



COLLEGE BOARD MINUTES
Monday, 9 December 2019
Boardroom

DATE:	<i>9 December 2019</i>	CHAIR PERSON	<i>Wrolf van Munster</i>
TIME:	<i>4:00pm</i>	MINUTE SECRETARY	<i>Julie Ayers</i>

MEMBERS: 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), Prof. Steve Chapman (Community Member), Leanne Shepherd (Parent Member), Sue Egerton (Community Member), Linda Mulenda (Community Member), Sarah Zimmer (Community Member), Susan Kinsella (Parent Member) James McNeill (Staff Member), Jonathan Bromage (Staff Member)
 In Attendance: Rhonda Williams (Manager Corporate Services), Julie Ayers (Secretary)

APOLOGIES: *Prof Steven Chapman, Hon Michael Mischin, Tracey Roberts, James McNeill, Sue Egerton, Linda Mulenda, Sarah Zimmer*

ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION / ACTION
1.	Welcome and Apologies	Wrolf van Munster	All members were welcomed to the meeting which commenced at 4.05pm. Janice introduce Rhonda Williams who has been acting in the Manager of Corporate Services role for Term 4 as Rachael Ainge won a MCS position at Applecross Senior College. Apologies were received from <i>Prof Steven Chapman, Hon Michael Mischin, Tracey Roberts, James McNeill, Sue Egerton, Linda Mulenda</i> and Sarah Zimmer.
2.	Acceptance of Minutes 19 August 2019 and Business arising	Wrolf van Munster	Resolution: The Minutes of the previous meeting held on 19 August 2019 were 'Endorsed' as a true and correct record which were signed by the Vice-Chair, Wrolf van Munster. Moved: Leanne Shepherd Seconded: Susan Kinsella Carried unanimously Business Arising – Financial Hardship Policy At the last meeting Tracey Roberts asked if the College had a Financial Hardship Policy that is given to parents. On enrolment, all parents are given a Student Enrolment Handbook which explains why Year 11 & 12 school charges are compulsory and outlines the payment schedule and what actions are taken if the payments are not made. Parents are contacted at the end of Term 1 if no payments have been made to offer a payment plan. The College does not have a Financial Hardship Policy as such. ACTION: Rhonda Williams will draft a Financial Policy for the new Manager of Corporate Services which will be presented at a Board meeting in Term 1, 2020. Susan Kinsella offered her assistance if required, as a former Bursar at a catholic private school.

3.	2019 Delivery Performance Agreement (DPA)	Janice Sander	<p>The 2019 – 2021 Delivery and Performance Agreement (DPA) was emailed to all members on 4 December for review prior to the meeting. The DPA is a standard agreement between the Director General and the Principal and Board Chair of Independent Public Schools. The DPA sets out the expectations around the mutual responsibilities of the Principal, the Board and the Department of Education. Members discussed the requirements by the College Principal and the College Board in the document to ensure all requirements are being met.</p> <p>The Agreement will operate until 31 December 2021.</p> <p>Resolution: The Delivery Performance Agreement (DPA) was 'Noted' as received and will be signed by the Chair, Tracey Roberts and Principal, Janice Sander then posted to the Department of Education for signing by the Director General..</p> <p>Moved: Leanne Shepherd Seconded: Brian Piper Carried unanimously</p>
4.	Academic Standards Policy – endorsed via 'Flying Minute'	Janice Sander	<p>Members were given a copy of the final Academic Standards Policy that was emailed as a Flying Minute on 26 September increasing the number of 'C' grades required for students to progress from Year 11 to Year 12. Students are now required to achieve four 'C' grades in Year 11.</p> <p>Resolution: No objections were received from the Flying Minute and the policy change was 'Endorsed' with no objections.</p> <p>Moved: Janice Sander Seconded: Leanne Shepherd Carried unanimously</p>
5.	2020 Mobile Phone Policy – updated	Janice Sander	<p>Due the recent directive from the State Government the Mobile Phone Policy has been updated again to incorporate the new Department of Education 'Student Mobile Phones in Public Schools policy' which does not allow students to use mobile phones during the day unless under instruction from a teacher.</p> <p>All members were emailed a copy of the draft 2020 Mobile Phone Policy for review and fully support the College's new policy.</p> <p>Resolution: The 2020 Mobile Phone Policy was 'Endorsed' with no objections.</p> <p>Moved: Janice Sander Seconded: Susan Egerton Carried unanimously</p>
6.	2020 - 2022 Sustainability Policy	Janice Sander	<p>Members were emailed a copy of the new 2020 – 2022 Sustainability Policy which outlines the commitment from the College community to aim to be a more sustainable school.</p> <p>The College will no longer have a Sustainability Mentor in 2020. This will allow students to be part of an ATAR Mentor as well as sit on the Sustainability Committee which will meet regularly during lunchtime or after school. The committee will ensure the College is meeting the sustainability targets as well as plan the Sustainability Expo.</p>

			<p>Resolution: The 2020 – 2022 Sustainability Policy was ‘Noted’ as received with no objections which will be signed by the College Principal, Chair and Elise Gaglio the Sustainability Co-ordinator.</p> <p>Moved: Janice Sander Seconded: Brian Piper</p> <p>Carried unanimously</p>
7.	2019 Academic Support Report	Janice Sander	<p>The 2019 Academic Support Report was presented to the Board for review.</p> <p>Janice highlighted some areas of interest and noted the amazing care the Academic Support staff show to their students. This year there were two Year 12 and five Year 11 students who were funded through Disability Resourcing and supported by education assistants (EA’s), classroom teachers and academic support teachers. There were also eleven students with high learning support needs that did not attract resourcing funding. Janice noted that some parents do not want their child identified as requiring support so do not apply for funding even though the student does require help. All non-funded students were frequently assisted by EA’s whenever possible. The College allocates 1.2FTE to Academic Support each year.</p> <p>Wrolf congratulated the College on all the work and support given to these students.</p> <p>Resolution: The 2019 Academic Support Report was ‘Noted’ as received.</p> <p>Moved: Wrolf van Munster Seconded: Leanne Shepherd</p> <p>Carried unanimously</p>
8.	2020 – 2022 Business Plan - Final	Jonathan Bromage	<p>Members were given a copy of the final 2020 – 2022 Business Plan which has been uploaded on the College webpage. There are two versions available on the website, a web version to be viewed on computers and a copy that can be printed. The two documents have the same information, just displayed slightly differently.</p> <p>The suggestion by Prof. Steve Chapman to include a statement about the College valuing diversity, fostering inclusiveness and building respectful relationships has been included in the Key Focus Area 2.</p> <p>Jonathan thanked the Board members for their input into the Business Plan. All members agreed that the final product is very professional and the photos reflects the College ethos.</p>
9.	2019 Attendance Data	Jonathan Bromage	<p>Jonathan presented the longitudinal attendance data for the last three years for Semester 1 & 2. The Semester 1 data is what is used to compare results due to students not at the College for the whole of Semester 2.</p> <p>Members were given some key observations noting that in 2019 the target of 60% regular attendance was not met. Regular attendance is students who attend the College 90% of the time. Regular attendance dropped in Sem 2 which is consistent with previous years. Attendance will be a focus in 2020 as the College is part of an ‘Improving Attendance Action Learning Project’ group. 93% of absences are with parent authority. The main reasons for absentees were related to travel issues, mental health, physical health, family holidays and sporting events. If a student is not at school for one week a term, they will drop below 90% attendance. Jonathan outlined the steps the College has put in place to help improve attendance in 2020.</p>

10.	Principal's Report	Janice Sander	<p>Focus 2020</p> <p>The Department of Education's Focus 2020 was released today to all schools. The Focus has 6 key targets for 2020:</p> <ul style="list-style-type: none"> • Provide every student with a pathway to a successful future. • Strengthen support for teaching and learning excellence in every classroom. • Build the capability of our principals, our teachers and our allied professionals. • Support increased school autonomy within a unified public school system. • Partner with families, communities and agencies to support the engagement of every student. • Use evidence to drive decision-making at all levels of the system. <p>Janice gave a brief outline of the documents and members will receive a copy of the Focus 2020 along with the five year strategic directions for public schools for 2020 – 2024 with the Minutes.</p> <p>State Government allocation</p> <p>Janice updated members on the McGowan Governments \$200 million school maintenance package that was announced in October this year. Mindarie SC have been advised they will receive \$628,000. The College has already received \$78,000 which will be spent on maintenance around the school – pillars in the Atrium will be acid washed and new cable gates installed entering the College. The remainder of the funds are to be spent on various maintenance projects that were deemed necessary by the Department. Rhonda will put forward a case to the Department to see if some funds can be allocated to the cost of increasing the student carpark as it is expected to cost around \$200K.</p> <p>ACTION: The MCS will give members a full report on where the funds have been spent at the next meeting.</p> <p>Board Training in 2020 – Thursday, 2 April 2020</p> <p>The Department of Education have announced Board Training for Term 1, 2020. Members should let Julie Ayers know before the last registration date if they would like to attend any of the scheduled training so they can be registered for the training. The training will be held in Leederville.</p> <p><u>Training dates in Term 1.</u></p> <ul style="list-style-type: none"> • Thursday, 27 February – Last registration date 21/2 • Thursday, 2 April – last registration date 26/3 <p>Alumni Report</p> <p>Janice updated the members who the two Alumni Scholarship winners were for 2019 - Calum King and Kaitlin Mitchell. Both students receive a \$500 credit towards their 2020 College Charges. The students were recognised at the final Year 11 assembly on Friday, 8 November 2019. The Entertainment Book sales for the 2019 Alumni Scholarship Fund was \$504.00. This is down on previous years and can be attributed to more organisations selling the books and eg scoopon / groupon deals etc.</p> <p>Meeting Dates for following year and AGM</p> <p>All members agreed to the proposed meeting dates for 2020. All meetings will be in the College Boardroom and will commence at 4.00pm.</p> <ul style="list-style-type: none"> • Term 1 - Monday 24 February – Annual General Meeting • Term 1 – Monday, 30 March (if needed)
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11.	Finance Report	Rhonda Williams	<p>Board members were given a copy of the finance documents which were explained in detail.</p> <p>2020 Preliminary Student Centred Funding Statement Members were given a copy of the report as at 14 November which was approved at the last Finance meeting on 19 November. The report is the per student funding forecast for 2020 based on 802 students. The DoE has given a 1.06% increase for the per student funding and school characteristics funding for 2020. Wrolf queried what the Education Adjustment means. Rhonda advised that it refers to students who have left and the level of disability is adjusted. The members discussed what qualifies as ‘English as a second language’ and how important it is for parents to fill in the enrolment form correctly as it can affect funding received.</p> <p>2020 Preliminary One Line Budget This report details how the Student Centred Funding will be spent and is correct as at 19 November 2019. These figures continually change and the Board will be updated at a meeting in February with the final figures after the student census has been finalised. Rhonda explained that Notional rates are reviewed annually and determined by calculating the average actual salary costs for the year to date plus salary increases. This is undertaken for all salary rates, including education assistants, ministerial officers and cleaners. In 2020 the notional salary rates will increase by \$1,140 for each award in line with the Government wages policy. The \$1,140 increase represents the \$1,000 annual salary increase plus superannuation and a small adjustment for promotional increases. Teacher rate will change from \$555.26 in 2019 to \$566.51 for 2020.</p> <p>2020 Preliminary Cash Plan A detailed report as at 19 November, showing the forecast of the Cash Budget, Expenditure and Revenue. The collection rate is based on 95%. The savings made from 2019 will be transferred to the 2020 budget. Learning Area budgets will only receive 80% (not 95%). The extra funds will be put aside for reserves. Wrolf asked what % can be carried forward each year. Rhonda explained that 96% of the budget must be spend, so 4% is able to be transferred to the following year.</p> <p>2020 Contingencies Budget Members were given a copy of the 2020 Contingencies Budget which is more detailed than the Cash Report. Rhonda explained what changes are still to be made to the document since the Finance Meeting on 19/11. The final report will be presented to the Board at the first meeting in 2020.</p> <p>2020 Priority Areas Allocation This report details the student centred funding which is allocated to priority areas at the College including Academic Support, Mastermind Revision courses, Sustainability, Chaplain and the Presentation Night etc.</p>

			<p>The College held the Year 12 Presentation Night at Quinns Baptist College which was significantly cheaper than holding the event at PCEC.</p> <p>2020 Resources Lists Members were given a copy of the Year 11 & 12 Resources Lists that were posted to parents on 25 November along with the Contributions and Charges.</p> <p>2019 Minimum Expenditure Requirement & Operational One Line Budget The College met the minimum expenditure target of 96% for 2019. The Collection rate as at 31 October was 96.5%. The College variance from the current Income and Expenditure of \$218,229 will be transferred the 2020 Contingencies budget which allows the College to receive interest from the funds.</p> <p>Finance Submissions The below submissions were approved at the Finance Meeting on 19 November:</p> <table style="margin-left: 40px;"> <tr> <td>2 x Whiteboards for Music</td> <td style="text-align: right;">\$1,436.00</td> </tr> <tr> <td>Recording Equipment for Music</td> <td style="text-align: right;">\$6,898.00</td> </tr> <tr> <td>11 Laptops Library</td> <td style="text-align: right;">\$9,999.00</td> </tr> <tr> <td>Clean Pillars in Atrium</td> <td style="text-align: right;">\$4,341.00</td> </tr> </table> <p>Resolution: The Finance Report and 2020 Resource Lists were 'Noted' as received with no objections. Moved: Brian Piper Seconded: Leanne Shepherd Carried unanimously</p>	2 x Whiteboards for Music	\$1,436.00	Recording Equipment for Music	\$6,898.00	11 Laptops Library	\$9,999.00	Clean Pillars in Atrium	\$4,341.00
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12.	Correspondence In	Janice Sander	<p>IPS Review – April 2020 Janice informed the Board that the next Independent Public School Review will be held in Term 2. The reviewers will also want to speak to members of the Board, parents and the Leadership team.</p>								
13.	General Business	Wrolf van Munster	<p>SOE4 – Jonathan updated members on the SOE4 migration which should be completed by the end of the week. The College will receive a new phone system and numbers. The new College number will be 6207 5500. This number will be advertised to parents and students via the webpage, facebook and communications home.</p> <p>Janice advised members that she will be shaving her head for the World's Greatest Shave in March. More information will be given to members closer to the date.</p>								

CHAIR SIGNATURE AND DATE:

MEETING CLOSED:

5.40pm

NEXT MEETING:

Monday. 24 February @ 4.00pm