



COLLEGE BOARD MINUTES
Monday, 29 February 2016
Annual Public Meeting
College Board Room

DATE:	<i>29 February, 2016</i>	CHAIR PERSON	<i>Tracey Roberts</i>
TIME:	<i>4:00pm</i>	MINUTE SECRETARY	<i>Julie Ayers</i>

MEMBERS: Mayor Tracey Roberts (Chair/Community Member), Rick Gendle (Principal), Wrolf Van Munster (Vice Chair/Parent Member), Brian Piper (Community 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 Council), Karen Hart (Staff Member) Luke Trollope (Staff Member)

In Attendance: Robyn Holcz (Finance Manager)

APOLOGIES: *Hon. Albert Jacob MLA (Community Member), Prof Steve Chapman (Community Member) Michelle Hoad (Community Member)*

ITEM No.	AGENDA ITEMS	LED BY	ACTION / OUTCOME
1.	Welcome and Apologies	Rick Gendle	<p><i>Meeting commenced at 4.05pm.</i></p> <p>Rick welcomed all members to the meeting and introduced the newly appointed Staff and Student members.</p> <p>Karen Hart, Luke Trollope (Staff members) James Parker, Perri Reid (Student members).</p> <p>No parents attended the Annual Public Meeting which was advertised to parents in two Information Updates.</p>
2.	Election of Chairperson, & Vice Chair	Rick Gendle	<p>As per the constitution, the Executive Members for 2015 vacated their roles.</p> <p>Mayor Tracey Roberts nominated for the position of Chair with no objections. No other nominations for Chair were received.</p>

			<p>Wrolf Van Munster nominated for the position of Vice Chair with no objections. No other nominations for Vice Chair were received,</p> <p>Julie Ayers nominated for Secretary with no objections. No other nominations were received.</p> <p>Resolution: The College Board Executive positions for 2016 – 2018 are as follows: Chair: Tracey Roberts Vice-Chair: Wrolf Van Munster Secretary: Julie Ayers</p> <p>A parent nomination form was issued to all parents at the commencement of 2016. No new nominations were received for a Parent Representative.</p> <p>Moved: Seconded: Carried unanimously</p>
3.	Acceptance of Minutes	Wrolf Van Munster	<p>The Minutes of the previous meeting (23 November 2015) were read and approved as a true and correct record with no objections and were signed by Vice Chair, Wrolf Van Munster.</p> <p>Moved: Brian Piper Seconded: Jake Morrison Carried unanimously</p>
4.	Business Arising from Minutes		Nil
5.	Principal's Report	Rick Gendle	<p>Members were given Emergency Evacuation procedure for them to review. Rick also explained the closest exit in case of an emergency and the process in case of an emergency. Members were also given a 'Proposed Meeting Agenda Schedule' for the year which outlines expected items to be discussed at each meeting.</p> <p>All new members received a College Board Members pack with copies of the Business Plan, 2014 Annual Report, 2013 DPA, Terms of Reference and a College Information Handbook for new students.</p>

Board Function

Rick updated members on the role of the College Board and its function. Members were emailed the Terms of Reference prior to the meeting for them to review.

Business Plan Update

Members were updated on the Business Plan targets. Each target was explained and results for 2015 reviewed. The College has achieved all targets except one, Target 2 'Median ATAR to be equal to or exceed DoE median ATAR each year'. Rick explained why the aspirational target was not achieved.

2015 Annual Report

The report has been written and the draft copy is currently with the Graphic Designer. Members will be sent a copy for review and changes should be forward to Julie A. The document will be sent to the Department of Education before the end of Term 1 so it can be uploaded on the Schools Online and College webpage.

2015 Year 12 Results

Rick presented a detailed power point presentation of the Year 12 WACE exit data from 2015.

- 95.6% of students that applied for university received an offer and 96% of VET students received full qualifications.
- Made the 'Top 50 Schools' for VET
- Recognised as a school who achieved a WACE course score of 75 or more in Computer Science, Geography and Media Production and Analysis.
- Sixteen students received an ATAR above 90
- Certificate of Distinction awarded to Tylah-Jaye Davis (being the top .05% of her course)
- Certificate of Commendation (for having 20 or more A grades or equivalent over Year 11 & 12) awarded to Cameron Barwick, Jesse Porter and Brady Thomas.
- Performed better than DoE schools in Dance, Geography, Human Biology, Media Production & Analysis, Modern History, Physical Education Studies, Physics, Politics & Law and Visual Arts.

Amphitheatre Update

The Amphitheatre opening will be held on March 8. All members should have received an invitation. Students from ECU WAAPA will be performing as well as two former MSC students.

		<p>Michael Mischin</p> <p>Wrolf Van Munster</p>	<p><u>Catering for College Events</u> Members discussed and approved the tabled Catering for Official College Events where approval for catering is required for visitors/guests attending College Events.</p> <p><u>Purchase of Flowers & Gifts for visitors</u> Members approved the purchase of flowers at the Principal's discretion up to the value of \$100. The Board also approved the purchase of gifts for visitors at the Principal's discretion. Gifts for visitors will be taken from the Promotional account.</p> <p><i>The Board endorsed the College Catering and Purchase of Flowers/Gifts for visitors for 2016.</i> Moved: Tracey Roberts Seconded: Wrolf Van Munster Carried unanimously</p> <p><u>Sports Hall Facility Hire</u> Members agreed that the new Sports Hall facility be made available to the community for hire eg. basketball, badminton Michael would like the College to ensure any community organisation wishing to hire the facility have the correct insurance. Wrolf suggested a clause to be added to any agreement stating 'the College has preference to use the facility if the need arises'. Suitable notice is to be given to the hirer.</p> <p><u>2015 Board Survey Results</u> Rick updated the members on the Board Survey taken at the end of 2015. Overall members are very happy. Three areas to be addressed are: meetings not always finishing on time, Board Induction required (now addressed) and the College data being presented not always understood. Members should see Rick if there are any areas of his 2015 presentation they did not understand.</p> <p><i>The Principals Report was received by the Committee.</i> Moved: Wrolf Van Munster Seconded: Jake Morrison Carried unanimously</p>
6.	Finance Report	Robyn	<p>Robyn explained the tabled documents in detail.</p> <ul style="list-style-type: none"> • Preliminary One Line Budget Funding payment is expected in March after census

			<ul style="list-style-type: none"> • 2016 Minimum Expenditure Requirements • MSC Financial Summary <p>The College has the following Minor Works planned for 2016:</p> <table> <tr> <td>Painting Program</td> <td>\$133,000</td> </tr> <tr> <td>Blinds</td> <td>\$ 2,000</td> </tr> <tr> <td>Furniture Repair</td> <td>\$ 3,000</td> </tr> <tr> <td>Fence for Amphitheatre</td> <td>\$ 8,000</td> </tr> </table> <p>All schools have been directed by Treasury to spend 96% of their budget. The College is on target to meet these requirements. Rick and Robyn will meet with Managers regularly to ensure they are on target with their budgets. Schools have also been directed to spend 10% of their reserves each year. Members discussed the spending of reserves and encouraged that the College has a plan in place for replacing reserves.</p> <p>Wrolf asked how the Chaplain is funded now. The Government funds a percentage of the Chaplain's salary and the College subsidises the difference. The Chaplain is at the College for four days (not Wednesday).</p> <p><i>The Board endorsed the Finance Report.</i></p> <p>Moved: Wrolf Van Munster Seconded: Michael Mischin Carried unanimously</p>	Painting Program	\$133,000	Blinds	\$ 2,000	Furniture Repair	\$ 3,000	Fence for Amphitheatre	\$ 8,000
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7.	Alumni Report	Luke Trollope & Jake Morrison	<p>Luke is now the Alumni Chair (was Jake). The Alumni would like to offer two Alumni Scholarships at \$600 each for Year 11 students going into Year 12. One scholarship would be for a student with an economic disadvantage. The other scholarship will focus on endeavours regarding the College & Community. Staff will be able to nominate students for the second award. The Scholarship would pay for the students school fees.</p> <p>Both Scholarships will have requirements attached eg. good attendance, average grades, good standing etc.</p> <p>The Board suggested calling the two Scholarships:</p> <ol style="list-style-type: none"> 1. MSC Alumni Scholarship - hardship 2. College Culture Scholarship <p>Fundraising will be required to continue funding the scholarships. Fundraising planned this year are the Entertainment Book, a community event held at the College (maybe Quiz night), 2006 -10 Year Reunion, outdoor cinema event using the Amphitheatre.</p> <p>The Alumni are looking for students from 2013 to 2015 to join the committee.</p>								

			Tracey suggested contacting John Tanner and Jasmine Tranter to share the Alumni Facebook page to promote to the 2015 graduates. Tracey also suggested incorporating graduate names on bricks in any future paving projects at the College. <i>The Alumni Report was received by the Committee.</i> Moved: Brian Piper Seconded: Michael Mischin Carried unanimously
8.	Student Council Report	James & Perri Tracey Roberts	The Student Council are looking at supporting some local charities with fundraising events and are working towards creating a stronger sense of community within the College. Looking at events with the Year 11 & 12 cohorts working together. Leavers Jackets very successful and the new rugby tops are popular. New Year 11 Councillors will be selected next week. Tracey asked the Councillors to investigate putting a team together for the Cancer Councils 'Relay for Life' in October. Could join up with Kinross College students or Alumni members. <i>The Student Council Report was received by the Committee.</i> Moved: Michael Mischin Seconded: Jake Morrison Carried unanimously
9.	Correspondence In / Out		None
10.	Meeting Dates for 2016	Tracey Roberts	Meeting Dates for 2016: Term 2 – Monday, 2 May @ 4.00pm Monday, 13 June @ 4.00pm Term 3 - Monday, 15 August @ 4.00pm Term 4 - Monday, 28 November @ 4.00pm
11.	General Business		None

NEXT
MEETING:

Monday, 2 May, 2016

MEETING
CLOSED:

5.35pm