The 2015 Annual Report endorsed as a true and correct record.</p>
		<p>Peter Lillywhite</p>	<p><b>Moved:</b> Steve Chapman <b>Seconded:</b> Michelle Hoad <b>Carried unanimously</b></p> <p><u>2016 – 2019 Business Plan Update</u> Members were given a copy of the 2013-2016 Business Plan and asked for feedback and areas that could be improved upon. The College is currently working on the new Business plan and the Board agreed that it should be a three year plan, 2016 – 2019. At a recent PL Day, staff were involved in discussions on the culture of the College and staff would like to keep the current philosophies.</p>

			<p>Peter will present a draft Business Plan at the next meeting with the recommendations from the IPS review taken into consideration.</p>
		Stephen Chapman	<p>Steve suggested promoting Maths/STEM to female students as there is a shortage of females in these areas Australia wide. This would show Mindarie taking the lead in an area that is lacking. Members agreed that this could be hard due to the students arriving in Year 11 and only having them for two years.</p>
		Albert Jacob	<p>Albert suggested asking Sue Murphy to talk to current students to promote Maths &amp; STEM. Sue was the first woman to graduate from Engineering in Western Australia and went on to run Clough Engineering and is now head of the Water Corporation.</p> <p><b>ACTION: Karen Hart will investigate promoting Maths/STEM to new students during their Enrolment Interviews.</b>  <b>ACTION: Members should email Julie A with any recommendation / suggestions they have for the new Business Plan.</b></p>
		Peter Lillywhite	<p><u>2015 Academic Support Report</u>  Members were given a copy of the 2015 Academic Support report. The report gives an overview of the Year 11 &amp; 12 results and how students progressed throughout the year. Karen updated members on the role of the AS team and students achieving OLNA. ATAR students need to achieve OLNA to enter University. All current Year 12 ATAR students have achieved OLNA and only 7 Year 11 ATAR students still need to achieve OLNA by the completion of Year 12 in 2017. The 2015 Academic Support Report was endorsed with no objections.  <b>Moved:</b> Karen Hart  <b>Seconded:</b> Michelle Hoad  <b>Carried unanimously</b></p>
		Peter Lillywhite	<p><u>DPA Update</u>  Members were advised that the new IPS Delivery &amp; Performance agreement has been signed by the Chair and Principal and is currently with the DoE.</p>
		Peter Lillywhite	<p><u>Attendance &amp; Behaviour Report</u>  All Board members were given a detailed Student Attendance Summary for Semester 1 for Year 11 &amp; 12 students. Regular attendance has improved from 51% in 2014, 59.8% in 2015 and 64.8% in 2016. This can be attributed to the new SEQTA software and Attendance Officer. The number of unauthorised absences have also decreased from 28.2% in 2014, 22.3% in 2015 to 6.4% in 2016. Members commended the College on the improvement of attendance so far.</p>

		<p>Peter Lillywhite</p> <p>Peter Lillywhite</p> <p>Peter Lillywhite</p>	<p>The College is tracking the number of Behaviour Entries on SEQTA (positive &amp; negative). Members would like the report to include the number of students that the entries relate to and what types of behaviours are being recorded eg behaviour, academic &amp; missed assessments etc. Members discussed if this information is something that should be included on in the Annual Report. Members agreed that at least three years of data is required before it could be reported.</p> <p><u>Workforce Plan</u> The Five Year Profile Workforce Plan 2012 – 2016 was presented to members for them to review. Members received the report were very impressed with the document and the information presented.</p> <p><u>DoE – Report on School Boards</u> In 2015 the College was one of 20 schools selected to participate in a research project on ‘Developing Highly Effective School Boards’ for IPS schools. On 9 September 2015, Scott Bywaters (Curtin University) attended the MSC Board meeting as well as talking to members of the Board privately. Members were given a copy of the 56 page findings report for them to read and bring back any questions/concerns to the next meeting.</p> <p><u>Chaplain Update</u> The College has just completed the Chaplains mid-year review. Tamrah Bartlett is funded by the College for four days a week (partly funded by the DoE). Tam is a very valuable member of the College and Student Services team working alongside the Psychologist and Community Nurse and sees many students suffering from anxiety, depression and families dealing with a death in the family. The Board supports the College in funding the Chaplain services.</p>						
5.	<b>Finance Report</b>	Peter Lillywhite	<p><i>Members were given a detailed Finance Report.</i></p> <ul style="list-style-type: none"> <li>• <b>One Line Budget</b> College currently on target in regards to expenditure. College has spent 38% of the carry over budget (minimum 10%) and has met the minimum spend of 96% of the 2016 budget. College collection of course charges is currently at 99.92% in an increase of 8.05% from 2015. The Board would like to acknowledge the Finance Team in collecting College charges.</li> <li>• <b>2017 Course Charges</b> <table data-bbox="880 1289 1989 1396" style="margin-left: 20px;"> <tr> <td>Year 11 Food Science (new course)</td> <td style="text-align: right;">\$ 125.00</td> </tr> <tr> <td>General Design-Photography (new course)</td> <td style="text-align: right;">\$ 130.00</td> </tr> <tr> <td>Drama ATAR &amp; General (current cost \$95)</td> <td style="text-align: right;">\$ 110.00</td> </tr> </table> </li> </ul> <p><b>Moved:</b> Steve Chapman <b>Seconded:</b> Michelle Hoad <b>Carried unanimously</b></p>	Year 11 Food Science (new course)	\$ 125.00	General Design-Photography (new course)	\$ 130.00	Drama ATAR & General (current cost \$95)	\$ 110.00
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		<p>Peter Lillywhite</p>	<ul style="list-style-type: none"> <li> <b>2017 Additional Costs Items – Optional Activities - see attached</b>            College Ball (increase of \$5.00) \$ 140.00            Leavers Jacket (increase of \$8.00) \$ 100.00            Presentation Evening Student Ticket to be absorbed by the College if possible.  <b>Moved:</b> Brian Piper  <b>Seconded:</b> Albert Jacob  <b>Carried unanimously</b> </li> <li> <b>Finance Submissions Approved</b>  <i>The following items were approved by the Finance Committee on the 31 May 2016.</i>            Music – IMac and software \$ 12,446.00                Arts Reserve - \$2,446.00                Teaching Aids &amp; Equipment - \$10,000.00            Library - Purchase new server \$ 6,385.00                From Library Reserve to Computer Equipment - \$3,385.00                From Admin File Servers Reserve to Computer Equipment - \$3,000.00            Library – Purchase 3 cameras \$ 6,138.21                Request to transfer from N1675 – Library Reserve - total amount            Home Ec – Supply and install ovens/cooktops                Home Economics Reserve to – Home Economics - \$6000                Remain \$5,880 to be decided once work carried out Minor Works vs Equipment            Furniture &amp; Fittings \$ 5,872.74                G110/111 Repair computer chairs         </li> </ul> <p>The Board passed on their thanks to Robyn Holcz for all her hard work in preparing the budget reports.</p>
6.	<b>Alumni Report</b>	<p>Luke Trollope</p>	<p>Luke presented the Alumni Report. The Alumni Committee has postponed the planned Quiz Night due to time constraints. It is hoped to hold a movie night in the new amphitheatre later in the year. The Alumni is in the process of setting up two scholarships</p> <ul style="list-style-type: none"> <li>MSC Alumni Scholarship</li> <li>Alumni Community Scholarship</li> </ul> <p>Teachers will be asked to forward names of students suitable for the scholarships and the winners will be announced in Term 4.</p> <p>The Entertainment Book sales have raised \$703.00 for the fund to date.</p> <p>The Alumni gains members through Facebook only at this time but is looking for ways of creating a larger database.</p>

7.	<b>Student Council Report</b>	James Parker And Perri Reid	<p>The Student Council and student cohort have expressed their concern over assessment tasks due the week before exams and would like to make this week an 'Assessment Free Week'. Students would like to learn the content in the final week and be assessed after the exams. Peter advised that the Leadership Team have already discussed the proposal. The Easter Holidays this year affected course outlines as teachers lost nearly a week of teaching time. Students also found the timing of the Externally Set Tasks (EST) quite stressful. The College is given set dates for the tasks to be completed by SCSA so have no control over the timing.</p> <p><b>ACTION: Peter will take the students concerns regarding the assessments and EST's to the Leadership team for further discussion.</b></p> <p><u>The Ball</u> - was a huge success with over 600 students, partners and staff attending. The theme was 'Casino Royale'.</p> <p><u>Fundraising Donation Boxes</u> - (similar to Grill'd) have been made and will be displayed during College events – charities RSPCA, Cancer Council and &amp; Beyond Blue. These will change every Semester. The boxes will be left as a legacy from the 2016 Student Council.</p> <p><u>Year 11 Council</u> – tried to plan a river cruise which did not go ahead. Will be designing the 2017 Leavers Jackets in Term 3.</p> <p><u>Mentor Interaction between Year 11 &amp; 12 students</u> – hasn't happened so far due to time constraints in Mentor but feel that it is important and would like to see it implemented in 2017. Maybe put on the College Term Planner during the 2017 planning stage.</p>
8.	<b>Correspondence In</b>	Wrolf  Peter	<ul style="list-style-type: none"> <li>• <b>Ken Travers letter to College Board</b> Tracey was invited to meet with Sue Ellery MLC, Shadow Minister for Education and attended on 2 May. Tracey to update members the outcome of the meeting on 15 August.</li> <li>• <b>IPS School Board Development Program</b> Members agreed that three Board members should attend once the date has been advised.</li> </ul>
9.	<b>General Business</b>		None

NEXT MEETING:	15 August 2016	MEETING CLOSED:	5.30pm	CHAIRS SIGNATURE AND DATE:	
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