



# COLLEGE BOARD MINUTES

## Monday, 18 May 2020

### G17

<b>DATE:</b>	18 May 2020	<b>CHAIR PERSON</b>	Tracey Roberts
<b>TIME:</b>	4:00pm	<b>MINUTE SECRETARY</b>	Julie Ayers

<b>ATTENDANCE:</b>	<p>Mayor Tracey Roberts (Chair/Parent Member), Janice Sander (Principal), Wrolf van Munster (Vice Chair/Parent Member), Prof. Steve Chapman (Community Member), Susan Kinsella (Parent Member), Mike Gilbert (Parent Member)</p> <p>Student Representatives: Year 11 - Cecila Wong, Year 12 - Bronte Fishwick</p> <p>In Attendance: Rebecca Wilkinson (Manager Corporate Services), Julie Ayers (Secretary), Karen Hart (for Jonathan Bromage)</p>
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<b>APOLOGIES:</b>	James McNeill, Jonathan Bromage, Sue Egerton, Michael Mischin
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ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION / ACTION
1.	<b>Welcome</b>	<b>Tracey Roberts</b>	<p>Members were welcomed to the meeting which commenced at 4.05pm.</p> <p>Tracey welcomed Mike Gilbert, our new parent member voted in at the last meeting, as well as the two Student Council representatives: Year 12 Bronte Fishwick and Year 11 Cecila Wong.</p>
2.	<b>Apologies</b>	<b>Tracey Roberts</b>	Apologies were received from Hon Michael Mischin, Sue Egerton, James McNeill, and Jonathan Bromage.
3.	<b>Acceptance of Minutes</b>	<b>Tracey Roberts</b>	<p><b>Resolution:</b> The Minutes of the previous meeting held on 24 February, 2020 were 'Endorsed' as a true and correct record which were signed by the Chair, Tracey Roberts.</p> <p><b>Moved:</b> Wrolf van Munster <b>Seconded:</b> Janice Sander <b>Carried unanimously</b></p>
4.	<b>Business arising from previous meeting 24/2</b>	<b>Bec Wilkinson</b>	<p><b>Grandparents eligible for Social Disadvantage funding</b></p> <p>Tracey had asked at the last meeting if grandparents were eligible for the Social Disadvantage funding due to the increasing number of grandparents becoming the main carer. Bec advised that if the grandparent was listed as the Parent Guardian for the child and they complete the required form, they are eligible, and the school will receive the funding for that student. Bec also noted that the grandparents are also eligible to apply for the Secondary Assistance Scheme if they hold a Health Care Card or Pensioner Concession Card.</p>

			<p><b>Community Hire arrangements and impact on assets</b></p> <p>At the last meeting Tracey queried the community hire arrangements of the Sport Hall and any impact it may have had on the College assets (natural wear and tear/toilet cleaning etc). Community Hire Arrangement contracts can include a fee for the cleaning and wear and tear of the space being hired. This is noted in the Memorandum of Understanding if the hirer is a not for profit organisation.</p> <p>The Government has requested that the licence fees for third party use of school facilities be waived for six months due to Covid-19.</p>
5.	<b>Student Council Report</b>	<p><b>Bronte Fishwick</b></p> <p>Bronte updated the Board on the changes students have encountered due to COVID-19 and how they seem to be coping with these changes. Bronte acknowledged that working from home as an ATAR student was quite difficult and she is glad to be back at school being taught face to face by her teachers. Bronte’s peers also stated they struggled with the online learning but did acknowledge that they only had two weeks using Moodle and Webex. ATAR students are currently feeling a bit stressed with the number of assessments that need to be completed prior to the upcoming exams.</p> <p>Year 12 students are disappointed that they are not able to hold the Year 12 Ball on Friday, 12 June. A new date has been proposed for Saturday, 22 August although this may not be possible with the current restrictions. An option is to hold the Ball with no outside partners. Students will be advised not to buy or book anything for the ball until more information is available. The Student Council have stopped planning for the Ball at this stage and are currently working on the Yearbook. Students are also concerned that the Leavers’ celebrations in November will be cancelled.</p> <p><b>Cecila Wong</b></p> <p>Cecila also reiterated Bronte’s statement regarding the number of assessments which is due to being three weeks behind and the struggle for teachers to get through the content before the exams. Cecial noted that there was differing opinions regarding online learning from the Year 11 cohort – some struggled and some found it easy.</p> <p><b>Resolution:</b> The Student Council report was ‘Noted’ as received.  <b>Moved:</b> Steve Chapman <b>Seconded:</b> Janice Sander  <b>Carried unanimously</b></p>	
6.	<b>2020 Funding Agreement for Schools</b>	<p><b>Tracey Roberts</b></p> <p>The 2020 ‘Funding Agreement for Schools’ was emailed to members as a ‘Flying Minute’ on 31 March 2020 which is required to be ‘Noted’ by the Board before Friday, 22 May 2020.</p> <p>The email explained the document stating that the agreement outlines the accountability expectations of the Principal in relation to the management of funding to the College through the Student Centre Funding and operation of the One Line Budget. Resources are to be applied in a targeted manner to meet the learning needs of students.</p> <p>It is a requirement of the Department of Education that the Board Chair and Principal ‘Note’ and sign the Funding Agreement which is recognised as an attachment to the Delivery Performance Agreement (DPA). The signed document will be filed with the College Board Minutes – 18/05/2020.</p> <p><b>Resolution:</b> The 2020 Funding Agreement was ‘Noted’ and signed by the Chair, Tracey Roberts and Principal, Janice Sander.  <b>Moved:</b> Susan Kinsella <b>Seconded:</b> Mike Gilbert  <b>Carried unanimously</b></p>	

7.	<b>2019 Annual Report</b>	<b>Tracey Roberts</b>	<p>Members were emailed a copy of the 'Draft 2019 Annual Report' for review on 9 April and asked to forward any suggestions or changes to Julie Ayers by 1 May.</p> <p>A suggestion was received via email from Mike Gilbert to include details of the Year 12 students' destinations movements etc further education, training, or employment? Due to this information not being released by the Department of Education until after Term 1, which is when the Annual Report is to be uploaded to Schools Online, it is not possible to include this information. If the Department releases this information earlier in the future, it will be included in these Annual Reports. Michael Mischin also thought that some of the graphs were hard to read. This could be due to the PDF being sent to members in a low resolution. Graphs will be re-done if the quality is low in future.</p> <p>Steve commended the College on continually achieving good results in Target 1 and 6 which is commendable.</p> <p><b>Resolution:</b> The Board 'Endorsed' the 2019 Annual Report with no objections.  <b>Moved:</b> Steve Chapman <b>Seconded:</b> Wrolf can Munster  <b>Carried unanimously</b></p>
8.	<b>Professional Learning Day - 29/5 Cancelled</b>	<b>Janice Sander</b>	<p>The planned Professional Learning day on Friday, 29 May has been postponed due to the disruption to classes late last term and the beginning of this term. All students are now required to attend the College on this day which will give them extra time to complete assessments and give them an extra day with their teachers prior to the exams. The other reason was not being able to have more than 20 staff in a room due to the current restrictions.</p> <p>Parents and students will be notified by email and Facebook.</p>
9.	<b>2020 Semester 1 OLNA Report</b>	<b>Karen Hart</b>	<p>The March 2020 OLNA results were presented to members. One hundred and fifty-seven students sat one or more of the components, with 57 of those achieving OLNA which is a fantastic result. We now have the smallest number of Year 12 students ever required to achieve OLNA in September, being 29 students. SCSA have announced that Semester 2 OLNA tests will be held later than usual to give students more time to prepare. There are still 70 Year 11 students who are required to achieve OLNA which is also down on previous years.</p> <p>These good results can be attributed to the extra funding and support being given to these students. Numeracy now have two staff members supporting students and classes are being streamed to concentrate on the OLNA content.</p> <p><b>Resolution:</b> The Board 'Noted' the 2020 Semester 1 OLNA report.  <b>Moved:</b> Susan Egerton <b>Seconded:</b> Mike Gilbert  <b>Carried unanimously</b></p>
10.	<b>Finance Report</b>	<b>Bec Wilkinson</b>	<p>The Finance Report was presented to members on a PowerPoint. Members were encouraged to ask questions throughout the presentation which covered updates to the One line Budget, Student Centred Funding updates, Collection Rates, Stimulus Funding outcomes and upgrades, Covid-19 considerations, and Capital Budget updates.</p> <p><b>Operational Budget</b></p> <p>Bec went through the One line Budget and Student-Centred Funding with members as at 30 April.</p>

Steve asked about the School Transfer of \$175,720 which Bec explained gets transferred from Salary to Cash for the College to run the school. Bec also explained how Future Planned Expenditure (Planning) works.

Wroff asked if the College was able to save any money with the school closure. Schools are encouraging staff to spend more money on the current students due to no excursions, camps etc being run. The College is required to spend 96% of the current budget on the current students. Extra resources were purchased to aid in the online learning process. Bec is hoping the Department will give an allowance if the 96% is not spent this year. No casual staff have been affected at MSC.

Steve was surprised that the College did not have any 'English as an Additional Language' (EAL) students. Bec explained that most of the students are not eligible by the time they reach senior schooling due to being in the country since primary school although quite a few other schools do have a high number of EAL students.

### **Course Charges and Additional Cost Items**

The Department advised all schools to not send out the collection rate letters to parents due to job uncertainty in the community. All schools' fees were due to be paid by the end of Term 1. The College did send out statements with a letter asking parents to contact the school if they are under financial stress so the College can work with parents.

The current collection rate as at April 2020 is 63.79% which is a good result considering the April 2019 rate was 72.75.

Members were shown the Course Cost Changes and Additional Cost items that have increased for 2021. These charges need to be 'Noted' by the College Board. These charges are placed in the Curriculum Handbook for incoming students as well as included with the Course Costs Charges sheet posted home in December this year.

### **Course Cost Changes**

*Biology 12- Increase from \$50 to \$79 to include Textbook*

***ACTION: The College to ensure that this increase is explained to parents stating that the text book is now being purchased by the College and not the parent.***

*VET Fee for Service from \$3000 to \$3500 to accommodate the profile courses*

This fee is payable by the parents through the College. Parents do not pay the TAFE directly.

*Members queried the \$500 increase in the VET Fee for Service and would like further clarification on why the increase is so much. Queried whether these courses need to be advertised at all. Only profile courses that are free are advertised to parents, not the Fee for Service courses.*

***ACTION: Janice to speak to the Manager of Careers for further clarifications. An email to be sent to members from Tracey Loughnan explaining the reason for the significant increase.***

**Additional Cost Items - Creative Industries Cert II (New Media Excursion) Year 11 - \$30.00 (New excursion for the Cert II in Media)**

### **Stimulus Funding / Minor Works**

Bec updated members on what the College has devoted the \$78k stimulus funding to so far this year as well as upgrades around the College – cleaning, painting, new flooring, new carpets, electrical & desk work and a feasibility study for a 38 bay car park.

			<p>All schools have also received extra funding from the Department for Covid-19 related expenses which has been spent on extra cleaners, cleaning supplies and modifications to all drink fountains for students. The cadet funding has been received for the first semester.</p> <p><b>Resolution:</b> The Finance Report was 'Noted' as received by the Board.</p> <p>The Additional Cost Items to be deferred until the Board receives an email with further clarification on the increase of the 'VET Fee for Service'. If the Board is not happy with the response, a letter to be sent from the Board querying the increased cost.</p> <p><b>Moved:</b> Steve Chapman <b>Seconded:</b> Wolf van Munster</p> <p><b>Carried unanimously</b></p>
11.	<b>Principal's Report</b>	<b>Janice Sander</b>	<p>Student attendance is currently at 89%. The College currently completes a survey everyday for the Director General updating the attendance data. All students appear to be glad to be back at school.</p> <p>The College had five staff on leave for various reasons during the first two weeks of Term 2. Four staff are now back working, one staff member is on sick leave until week six.</p> <p>No camps for Outdoor Ed allowed although approval has been given for day excursions (max of 20 people per excursion) as a practical component is a requirement for this course.</p> <p>Semester one exams are going ahead in week six. The weighting on the exams can be decided by the College and students have been given as much support as possible to prepare them for the exams. SCSA stated that no student will be disadvantaged due to Covid-19 restrictions.</p> <p>A new date has been proposed for the College Ball on Saturday, 12 September. It is hoped that the restrictions will have been removed by this date. If not, the Ball for this year may be cancelled or another venue may need to be sourced with reduced student numbers attending. The deposit to PCEC for the 2020 Ball will be applied to the 2021 Ball if the Ball is cancelled this year.</p> <p>Interviews with parents for Report Night on Wednesday, 1 July will be held via phone or Zoom/Webex. This process was quite successful in Term 1 for the Interim Report Night.</p> <p>The Enrolment Evening for prospective parents and students will now be a fly through video showcasing the College and its facilities which will be shared with all parents who have submitted an application for 2021.</p> <p>The College has discussed options for the Year 12 Presentation Night in case restrictions are in place.</p> <p>The IPS Review which was due to take place on Thursday, 21 May has been postponed. The Board will be updated when the new date has been advised.</p> <p><b>Resolution:</b> The Principal's Report was 'Noted' as received by the Board with no objections.</p> <p><b>Moved:</b> Susan Kinsella <b>Seconded:</b> Wolf van Munster</p> <p><b>Carried unanimously</b></p>
13.	<b>General Business</b>	<b>Tracey Roberts</b>	<p>Wroolf raised a concern with students parking on the lawn by the student carpark. Students have been advised not to park on the lawn and this is being monitored. An extra carpark for students is being investigated.</p>

CHAIR SIGNATURE AND DATE:

MEETING CLOSED:

6.00pm

NEXT MEETING:

Monday, 17 August 2020 @ 4.00pm