



COLLEGE BOARD MINUTES
Monday, 29 May 2017
College Board Room

DATE:	29 May, 2017	CHAIR PERSON	Tracey Roberts
TIME:	4:00pm	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: Jessica Froud and Aniesha Bennett (Student Council), Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary)</i></p>
APOLOGIES:	Wroolf van Munster, Prof. Steve Chapman, Jake Morrison,

ITEM No.	AGENDA ITEMS	LED BY	OUTCOME	ACTION
1.	Welcome and Apologies	Brian Piper	<p>Brian opened the meeting due to Tracey running late. Members were welcomed to the meeting which commenced at 4.10pm. The two Student Councillors were thanked for attending. Apologies were received from: Wroolf van Munster, Prof Steve Chapman, and Jake Morrison. It was noted that Jake was able to make the original meeting date of 15 June but could not make the meeting tonight.</p>	
2.	Review and Acceptance of Minutes	Tracey Roberts	<p>Resolution: The Minutes of the previous meeting held on 2 March 2017 were accepted as a true and correct record and were signed by the Chair, Tracey Roberts. Moved: Luke Trollope Seconded: Karen Hart Carried unanimously</p>	
3.	Actions arising from the previous meeting	Janice Sander	<p>Sangora Award – won by Tracy Smith</p> <p>Tracy is more than happy to present at any events Board members would like regarding her winning the Sangora Award and what it entails.</p> <p>Members can contact Tracy directly via email Tracy.Smith@education.wa.edu.au</p>	

			<p>Students analysis from feeder schools</p> <p>Members were given a spreadsheet detailing a School by School Analysis on what schools our students have transferred from and what their NAPLAN results were and how they performed in Semester 1 & 2 at the College. There does not seem to be any correlation between the school students come from and their results although we do not have NAPLAN data from students who transfer from private schools.</p> <p>It is also hard to compare grades given from private schools as all use different styles, formats and processes for grading eg extension classes. A 'B' at one school may be an 'A' at a public school if they were in an extension class.</p> <p>Strategies implemented to increase attendance</p> <p>Janice updated members on what strategies the College has in place to try to increase student attendance.</p> <ul style="list-style-type: none"> • SEQTA provides more accurate attendance data • attendance officer chases up unresolved absences • prize incentives • letters home to parents <p>Issues have been parents condoning absences for birthdays, appointments and holidays. Need to change parents' attitude not just the students. The College is currently doing all they can to improve attendance. Janice asked members for any suggestions that could be implemented to encourage students to attend.</p> <p>College Board Survey results</p> <p>Five members completed the survey and overall the results show members are happy with the way the Board is run but would like more information on 'Board Inductions' detailing what the Boards' responsibility is, how meetings will be conducted, what input is expected, what paper will be issued and how to use them.</p> <p>New members will be taken on a tour of the school before attending their first meeting.</p>	<p><i>ACTION: Julie A to look up Guidelines for Boards on the DoE Finance website as well as the Public Sector Commission Guidelines for Boards. Janice to also investigate Board Training.</i></p>
4.	Endorsement of Annual Report	Janice Sander	<p>Members were emailed the final copy of the Annual Report on 27 March for approval prior to it being uploaded on Schools Online and the College Webpage. All members received a printed copy for their records.</p> <p>Resolution: The 2016 Annual Report was 'Endorsed' by the Board. Moved: Michelle Hoad - Seconded: Michael Mischin Carried unanimously</p>	
5.	2017 Funding Agreement for Schools	Rachael Ainge	<p>All Members were emailed a 'Flying Minute' on 31 March with a copy of the 2017 Funding Agreement for Schools and the 2017 DPA. It is a requirement of the Department of Education that the Board signs and 'Notes' the Funding Agreement including schedule A and B that are included in the document.</p> <p>The Funding agreement outlines the accountability expectations of the Principal in relation to the management of funding. Resources should be applied in a targeted manner to meet the learning needs of students. It is the role of the College Board to note the Funding Agreement as part of its endorsement of</p>	

			<p>the school budget and business/development plan and is recognised as an attachment to the Delivery Performance Agreement (DPA).</p> <p>Resolution: The 2017 Funding Agreement for Schools was 'Noted' by the Board and signed by the Chair, Tracey Roberts and Principal, Janice Sander.</p> <p>Moved: Karen Hart - Seconded: Brian Piper Carried unanimously</p>	
6.	Criminal Screening Check	Janice Sander	<p>The Department of Education Professional standards and Conduct now require all new Board members who commence their tenure from Term 2, 2017 to submit a National Policy History Check ('Criminal History Screening'). Members appointed before Term 2 do not have to be screened although are encouraged to. The College has no new members but current members can complete the online check by clicking on the link : https://apps.det.wa.edu.au/ecrc/</p> <p>There is no fee for the screening of Board members in Public schools. This screening is in addition to the Working with Children Check.</p> <p>The following Questions and Answers¹ have been made available to assist Board members to understand the process and contains contact details should any other queries arise.</p> <p>Resolution: The Criminal History Screening for College Board Members to be emailed to all current members for them to complete .</p> <p>Moved: Luke Trollope - Seconded: Michael Mischin Carried unanimously</p>	ACTION: Julie A to email link to members.
7.	Principal's Report	Janice Sander	<p><i>The Principals Report was presented to the Committee.</i></p> <p>2017 – 2019 Business Plan on webpage Members were shown the new webpage and how the Business Plan looks in digital format after members agreed not to produce a printed copy. Members were very impressed with the final product. Michael suggested acknowledging the BP designer on the webpage as well as the date showing when it was last updated.</p> <p>Resolution: Designers of the BP and Webpage to be mentioned on the webpage. Moved: Michael Mischin - Seconded: Brian Piper Carried unanimously</p> <p>Attendance-regular, at risk, overall- Term 1 Janice presented a Semester 1 Attendance Profile showing percentage of Regular, At Risk as well as Authorised and Unauthorised attendance.</p>	ACTION: Julie A to update the webpage.

Results were over 60% three weeks ago which met our BP target for attendance. Unfortunately attendance has dropped in the last few weeks and it is now 58.9%. This drop can mainly be attributed to a music festival held down south two weeks ago.

Five Year Profile 2013 – 2017

Members were given a copy of the Five Year Profile which includes the 2017 data accurate as at 6 April 2017.

Resolution: The Five Year Profile was ‘Noted’ as received.

Moved: Luke Trollope - **Seconded:** Brian Piper

Carried unanimously

Professional Learning Day – 26 May

Janice updated members on the recent PL Day on 26 May. The day was held on a Friday before exams commenced (normally a Monday) to give the students an extra day to study for their exams.

Members were shown a NAPLAN Literacy and Numeracy data map which highlights the amount of information that is not being reported on by students who have transferred from a private school..

All members agreed that the College needs to investigate ways to access the NAPLAN data from private school students who attend the College. Need a united front from all public schools to make it happen.

Policy / Procedures Reviews – Non-submission of work

Karen presented Board members a flowchart procedure for students who do not submit work. This procedure is for students who make no attempt to complete work, not for students who have a legitimate reason.

Karen was acknowledged for her work in preparing the document for staff to follow when an assessment is not completed.

OLNA Results

Karen also presented the March 2017 OLNA results to members. Prior to the March test 132 Year 11 students and 55 Year 12 students needed to complete all aspects of OLNA. Now only 81 Year 11 students (have until the end of Year 12) and 37 Year 12 students need to achieve their OLNA. These students will have another opportunity in September to achieve OLNA. A lot of College resources has been spent on helping these students with their OLNA tests. Unfortunately there is no feedback from SCSA as to what the students need help with after the tests have been completed.

Resolution: The March OLNA results was ‘Noted’ as received.

Moved: Brian Piper - **Seconded:** Michael Mischin

Carried unanimously

ACTION: Janice/Tracey to send a letter to the Minister for Education Sue Ellery regarding the private schools NAPLAN data making it available to public schools. Janice will also raise it at the next North West Principals meeting in Week 8.

			<p>Mastermind Australia Revision courses Tony Bird had arranged for Mastermind Australia to hold revision courses at the College at a reduced rate for MSC students to help them prepare for their Semester 1 exams (8 hours of tuition for \$120.00 per course). These courses are normally held a long distance from the College eg Churchlands College. Unfortunately there was not enough support from MSC students or other schools in the area to make it viable for Mastermind to hold the courses. The College will investigate other alternatives for students.</p> <p>Principals WASSEA Conference – South Africa Janice has been accepted to attend a four day International Conference for Principals (ICP) in South Africa at the end of Term 3. The College will pay \$1000 for the conference registration and WASSEA will subsidise \$2000 which covers the majority of the flight costs.</p> <p>Resolution: Members ‘Noted’ Janice’s trip and look forward to hearing the outcomes. Moved: Michael Mischin - Seconded: Brian Piper Carried unanimously</p>	
8.	Finance Report	Rachael Ainge	<p>Rachael explained the tabled the documents below in detail.</p> <ol style="list-style-type: none"> 1. Operational One Line Budget – At the last meeting the Preliminary Budget was presented. The College is now in the operational phase of the One Line Budget. Predicted numbers were 860 students, actual is 861. Rachael explained the income & expenditure figures in the report as at 29 May and highlighted the changes from the preliminary budget. 2. Cash Report as at end of April -Expenditure currently at 37.74% and is expected to be 33% - currently on target. 3. Minimum Expenditure Requirement – College is currently over the minimum requirement – on target. 4. Budget vs Actual Committed – Based on Cash Report – currently spent 41.7% of budget. All Learning Area Managers are meeting with Janice and Rachael this week to ensure they are on track with their budget. 5. Course Charges and Extra Cost Optional Charges – Currently at 84.73% which is slightly down on 2016. Reminder letters regarding charges have been sent home in the last couple of weeks. Currently on track. 6. Cadets Grant – Received the Semester 1 Cadets Grant for \$44,405. Second half of the grant is expected in July. <p>2018 Course Charges approvals Increase -Dance – currently \$110.00 – increase to \$130.00 (high specialist teachers to be employed) New course – Yr 12 Photography - \$130.00 New course – Yr 12 ATAR Food - \$125.00</p>	

Additional Cost Items Approval

Members given the changes to the 2018 Additional Cost Items for Yr 11 & 12 selected courses for their approval – changes highlighted in yellow.

2017 Year 12 Presentation Night – The College will subsidize the students cost to attend the Presentation Night (if viable) and family and friends will be \$25.00 per person.

Resolution: The Course Charges, Additional Cost Items and Year 12 Presentation Night costs were endorsed by the Board.

Moved: Michael Mischin - **Seconded:** Brian Piper

Carried unanimously

Finance Submissions

Members were updated on the following submissions made by Learning Areas at the last Finance Committee meeting on 18 May. Three submissions, 2 were approved by the Finance Committee.

- New Admin Server \$12,055.81 - Approved
- EBoard Touchscreen \$ 7,898.00 – Not approved
- 10 Macbook Pro memory upgrade \$ 2,500.00 - Approved

Minor Works

Members given a copy of the Minor Works for the College and explained in detail.

Student Services Upgrade

Members were shown the proposed upgrades to the Student Services offices. This area is regularly used by students but was never designed for 850 students. It is expected to start at the end of the year and be ready for the start of 2018. Rachael explained how the upgrade would be funded. The expected cost is \$269,500.

Resolution: The Student Services upgrade was 'Noted' as received

Audit by the Officer of the Auditor General

Members were updated on the audit that was undertaken last week by the Officer of the Auditor General (OAG) who reports directly to Treasury. The College had three systems that need improving which needs to be implemented by the Education Department and 2 minor concerns that the College will implement. The auditors were overall very impressed with all the processes and checks in place.

Rachael advised the Board that she is investigating opening a high interest investment account to earn some extra income for the College and make the best use of the funds in the bank accounts.

Resolution: Investment Account 'Noted' by the Committee.

Moved: Michael Mischin **Seconded:** Brian Piper

Carried unanimously

9.	Alumni Report	Luke Trollope	<p>Luke updated members on events the Alumni has planned this year. Entertainment Book sales are underway with 41 books sold so far. 20% of each book sold goes to the Alumni Fund. Quiz night planned on Friday, 15 August to be held at the College. Each member of the Alumni are to provide questions and sourcing prizes. Will be advertised via social media.</p> <p>A 2007, 10 year reunion is also planned for Saturday, 28 October, possibly held at the Globe Bar in the city. Facebook interest has been high to date.</p> <p>Unsure if a scholarship will be given this year, could be a biannual award. Depends on funds.</p> <p><i>The Alumni Report was received by the Committee.</i></p> <p>Moved: Wrolf van Munster Seconded: Brian Piper Carried unanimously</p>	<p>ACTION: Luke to invite Board members to the Quiz night.</p>
10.	Student Council Report	Jess Froud & Rachael Ainge	<p>Jess and Rachael updated members on what the Student Council have been doing since the last meeting.</p> <p>College Ball – Fire & Ice theme held on 25 March which was a huge success.</p> <p>World’s Greatest Shave Fundraiser – Teacher, Mischa Beyeler shaved his locks for WGS and raised \$2389 – great day and very successful.</p> <p>Free Dress Day – Friday, 12 May, funds raised for ‘Animal Companions’ a non-profit organisation that provides therapeutic visits to nursing homes, hospitals and school with dogs. The students had a visit from 3 dogs on the day. The College community raised \$700.00 for the organisation.</p> <p>China Trip – Twenty eighth Year 11 & 12 students flew to China for 11 days visiting Xian and Beijing. Visited Great Wall, Terracotta Warriors, Birds Nest, Forbidden City and a local high school. An incredible trip.</p> <p>The Student Council have been made aware of an issue that they feel need addressing by the College. Some students have issues with their identity, sexual orientation or problems with family and friends in their life. The Counsel would like to establish a support group within the school with the College Chaplain, Tamrah Bartlett, to create a safe environment where students can meet and talk with their peers who share the same problems.</p> <p><i>The Student Council Report was received by the Committee.</i></p>	<p>ACTION: Student Council to setup support group for students with the Chaplain.</p>
11.	Correspondence In / Out	Janice Sander	<p>A letter was received from Albert Jacob on 17 March resigning from his position on the College Board. Albert was a key supporter of the College Sports Hall and helped with the approval process. A thank you letter has been sent to Albert from the College Board and Mindarie College.</p> <p>Letter received from The Hon Simon Birmingham – Minister for Education and Training on a fairer needs-based school funding from 2018. More funding may be available to the College.</p>	

			<p>2017 National School Boards Week is held in the first week of term three every year in Australian schools. Members were given a flyer with ideas on how it can be celebrated.</p> <p>Tracey was contacting a parent who had mentioned she would like to join the Board. Members discussed strategies to get more parents to join the College Board. Suggestion to promote the Board to parents with a flyer during their enrolment process (while the students are still in Year 10) and then follow this up with a presentation at the Enrolment Night for incoming students on Tuesday, 27/6 and Tuesday, 1/8 giving an overview of what the Board does. As Tracey is unavailable on Tuesday nights, Michelle is happy to present to parents on the Enrolment nights.</p>	<p>ACTION: Julie A to follow up with Tracey re parent phone call and Julie to make flyers for parents of incoming students.</p>
13.	General Business	<p>Janice Sander</p> <p>Janice Sander</p>	<p>Jake emailed Julie A on 29 May to request a change of date for the last meeting of 2017. Currently planned for Monday, 27 November. Jake would like it to be changed to a date after 29 November.</p> <p>Janice would like to review Board memberships and how many meetings need to be attended by a member each calendar year. A review of Board memberships will be on the Agenda for the next meeting.</p>	<p>ACTION: Julie A to email members re the change of date in Term 4.</p>

CHAIR AND DATE:	SIGNATURE	MEETING CLOSED:	6.05pm	NEXT MEETING:	Thursday, 10 August @ 4.30pm
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