



COLLEGE BOARD MINUTES
Thursday, 2 March 2017
Annual General Meeting
College Board Room

DATE:	2 March, 2017	CHAIR PERSON	Tracey Roberts
TIME:	5:00pm	MINUTE SECRETARY	Julie Ayers

MEMBERS:	<p>Mayor Tracey Roberts (Chair/Parent Member), Janice Sander (Principal), Wroolf 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), Karen Hart (Staff Member), Luke Trollope (Staff Member)</p> <p><i>In Attendance: Trent Williams and Courtney Ebert (Student Council)</i></p> <p><i>Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary)</i></p>
APOLOGIES:	<i>Prof. Steve Chapman, Jake Morrison, Michael Mischin, Albert Jacob</i>

ITEM No.	AGENDA ITEMS	LED BY	OUTCOME	ACTION
1.	Welcome and Apologies	Tracey Roberts	<i>Tracey welcomed members to the meeting which commenced at 4.00pm. Apologies were received from: Steve Chapman, Michael Mischin, Albert Jacob and Jake Morrison</i>	
2.	Review and Acceptance of Minutes	Tracey Roberts	<p>Resolution: The Minutes of the previous meeting held on 28 November 2016 were approved as a true and correct record and were signed by the Chair, Tracey Roberts.</p> <p>Moved: Brian Piper Seconded: Wroolf Van Munster</p> <p>Carried unanimously</p>	
3.	Actions arising from the previous meeting	Janice Sander	<p>MSC Board Scholarships</p> <p>Motion: Mindarie Senior College Board Scholarship to be created through the College Alumni. The scholarship would pay for a student's College charges – approx. \$600 per year. Any short fall in funds to come from the sale of the 2017 Entertainment Books. Donations can be made through the College.</p>	

			<p>Each member will receive a receipt for their donation. Criteria for the scholarship to be decided and which year group it will be given to.</p> <p>Resolution: Board members can make a voluntary donation of \$50 towards the MSC College Board Scholarship.</p> <p>Moved: Wrolf van Munster - Seconded: Michelle Hoad</p> <p>Carried unanimously</p>	
4.	Terms of Reference	Janice Sander	<p>Members were emailed a copy of the Terms of Reference to review. No changes have been made to the Terms of Reference from 2016.</p> <p>Resolution: The Terms of Reference was endorsed by the Board.</p> <p>Moved: Karen Hart - Seconded: Michelle Hoad</p> <p>Carried unanimously</p>	
5.	Sustainability Policy Endorsement	Janice Sander	<p>Members went through the updated Sustainability Policy (2017 – 2019). Janice informed members on the changes made from the 2013 – 2016 policy. The new policy follows the College philosophies. The Sustainability Mentor will run activities with Mentors groups throughout the year and offer awards to students who are being actively sustainable.</p> <p>Resolution: The Sustainability Policy was endorsed by the Board and signed by the Chair, Tracey Roberts.</p> <p>Moved: Luke Trollope - Seconded: Brian Piper</p> <p>Carried unanimously</p>	<p>ACTION: Janice to speak to Tracy Smith (Sustainability Mentor teacher) about presenting to various organisations re her Sangora Award.</p>
6.	Draft 2016 Annual Report	Janice Sander	<p>Members were given a draft 2016 Annual Report to take away and read. The report will be uploaded on the Department of Education (DoE) Schools Online website as well as the College website by the end of Term 1.</p> <p>Resolution: Members to forward any changes/errors to Julie A by Friday, 17 March. If no response received, Members are happy with the report. A Flying Minute will be sent for the approval of the final 2016 Annual Report.</p> <p>Moved: Karen Hart - Seconded: Michelle Hoad</p> <p>Carried unanimously</p>	
7.	Principal's Report	Janice Sander	<p>Board's Purpose - Janice reminded members of the College Board's purpose and responsibilities.</p>	

		<p>Evacuation Procedures - Members were given an Emergency Evacuation Procedures sheet for them to review. Janice pointed out the closest exit in case of an emergency and the process to follow in case there is an incident.</p> <p>Business Plan Update – Members were updated on three changes that have been made to the Business Plan. Members were also given a copy of a draft BP that has been designed by an outside agency. The College are proposing to print 500 Business Plans to be given with the enrolment packages. The College targets may change over the 3 years so would not print too many at one time.</p> <p>Michelle had a concern over printing too many and queried who the audience is for the BP and if this is the right document to be promoting to parents. Tracey suggested the Business Plan be placed on the website only which supports the Sustainability Policy.</p> <p>Members offered suggestions on the layout and design.</p> <p>Resolution: Members approved the changes to the Business Plan. The Business Plan will be placed on the website and not printed. This will be reviewed in 2018.</p> <p>Moved: Wroolf van Munster - Seconded: Michelle Hoad</p> <p>Carried unanimously</p> <p>Review of results against BP targets – Members were given a copy of the results against the 2016 BP targets with an explanation of why we received these results and what has been put in place to improve future results.</p> <p>Tracey would like to know what our student’s subject results were like from their previous school and if there was an underlining trend within each school. What can be done to increase the Year 12 attendance - 2015 was 56.1%, 2016 was 52% - why did this decrease?</p> <p><i>The verbal report on the BP target results was noted as received.</i></p> <p>2016 Year 12 Results – Janice showed members the 2016 Year 12 ATAR results showing that the ATAR predictions are quite accurate. Ten students received an ATAR above 90% in 2016. A power point showing where MSC sits in relations to like ICSEA schools (private & public) from year 9 NAPLAN results (based on 45% of NAPLAN data). This can be a predictor for WACE results. Due to not having students in middle school, this information is valuable to help predict student results.</p> <p><i>The verbal report on the 2016 year 12 Results was noted as received.</i></p>	<p>ACTION: Julie A to contact the designer with the suggested changes.</p> <p>ACTION: Percentage of students from feeder schools to be presented at the next meeting so an analysis can be done on student’s course results and what school they came from. Report on what strategies are being implemented to increase Year 12 attendance.</p>
--	--	---	---

		<p>Year 11 Class Grades Analysis – The College has created a new analysis for students within each of their courses. This means students who are struggling in a particular course can be identified early and monitored / helped where needed. The analysis sheet has student’s NAPLAN results with their potential grade and predicted ATAR. Attendance will also be added to the sheet. There is a strong correlation between writing and success in all courses.</p> <p><i>The verbal report on the Year 11 Class Grades Analysis was noted as received.</i></p> <p>Catering for College Events – Members endorsed the 2017 Catering for Official College Events which is required for guests attending College events. Moved: Luke Trollope - Seconded: Brian Piper Carried unanimously</p> <p>Purchase of Flowers & Gifts for visitors – Members approved the purchase of flowers and gifts, at the Principal’s discretion, up to the value of \$100.00. Moved: Wrolf van Munster - Seconded: Michelle Hoad Carried unanimously</p> <p>2016 Board Survey Results – Members were reminded to complete the online College Board Survey. The survey will close on Friday, 31 March. The link is: https://www.surveymonkey.com/r/2016MSCBoard</p> <p>Academic Support Report - Members were given a copy of the 2016 Academic Support report. Two students had not been diagnosed with learning difficulties at their previous school and further testing is planned for mid-2017. Tracey was concerned that students are starting Year 11 with learning difficulties that had not been diagnosed at their previous school. A total of 119 students accessed Academic Support sessions in 2016.</p> <p><i>The verbal report on the Academic Support Report was noted as received.</i></p> <p><i>The Principals Report was received by the Committee.</i> Moved: Wrolf Van Munster Seconded: Michelle Hoad Carried unanimously</p>	<p>ACTION: Julie A to change the wording in the survey from Council to Board.</p>
8.	Finance Report	<p>Rachael explained the tabled documents in detail.</p> <p>1. Contingencies Budget – revised budget changes from 28/11/2016 explained in detail.</p> <p>The revised 2017 Contingencies Budget was endorsed by the Board. Moved: Brian Piper - Seconded: Karen Hart Carried unanimously</p>	

			<p>2. Budget vs Actual Committee – Currently in Period 2, should have spent 16% of the budget. Highlighted budgets not spent 16% and some budgets have spent more.</p> <p>3. Course Charges Collection Rates – Course Charges collection rate currently at 59.22%. Statements going out in the next two weeks.</p> <p>4. Preliminary Cash Plan – Based on the Student Centred Funding model. Currently in the preliminary phase of budget. Will go operational once the census has been confirmed by the Department.</p> <p>5. Preliminary One Line Budget – Looks at whole budget with salary and cash.</p> <p>6. Minimum Expenditure Requirements – We are currently on track to spend the minimum requirement of the budget (96%) as well as the 10% carried forward which includes salaries, reserves and cash at bank. This is still the preliminary phase and will be presented again at the next meeting.</p> <p>7. Spending the One Line Budget document –DoE document detailing how schools are to spend their budget. The College has to spend this year’s budget on the current students – a minimum of 96%.</p> <p>8. Financial Summary as at 28 February – Based on report #2.</p> <p>9. Proposed Minor Works – The government is currently in caretaker mode which means no works can be approved or quoted on.</p> <p>Finance Submissions</p> <p>Members were updated on the following submissions made by Learning Areas at the last Finance Committee meeting on 22 February.</p> <ul style="list-style-type: none"> • 15 x Lighting chains \$ 135.00 • 15 x Lighting clamps \$ 135.00 • Ipad for PA Space \$ 568.00 • ICT Server Storage \$12,300.00 <p><i>The Finance Report was received by the Committee.</i></p> <p>Moved: Michelle Hoad Seconded: Wrolf van Munster Carried unanimously</p>	
9.	Alumni Report	Luke Trollope	<p>The Alumni has been able to award two scholarships to students this year which is a great achievement. Alumni still deciding if the scholarships will be awarded annually or biennially (depends of funds). Alumni will host one event a year to help raise the funds needed. Looking at doing a quiz night and a 2007, 10 year reunion this year. The first meeting will be held at the end of this month.</p> <p><i>The Alumni Report was received by the Committee.</i></p> <p>Moved: Wrolf van Munster Seconded: Brian Piper Carried unanimously</p>	

10.	Student Council Report	Trent Williams & Courtney Ebert	<p>To date, the focus has been on the Year 12 Ball and the theme will be Fire and Ice. World's Greatest Shave will be held on 16 March and Health & Phys Ed teacher Mr Mischa Beyeler will be shaving his head for the cause. Three other fundraising days will be run, one in each Term.</p> <p>Seven Year 11 Student Council were presented with their badges at the year 11 Assembly.</p> <p>Currently looking at changing the uniform tops. Members shown two proposals. Considering Chinos for the boys to wear, design still being discussed.</p> <p>Resolution: All Board members favoured the design with the dark blue collar but would like a different blue (not teal), similar to the current blue.</p> <p><i>The Student Council Report was received by the Committee.</i></p> <p>Moved: Luke Trollope Seconded: Michelle Hoad Carried unanimously</p>	
11.	Correspondence In / Out	Tracey	None	
12.	Meeting Dates for 2017	Tracey Roberts	<p>Members agreed on the following College Board Meeting dates for 2017:</p> <ul style="list-style-type: none"> • Term 2 - Thursday, 15 June @ 4.30pm • Term 3 – Thursday, 10 August @ 4.30pm • Term 4 – Monday, 27 November @ 4.00pm <p><i>The 2017 meeting dates were approved by the Committee.</i></p> <p>Moved: Luke Trollope Seconded: Karen Hart Carried unanimously</p>	
13.	General Business Correspondence from Director General re Kinross	Janice Sander	<p>Members were shown a letter from the Director General regarding the provision of Kinross College including Year 11 and 12 students. The Department has not formed a final view on the matter. The College will be consulted, along with a range of other stakeholders regarding any future plans.</p> <p>Resolution: The correspondence from the Director General was noted.</p> <p>Moved: Brian Piper Seconded: Michelle Hoad Carried unanimously</p>	

CHAIR SIGNATURE AND DATE:		MEETING CLOSED:	7.15pm	NEXT MEETING:	Thursday, 15 June @ 4.30pm
---------------------------	--	-----------------	--------	---------------	----------------------------