



COLLEGE BOARD MINUTES
Thursday, 10 August 2017
College Board Room

DATE:	10 August, 2017	CHAIR PERSON	Tracey Roberts
TIME:	4:30pm	MINUTE SECRETARY	Rachael Ainge

MEMBERS:	<p>Mayor Tracey Roberts (Chair/Parent Member), Janice Sander (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), Jake Morrison (Community Member), Karen Hart (Staff Member), Luke Trollope (Staff Member)</p> <p><i>Student Representation: Year 11-Sahel Hassan, Finn Dickson, Year 12-Richard Moon</i></p> <p><i>In Attendance: Rachael Ainge (Corporate Services Manager) Jacqui Buck</i></p>
APOLOGIES:	Wrolf van Munster, Brian Piper, Hon Michael Mischin MLC

No.	AGENDA ITEMS	LED BY	DISCUSSION	ACTION
1.	Welcome and Apologies	Tracey Roberts	Apologies received from Wrolf van Munster, Brian Piper and a late notification from Hon. Michael Mischin MLC received as he had to attend to an urgent Parliamentary Commitment. Jacqui Buck was welcomed to the meeting.	
2.	Review and Acceptance of Minutes	Tracey Roberts	<p>Resolution: The Minutes of the previous meeting held on 29 May 2017 were accepted as a true and correct record with no objections and were signed by the Chair, Tracey Roberts.</p> <p>Moved: Michelle Hoad Seconded: Karen Hart</p> <p>Carried unanimously</p>	
	Actions arising from the previous meeting	Janice Sander	<p>Board Training</p> <p>Janice updated members on a new School Board Development Programme available online from which you can access 5 online modules. Members can offer their thoughts and comments about the board training at the next Board Meeting. Tracey Roberts observed that whilst we have an experienced Board it is always beneficial especially for due diligence to stay abreast of any new developments.</p> <p>Private school NAPLAN data available for public schools</p> <p>Janice spoke with a representative from SCSA who said the issue is that Private Schools do not have access to our NAPLAN data and Public schools do not have access to theirs. The representative did not see how we can get access to Private School data easily and without causing some issues.</p>	<p>ACTION: Janice to email link to Board members.</p> <p>ACTION: Janice to write a letter to the private schools whose students are enrolled at MSC for Year 11 to release the NAPLAN data to the school.</p>

3.	New Board Member	Tracey Roberts	<p>Janice Sander moved that Jacqui Buck be nominated as a College Board member.</p> <p>Jacqui moved to Australia in 1997 from the UK and has a background in Business and Marketing and studied an HND in Business. Jacqui has had a career in Marketing and Category Management for companies like Boots, Kelloggs and Nestle. She has recently returned to university (ECU) to study a Bachelor of Health Science. She is currently also the President of the P & F at Peter Moyes School and a parent of a Year 11 Student at MSC.</p> <p>Resolved: The nomination for Mrs Jacqui Buck be endorsed. Moved: Janice Sander Seconded: Tracey Roberts Carried unanimously</p>	
4.	Board Members Attendance at meetings	Janice Sander	<p>Members discussed what is considered an appropriate number of meetings that should be attended in a calendar year.</p> <p>Resolved: Board members must attend at least 2 out of the 4 meetings held each year. If this requirement is not met, members may be asked to leave the Board. Moved: Janice Sander Seconded: Jake Morrison Carried unanimously</p>	
5.	Recommended finish times – starting 2018	Janice Sander	<p>The College is looking at restructuring Mentor. MSC held a whole staff PL regarding the matter which has been on the table for the last 18 months. It was noted that most students only spend half an hour in Mentor and then have an hour and a half for lunch. The model being considered would add 5 minutes to each class meaning instead of a one hour Mentor session it would be 2x half hour sessions on Tuesday and Thursdays.</p> <ul style="list-style-type: none"> • Monday and Friday = 3:40pm • Tuesday and Thursday = 4:00pm <p>Tracey Roberts asked that the proposed changes be run by the PTA before being endorsed. Julie Ayers has written to the PTA and is awaiting their response. If PTA happy to accommodate the changes then the Board Members will delegate the authority to the Principal to make the changes.</p> <p>The Student Council voiced their concern over the change as a lot of students use Transperth buses and trains and would like to make sure that all services stay connected but agree that for ATAR students the extra 5 minutes would be beneficial.</p> <p>Resolution:</p> <ol style="list-style-type: none"> 1. The Principal write to the PTA advising of the proposed change to the school timetable. 2. The Principal request a change to the current bus timetable to accommodate the change to the school finish times. 3. Delegated authority be given to the Principal to implement the changes to the school timetable when confirmation to change the bus timetable is received from the PTA. 4. The Principal keep the College Board informed of the progress. <p>Moved: Steve Chapman - Seconded: Michelle Hoad Carried unanimously</p>	<p><i>ACTION: Janice to write to the PTA advising of a proposed timetable change starting in 2018 and ask if they can align the bus routes with the new finish times.</i></p>

6.	Arts Award donation by Mark Folkard	Janice Sander	<p>Member for Burns Beach, Mark Folkard MLA offered to make a donation (suggested \$500) for the Visual Arts Exhibition Award while he was attending the College Health Expo.</p> <p>Resolved: Board Members accept Mark Folkard’s offer of an annual donation to the College for the Visual Arts Exhibition Award.</p> <p>Moved: Janice Sander Seconded: Michelle Hoad</p> <p>Carried unanimously</p>	<p><i>ACTION: Julie A to contact Mark Folkard to verify his proposal and how much he will donate.</i></p> <p><i>ACTION: Janice to write a thank you letter for his donation.</i></p>
7.	2018 College PL Days	Janice Sander	<p>Janice advised members of the Professional Learning days for 2018. These dates will be advertised to parents in the next Info Update in September and placed on the College webpage.</p> <p>Term 1 – 4 days -Thursday, 25 January, Monday, 29 January, Tuesday, 30 January, Thursday, 29 March</p> <p>Term 2 – 2 days - Monday, 30 April, Monday, 28 May (Offsite Coastal Cluster with RUMA)</p> <p>Term 3 -None</p> <p>Term 4 – 1 day - Monday, 8 October</p> <p>Resolved: The College Board endorsed the 2018 Professional Learning Days.</p> <p>Moved: Jacqui Buck Seconded: Karen Hart</p> <p>Carried unanimously</p>	
8.	Principal’s Report	Janice Sander	<p><i>The Principals Report was presented to the Board.</i></p> <p><i>Grades Analysis Report – Semester 1</i></p> <p>Janice is currently working on the Grades Analysis Reports with Managers.</p> <p>NAPLAN results have been put into a course report and staff are able to look at the student’s potential grades with their NAPLAN results. The new process involves quite a lot of manual input from teachers as the systems are not integrated (Karen Hart to look at streamlining the process). Once collated the report will be an invaluable tool not only for ATAR students but for General Students also. Tracey Roberts observed that the key aspect of the report is not only the academic success of the student but also the bigger picture and wellbeing of the students.</p> <p><i>Academic Standards Policy</i></p> <p>Currently, parents sign and agree to the Academic Standard Policy which states that if their child doesn’t receive 3 ‘C’ grades in Year 11 they need to either repeat their General Course or change their ATAR courses. The objective of the policy is to motivate the students to try harder and achieve those 3 ‘C’ grades as well as help them achieve WACE. Students who are at risk of not meeting the policy are currently being counselled.</p>	<p><i>ACTION: Janice to write a letter to all incoming students and parents about the change to the Academic Standards Policy and why the change is necessary. To be addressed at Meet the</i></p>

			<p>Janice proposed a change to the policy to include a minimum predicted ATAR of 60 by the end of Year 11. This would be advertised to the incoming students and parents before they commence in 2018 and reinforced at 'Meet the Mentor' why changes have been implemented and are necessary.</p> <p>There will be some flexibility with the predicted ATAR and each case will be looked at individually.</p> <p>Resolved: The Board endorsed changing the Academic Standard Policy to include a minimum predicted ATAR of 60 to be achieved by the end of Year 11.</p> <p>Moved: Janice Sander Seconded: Steve Chapman Carried unanimously</p> <p>Semester 1 Attendance data Members were given the Sem 1 Attendance Data – an improvement from 89% to 90.5%. SEQTA and the Attendance Officer responsible for the improvements. SEQTA sends out an SMS when a student is absent to the parent / guardian making them accountable for the students attendance.</p> <p>Uniform in 2018 Members were shown the new College shirts which will be available for 2018. New mesh shorts will also be available for 2018. Chinos for the winter months for boys and girls (so that girls won't need to wear the shorts with tights underneath). New track pant design will be available soon.</p> <p>Resolved: The Board endorsed the changes to the College Uniform for 2018 as displayed. Moved: Janice Sander- Seconded: Karen Hart Carried unanimously</p> <p>Resolved: The Board noted that the Principal's Report be received. Moved: Luke Trollope Seconded: Jake Morrison Carried unanimously</p>	<p>Mentor in Week 4 of Term 1, 2018.</p>
9.	Finance Report	Rachael Ainge	<p>Rachael explained the tabled documents in detail.</p> <p>1. Operational One Line Budget At the last meeting the Student Centred Funding amount was \$9,557,037 and is currently at \$9,560,125, a difference of \$3088. Difference is:</p> <ul style="list-style-type: none"> • \$1102.62 Graduate Teaching Induction Programme (Salary) • \$1410.00 Secondary Assistance (Cash) • \$575.00 Clothing Allowance (Cash) <p>Giving a Surplus budget of \$327,539 salary and \$66,782.00 cash giving a total surplus of \$394,321.</p> <p>Cash Report: budget versus actual as at the end of July Income locally raised revenue 88.17% received.</p>	

Expenditure 59.7% spent as at end of July should be approximately 58%. It was noted that expenditure on curriculum is at 57.29% which is on target for this year's money being spent on this year's students.

2. Minimum Expenditure Report

College is currently on track to spend more than 96% and more than 10% of the carry forward. We are required to spend \$10,236,618 and we are predicted to spend \$11,266,069.

3. Budget versus actual committed

This report was given out at the Finance Committee Meeting to the Learning Area Managers so that they could ascertain if they were on track with their spending. Changes to the maintenance accounts were noted as of 1st July for routine maintenance, minor works and preventative maintenance. Phone bills paid by central office now. New Telstra account noted.

4. Collection Rate

This report shows we have currently received 96.3% of our revenue from contributions and charges. Final letters sent out last week.

5. Additional Cost Items

Seek approval for the following minor changes to 2018 additional cost items: College Ball in Term 1 not Term 3 as presented in the last Board Meeting.

6. Finance Submissions

The following submissions were approved by the Finance Committee at meetings held on 22/06/17 and 02/08/17.

- Update from last meeting High cleaning to external area of the College – completed \$5,500.00;
- Update from last meeting Upper and Lower Garden beds paved – completed \$18,194.00;
- New Computers in Careers \$3,124.32 – Approved
- New Blinds in the Library \$1,042.00 – Approved
- New Mac Server \$1,944.62 - Approved

State Government not issuing budget until September now, a month later than usual. Rates per student and notional rates for salaries will be delayed.

Booklists have been handed out to Learning Area Managers for changes to be made by the end of Term 3. Once the Booklists have been approved by Managers they will be emailed to the Board by Flying Minute for approval as they need to be posted home to parents before December 1.

Project work updates

- Student Services Upgrade – Project Manager assigned through Building Management and Works. Currently at the proposal stage; proposals received from all consultants engaged in the project timeline for commencement November 2017. (College funded)

			<ul style="list-style-type: none"> • PAC doors - project manager assigned contractor; engaged tracks to be replaced - work commences next holidays. (Department funded) • Basketball resurfacing happening next holidays weather permitting. (College funded) • Climbing wall repairs awaiting a response from Programmed maintenance to see if they can engage a contractor. (Through maintenance). <p>Two extra bank accounts approved at last meeting – an Online Saver Account with an interest rate of 1.5% has now been opened and also a Term Deposit with an interest rate of 2.34% also opened. Since operating new accounts we have already achieved extra funds through the same (\$418.32 for Online Saver and \$1,813.15 for the Term Deposit).</p> <p>Resolved: That the Finance Report be received. Moved: Steve Chapman Seconded: Michelle Hoad Carried unanimously</p>	
10.	Alumni Report	Luke Trollope	<p>Luke updated the Members on the Alumni plans for the remainder of 2017 and 2018.</p> <p>A 10 Year Reunion is planned for Friday, 28 October at The Globe Bar in the CBD. A lot of interest on the Facebook page therefore there should be a good turnout. Invites will be sent to Board Members. Ticket sales are yet to be confirmed.</p> <p>A Quiz has been organised for early next year, Friday, 24 March 2018. Hoping to have a staff table, Board table and student table with representatives from the different years. All Board members agreed to donate a prize. Luke to work with Jacqui on the organisation of the event.</p> <p>Resolved: The Board noted that the Alumni Report be received. Moved: Jake Morrison Seconded: Michelle Hoad Carried unanimously</p>	
10.	Student Council Report		<p>The main focus for Year 12 students have been the Yearbook which is now in its final stages.</p> <p>The 2018 Ball to be held at Perth Convention Centre on 24 February 2018. The two most popular themes selected by the students at MSC are Bondi or New York. Also discussed having no theme so that the money saved could be spent elsewhere eg on the food, entertainment, settings for the Ball. To attend the Ball students must have an 80% + attendance at school and good standings. Interviews for external partners need to take place in Term 4. Met with the Perth Convention Centre to discuss hiring out an extra foyer, provision for a DJ.</p> <p>Leavers Jackets / Shirts – Rugby polo shirts are the preference for a lot of the students. Reversible Leavers Jacket also considered. One side graduation and name with logo / other side plain black coloured material</p>	

			<p>so more wear outside of school hours. Reversible jacket will be more expensive as requires more material to make it. Polo shirts will be of a similar price as previous years. Presentation of Leavers Jackets / Rugby Shirt designs being held on 16th August at MSC.</p> <p>Resolved: The Student Council verbal report was received by the Board. Moved: Luke Trollope Seconded: Karen Hart Carried unanimously</p>	
11.	Correspondence In / Out	Janice Sander	<p>WA Education Awards nominations Reece Driscoll nominated Bree Riseborough for the Teacher of The Year Award. Next years nominations will be considered at an earlier date so that more than one nomination can be put forward.</p> <p>Resolved: The Board noted the nomination of Bree Riseborough for the Teacher of the Year Award. Moved: Janice Sander Seconded: Tracey Roberts Carried unanimously</p>	
13.	General Business	Tracey Roberts	<p>Change of proposed date for Term 4 – currently 27 November Jake has requested that the next Board Meeting be moved to a later date. Members agreed on Monday, 4 December at 4pm.</p> <p>Steve Chapman – Discussed Isoscopes from the Sustainability Expo – Steve has donated \$450 to the College to put towards purchasing enough for a class set. The College has also purchased 3.</p> <p>Colours Night: Tracey, Michelle, Jake and Jackie still to RSVP. Tracey unable to attend. Michelle to confirm attendance on 22nd. Jackie can attend on the 22nd.</p>	<p>ACTION: Julie A to change the date on the Term Planner and inform all members of the new date.</p>

CHAIR SIGNATURE AND DATE:		MEETING CLOSED:	6.20pm	NEXT MEETING:	Monday, 4 December @ 4.00pm
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