



COLLEGE BOARD MINUTES
Monday, 28 November 2016
College Board Room

DATE:	28 November 2016	CHAIR PERSON	Wrolf Van Munster
TIME:	4:00pm	MINUTE SECRETARY	Julie Ayers

MEMBERS: Mayor Tracey Roberts (Chair/Parent Member), Peter Lillywhite (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 Council), Karen Hart (Staff Member) Luke Trollope (Staff Member),

In Attendance: Robyn Holcz (Finance Manager) Julie Ayers (Secretary), Janice Sander (Principal on Leave)

No	Agenda Items	Led By	OUTCOME	ACTION
1.	Welcome and Apologies	Wrolf	Wrolf welcomed members to the meeting which commenced at 4.05pm. Apologies were received from: Karen Hart, Tracey Roberts, Michael Mischin, Albert Jacob, Perri Reid, James Parker	
2.	Review and Acceptance of Minutes	Wrolf Van Munster	Resolution: The Minutes of the previous meeting held on 15 August were approved as a true and correct record and were signed by the Chair. Moved: Luke Trollope, Seconded: Wrolf Van Munster Carried unanimously	
3.	Actions arising from the previous meeting	Peter Lillywhite	2017 Enrolment Data – Yr 11 = 460 students, Yr 12 = 390 students Board Code of Conduct – Members given a copy of the Code of Conduct which had been emailed previously for review. Members to sign and return to Julie A. Members not at the meeting will be posted a copy with the meeting documentation. Uniform Committee – A committee has been formed. Students to be involved in design. Tutor Uniform will be the supplier as under contract with MSC for next 4 years. Shirts and pants to be redesigned. Board to be consulted once designs become available. Hoping to have uniform ready for start of 2018. Reserves and proximity to the Ocean - There is no extra allowance given to the College due to the proximity to the ocean. Relay for Life – No students participated. More promotion to students early in 2017.	

		<i>Luke Trollope</i>	<p>Promotion of the Board to Parents – Will be advertised in the last Info Update of 2016 & the first one of 2017 as well as promoted at the first assembly to students and the Meet the Mentor Night to parents.</p> <p>Alumni Scholarships names to City of Wanneroo – Tracey had requested the names of the students that were being considered for the Alumni Scholarship to be forwarded to her so they can be considered for the Mayor’s Christmas Appeal.</p>	<i>Luke will email the names to Tracey this week.</i>
4.	Business Plan Endorsement	<i>Peter Lillywhite</i>	<p>Members discussed the draft Business Plan which was emailed to members with the Agenda. Under the BP will sit an operational plan for each Learning Area.</p> <p>Minor changes made to Context & Overview. The Targets and the Key Focus Areas have been condensed.</p> <p>Steve queried the terminology of ‘like schools’ and suggest benchmarked schools –suggestion ‘Our median ATAR to be equal to or exceed a selected group of benchmarked schools’. Peter explained that ‘like-schools’ is terminology used within DoE schools but agrees ‘selected’ should replace ‘targeted’.</p> <p><i>Improvement target –OLNA to be increased to 95% or higher (was 90%)</i></p> <p>The BP will be produced by an outside agency and then uploaded on the College webpage as well as being printed in a glossy booklet for distribution to potential parents and students.</p> <p>Resolution: The 2017 – 2019 Business Plan was endorsed.</p> <p>Moved: Steve Chapman Seconded: Brain Piper Carried unanimously</p>	<i>Peter to make changes to BP as agreed by members.</i>
5.	2017 Proposed College Budget	<i>Robyn Holcz</i>	<p>Members issued with the 2017 Proposed Contingencies Budget and the 2017 Preliminary One Line Budget as well as detailed reports on 2017 Preliminary Cash Plan, estimated revenue & expenditure, FTE calculations, relief days funding, and course charges revenue.</p> <p>Robyn talked members through the documentation and the changes made for 2017. Learning Areas will receive 95% of their budget in 2017 (usually 80%). This is due to the excellent collection rate – currently 99.8%. The budget will not be finalised until student numbers are finalised which will be after the census in February 2017.</p> <p>Peter and Wrolf acknowledged Robyn Holcz for her dedication to the College ensuring it has been financially sound over the last six years. Robyn joined the College when it became in IPS and will be on LSL in 2017.</p> <p>Rachael Ainge from DoE head office will fill the position of Manager Corporate Services in 2017.</p> <p>Resolution: The 2017 Proposed Budget was endorsed.</p> <p>Moved: Robyn Holcz Seconded: Michelle Hoad Carried unanimously</p>	
6.	College Priorities	<i>Peter Lillywhite</i>	<p>Peter explained the funding allocated to learning and priorities areas.</p> <p>Members discussed the computer software available to the school and Wrolf asked what the additional FTE was made up of. The College has allocated an extra .4 FTE to support Student Services. Humanities and Mathematics have also been allocated extra support for students.</p>	

7.	Principal's Report	Peter Lillywhite	<p>OLNA Achievement – 93% of students achieved OLNA. Approx. thirty students did not achieve OLNA. Last year 80% of Year 11 students achieved OLNA so this is a great result. Twenty five students may not achieve WACE due to academic performance. Expected graduation rate is 89% with the new model.</p> <p>Attendance Semester Behaviour – Attendance has improved. Semester 2 authorised absences has increased to 95.4% due to our new Attendance Officer and SEQTA program. The focus for 2017 is to increase the percentage of regular attenders (regular attendance is 90%). Term 4 data is on Year 11 students only but positive entries has improved from Term 3.</p> <p>Final DPA & Checklist – Members were advised that the signed DPA was returned on 10 October. Members were given the DPA ‘Roles and Responsibility’ checklist which ensures the Principal is addressing the DPA requirements.</p> <p>VET Attainment (Cert II or higher) – The completion rate for Certificate II or higher has dropped from 95% in 2015 to 90% in 2016 due to 3 certificate courses not meeting the expected achievement rate. Peter address the reasons and what has been put in place to improve the attainment rate in 2017.</p> <p>Michelle explained how Central Institute and West Coast TAFE have combined to make North Metro TAFE. Steve congratulated Michelle on being appointed Managing Director of the new North Metro TAFE which covers the campuses from Northbridge to Clarkson.</p> <p>College Surveys – Results are similar to previous years. Parents are happy with the College and the education given to their children. The College received ‘4.5’ – I would recommend this school to others’ from the Parents Survey.</p> <p>Students feel as though they are being cared for and have good teachers and believe teachers expect them to do their best.</p> <p>Steve congratulated the College on the survey results. Very positive.</p> <p>Janice congratulated Peter and Rick as the College received very good feedback in all three surveys.</p> <p>College Board Survey – Members were reminded to complete the survey which was emailed out with the Agenda on 21/11. Link below: https://www.surveymonkey.com/r/2016MSCBoard</p> <p>2017 Term Planner & Important Dates – All members were given the Term, 1 2017 Term Planner for future planning. Also attached was the 2017 Important Events which College Board members will be invited to throughout the year so they can schedule the dates in their diaries now.</p> <p><i>The Principals report was noted as received.</i></p>	<p><i>Peter ask Tracey to let student know they will be receiving their qualification from North Metro TAFE (not Central TAFE.)</i></p>
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8.	Finance Report	Robyn Holcz	<p>One Line Budget</p> <p>Robyn presented the Operational One Line Budget as at 28 November. The variance will be carried forward to 2017. Money has been spent on Minor Works and Improvements at the College, amphitheatre & landscaping, walkway to demountables, shade area on oval, (detailed worksheet provided). In 2017 the College will be looking at IT replacement and remodelling the Student Services area due to the large number of students using the facilities. Technology & Enterprises will also be redesigning their offices and the textile demountable will receive new tables which will work better in the space available.</p> <p>Michelle asked if the College has to report on the categories of funding. As the College runs a One Line Budget it does not need to be reported.</p> <p>The College is in a comfortable financial position and has met its targets for 2016.</p> <p>Wrolf asked if staff needs were being met and if they are happy with the SEQTA software. Staff are consulted on the SEQTA software regularly and the College has a healthy PL budget for staff who wish to attend any PL. The staff survey showed that 96% of staff agrees that the school looks for ways to improve.</p> <p>The finance submissions which were approved at the last Finance Committee meeting were presented.</p> <ul style="list-style-type: none"> • Photography start up budget \$22,518 <i>A suggestion students use their mobile phones although not all students have phones and not all phones have good cameras.</i> • Digital Mixers and speakers \$ 3,477 • Lighting for PA Space \$ 3,043 • Desktop computers for EA use \$ 8,139 <p><i>The Finance Report was noted as received.</i></p>	
9.	Alumni Report	Luke	<p>Luke updated members on the winners of the Alumni Scholarships who will have their Year 12 College charges paid for by the Alumni.</p> <p>Luke will forward all names he has been given for the Hardship award to Tracey Roberts so they can be considered for the Mayors Christmas Appeal.</p> <p>A ten year reunion was held last month with 30 ex students and staff attending. Luke is hoping for a larger turnout next year as this is his graduation year.</p> <p>No plans have been made for 2017 but events will be required to raise funds for the scholarships. Entertainment Books raised \$767 this year.</p>	

			<p>Steve asked if the College had a Hardship Fund for parents in financial stress. The College does currently help some parents that are in financial difficulty although does not have a special account setup. The College has approx. 30 parents who have a payment plan to help pay their College charges.</p> <p>Steve suggested the Board members create a MSC Board Scholarship that would be funded personally by members of the Board to for parents / students in financial hardship. Steve would like the College to put a proposal forward so members of the Board have an idea of what would be required eg: 'What is a scholarship, what does it cost, how many members on the Board, what would the financial obligation be for each member.'</p> <p>All members agreed that a Board Scholarship was a great idea. Brian noted that this would also address an IPS Review recommendation of creating a higher profile within the community.</p>	<p><i>Robyn to investigate if it's possible to have a special account to help parents.</i></p> <p><i>Peter/Janice to create a proposal on what is required to start a MSC Board Scholarship.</i></p>
10.	Board Schedule for 2017	<i>Peter Lillywhite</i>	Members were given the 2017 Board Schedule outlining what items will be discussed at each meeting next year.	
11.	Other Business	Wrolf	Janice spoke to members about promoting the Board to parents to increase parent participation. Parents will be asked for nominations to join the Board in the last Information Update and the first one in 2017. All nominations will be forwarded to current Board members once received. Parents must form the majority of the Board.	<i>Janice will ask Tracey to send a personal letter to all parents asking them to nominate to sit on the College Board.</i>
12.	Next Meeting	Wrolf	The first meeting of 2017 will be on Monday, 27 February at 5.30pm and will be an Annual General Meeting. Members agreed to hold the meeting at a later time to see if that will encourage parents to attend. The rest of the meeting dates for 2017 will be decided at the first meeting when all members are present.	
	Meeting Close	Chair	The meeting was closed by the Chair at 5.40pm	