



COLLEGE BOARD MINUTES
Monday, 26 March 2018
College Board Room

DATE:	26 March 2018	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) Prof. Steve Chapman (Community Member), Jake Morrison (Community Member), Leanne Shepherd (Parent Member), Hayley Hoskin (Staff Member), James McNeill (Staff Member)</p> <p>Student Representation: Tahila Kabelka and Sahel Hassan In Attendance: Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary)</p>
APOLOGIES:	Michael Mischin, Sahel Hassan

ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION / ACTION
1.	Welcome and Apologies	Tracey Roberts	All members were welcomed to the meeting which commenced at 4.00pm. Tracey also gave a special welcome to the new Board member Leanne Shepherd. Apologies were received from Hon Michael Mischin.
2.	Acceptance of Minutes Business Arising	Tracey Roberts Janice Sander	<p>Resolution: The Minutes of the previous meeting held on 23 February 2018 were approved as a true and correct record and were signed by the Chair, Tracey Roberts. Moved: Wroolf Van Munster Seconded: Michelle Hoad Carried unanimously</p> <p>NAPLAN data from Private Schools update As discussed at the last meeting, Janice clarified what student information needs to be transferred to all public schools when students are moving from private schools. All student OLN and NAPLAN data is to be transferred to any school, be this public to private, private to public, public to public or private to private. At present, this information is not being transferred from private schools.</p>

			<p>ACTION: Janice to email this information to Michael Mischin as requested.</p> <p>Resolution: The updated NAPLAN from private schools was received.</p> <p>Moved: Jake Morrison Seconded: Hayley Hoskin</p> <p>Carried unanimously</p>
3.	Student Council Report	Tahila Kabelka	<p>Tahila updated members on College events students have been involved in since the last meeting.</p> <ul style="list-style-type: none"> • World’s Greatest Shave –Raised \$1106 • Young Leaders Conference for the Year 11 & 12 Councillors – 4 guest speakers • Year 12 ATAR Assemblies – info received on scaling, Studiosity, ATAR Revisions • Coming up – Blessing of the Roads, Mentor Representative meeting, Year 11 ANZAC Service <p>The Student Council have not yet met to debrief after the College Ball so will update members at the next Board meeting.</p> <p>Resolution: The Student Council report was noted as received.</p> <p>Moved: Brain Piper Seconded: Wrolf Van Munster</p> <p>Carried unanimously</p>
4.	2017 Annual Report	Janice Sander	<p>Members were emailed a copy of the Draft Annual Report with the Agenda on Monday. 19 March. Changes are to be forwarded to Julie A by Thursday, 29 March.</p> <p>James asked if Economics should be included in ‘Higher than State Mean’. Julie A to check and include in report if required. Tracey suggested for future years a group photo of the Board or individual photos should be included to help promote the Board to the community (as advised at the last IPS review).</p> <p>Janice updated members on the new format for the IPS Review which has been simplified and will now be completed online.</p> <p>If no changes to the report are received it will be uploaded onto Schools Online by the end of Term 1. This is a Department of Education requirement. The report will also be uploaded onto the College webpage.</p> <p>If changes to the report are received, Julie A will re-email the Annual Report for approval noting the changes made.</p> <p>Resolution: The 2017 Annual Report was endorsed by the Board if no changes are received by Thursday, 29 March.</p> <p>Moved: Brain Piper Seconded: Michelle Hoad</p> <p>Carried unanimously</p>
5.	Resignation from the Board	Michelle Hoad	<p>Tracey Roberts received a Board resignation from Michelle Hoad, Managing Director of North Metro TAFE. Tracey Roberts thanked Michelle, who has been a member of the Board since September 2015 and who has been a valuable contributor at all meetings.</p>

			<p>Michelle recommended one of her Directors to be her replacement which she hopes will help keep the connection with the College and North Metro TAFE. Members agreed that it would be beneficial to both parties to keep the connection if possible.</p> <p>ACTION: Julie A to forward a Community Member nomination form for the new candidate to complete and return.</p> <p>Resolution: Michelle Hoad’s resignation be accepted by the Board. Moved: Tracey Roberts Seconded: Steve Chapman Carried unanimously</p>
6.	Principal’s Report	Janice Sander	<p><u>Policy Review - Assessment Policy</u></p> <p>The College has reviewed its Assessment Policy so it is in line with the School Curriculum and Standards Authority guidelines. Janice acknowledged Nancy McNally, our new Associate Principal, for the work she put into the document.</p> <p>The policy was emailed to members prior to the meeting. The new additions were noted in red.</p> <p>Steve Chapman suggested including a sentence under OVERVIEW relating to formative assessments where students can make a valuation on their progress. He asked if the data is always summative and that the students should be aware of their progress. Hayley advised that she informs all her students of their ranking in relation to the rest of the class which is updated after each assessment.</p> <p>Members agreed that the policy should include a section stating that the assessment is both formative and summative for students.</p> <p>ACTION: Janice to discuss updating the Assessment Policy with Associate Principal, Nancy McNally to include a note about the assessment being formative and summative. Janice to email members with a response re the suggestion.</p> <p>Leanne Shepherd asked if there was a follow-up process with parents that do not attend the Parent Night if they were requested for an interview eg phone call from the Mentor teacher to help engage them with the College.</p> <p>ACTION: Janice to investigate a follow-up process for missed requested interviews eg letter from the College. To be discussed at Leadership meeting.</p> <p>Resolution: The Board endorsed the changes to the Assessment Policy. Moved: Steve Chapman Seconded: James McNeill Carried unanimously</p> <p><u>2018 Enrolments</u></p> <p>Janice updated members on the current enrolment at the College after Census.</p> <p>Year 11 = 412 and Year 12 = 430. The College would have liked more Year 11 students this year. 2019 numbers will again be low. Kinross College Year 10 numbers are currently at 140 and this has historically been around 180 students. One factor could</p>

			<p>be people are not moving out of Kinross once their children finish school, not allowing younger people to move in. Tracey advised that she believed some private school numbers were also down. Young families are moving further north where the intake school would be Butler or Yanchep.</p> <p>Steve would like to see some statistics to gain an insight on where people are moving and the age of the children. Kinross numbers for the Age Group 15 to 19 has declined from 732 in 2011 to 646 in 2016, down 86. The Age Group 10 to 14 has declined from 712 in 2011 to 585 in 2016 – down 127. This will ultimately impact the College</p> <p>The College is unable to advertise due to being a local intake area and cannot offer scholarships unless they are offered to students already at the College.</p> <p>Leanne suggested promoting the College more in the local newspaper on what the College has to offer and its achievements.</p> <p>Tracey Roberts advised that the ID Forecasts for the City of Wanneroo demographic appear on the City of Wanneroo’s website and further information can be obtained from Emille Van Heyningen, Manager Strategic Land Use Planning at the City of Wanneroo. Contact number: 9405 5000.</p> <p>Resolution: The Principal’s Report was noted as received. Moved: Leanne Shepherd Seconded: Michelle Hoad Carried unanimously</p>
7.	Finance Report	Janice Sander	<p>The Funding Agreement and Operation Budget was due to be presented to the Board at this meeting but due to the information not yet available from the Department of Education, this item will be deferred until the next meeting on 21 May. The Funding Agreement needs to be submitted by Friday, 25 May.</p> <p>Resolution: The Board noted the Funding Agreement will be presented and endorsed on 21 May. Moved: Wrolf Van Munster Seconded: Brian Piper Carried unanimously</p>
8.	Alumni Report	Janice Sander	<p><u>Fundraising Update</u> The Alumni Committee will hold a raffle instead of a quiz. Tickets will be \$5.00 each with 10 tickets in a book. All Board members will be asked to sell a book.</p> <p>The College staff are attending a Professional Learning day in May at the Crown where there will be over 600 people in attendance. It is hoped the tickets will be available to sell during the day.</p> <p>The prize will be one night’s accommodation at the Crown Casino. Secondary prizes are yet to be confirmed.</p> <p>Tracey gave Janice suggestions on who may be able to help with prizes.</p> <p>Resolution: The Alumni Report was noted as received.</p>
9.	Correspondence Out	Tracey Roberts	<p>A thank you letter was sent to Jacqui Buck on behalf of the College Board.</p>

10.	General Business	Janice Sander	<p>ECU Prac Students at MSC</p> <p>Janice asked Steve Chapman if he could investigate the option of an ECU Prac Student working at the College in Term 1 in future to help with Outdoor Education classes and water based activities. The Prac student would need to have their swimming qualifications and would operate in a support role.</p> <p>Tracey Roberts proposed students wishing to enrol in Outdoor Education courses provide their swimming certificate level before being accepted into the course.</p> <p>ACTION: Proposal of swimming certificate to be added to the next Agenda.</p> <p>ACTION: Steve to approach the Sport and Exercise department regarding the proposal of working at MSC in Term 1.</p>
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CHAIR SIGNATURE AND DATE:		MEETING CLOSED:	5.30pm	NEXT MEETING:	Monday, 21 May @ 4.00pm
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