



COLLEGE BOARD MINUTES  
Monday, 4 December 2017  
College Board Room

DATE:	4 December, 2017	CHAIR PERSON	Tracey Roberts
TIME:	4:00pm	MINUTE SECRETARY	Julie Ayers

MEMBERS:	<p>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), Michelle Hoad (Community Member) Steve Chapman (Community Member), Jake Morrison (Community Member), Jacqui Buck (Parent Member), Karen Hart (Staff Member), Luke Trollope (Staff Member)</p> <p><i>Student Representation: None</i></p> <p><i>In Attendance: Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary)</i></p>
APOLOGIES:	<p><i>Wrolf van Munster, Michael Mischin, Michelle Hoad</i></p>

No.	AGENDA ITEMS	LED BY	DISCUSSION	ACTION
1.	<p><b>Welcome and Apologies</b></p>	<p><b>Tracey Roberts</b></p>	<p>All members welcomed to the meeting and apologies were received from Wrolf van Munster, Michael Mischin and Michelle Hoad.</p>	
2.	<p><b>Review and Acceptance of Minutes</b></p> <p><b>Actions arising from the previous meeting</b></p>	<p><b>Tracey Roberts</b></p> <p><b>Janice Sander</b></p>	<p><b>Resolution:</b> The Minutes of the previous meeting held on 10 August 2017 were accepted as a true and correct record with no objections and were signed by the Chair, Tracey Roberts.</p> <p><b>Moved:</b> Steve Chapman <b>Seconded:</b> Brian Piper</p> <p><b>Carried unanimously</b></p> <p><b>Board Training</b></p> <p>Jacqui Buck expressed an interest in completing the Board Training in 2018. The DoE has a School Board Development Programme available where there are 5 online modules to be completed. The training can only be completed via printed documents if not a Department of Education employee.</p> <p><b>ACTION: Janice to investigate what other training is available for Board members and report back at the next meeting.</b></p>	

3.	<b>Board Meetings in 2018 &amp; Annual General Meeting</b>	<b>Janice Sander</b>	<p>The College Board AGM will be held on <b>Monday 26 February, at 4.00pm</b> in the Boardroom. A notice to parents advertising the date of the AGM will be placed in the Information Update #8 on 11 December as well as the first Info Update #1 in 2018 encouraging parents to attend the AGM and consider nominating for a position on the Board.</p> <p>A second meeting will be held on 26 March once the census has been completed so the 2018 Funding Agreement can be approved by the Board.</p>	
4.	<b>Professional Learning Date change for 2018</b>	<b>Janice Sander</b>	<p>Janice has proposed a change of PL Date for 2018. The proposed change will be:</p> <ul style="list-style-type: none"> <li>• Term 2 – 30/4 – Cancelled</li> <li>• Term 3 – 21/9 – including Year 12s Farewell</li> </ul> <p>Thee PL Day on the 21 September will be a half day farewell for the Year 12 students and a half day PL for staff.</p> <p>No Year 11 students will be at the College on this day.</p> <p><b>Resolution:</b> The PL Day change from 30/4 to 21/9 was approved by Members.</p> <p><b>Moved:</b> Jacqui Buck <b>Seconded:</b> Luke Trollope</p> <p><b>Carried unanimously</b></p>	
5.	<b>2017 Academic Support Report</b>	<b>Janice Sander</b>	<p>The 2017 Academic Support was presented to members. One hundred and thirty students accessed academic support including OLNA support. Funding is not received for all the students who accessed support. Two Academic Support Education Assistant staff members on .6 FTE will increase their time to .8 FTE in 2018 due to more students enrolled at the College needing support. Steve asked how well the students integrate into the College. Luke and Karen both said that there is no issue and the students are accepted no matter their disability. Students have been given the opportunity to play games or items to play with during recess and lunch times.</p> <p><b>Resolution:</b> The Academic Support Report was endorsed by Members.</p> <p><b>Moved:</b> Steve Chapman <b>Seconded:</b> Brain Piper</p> <p><b>Carried unanimously</b></p>	
6.	<b>Assessment Policy updated</b>	<b>Janice Sander</b>	<p>To keep in line with School Curriculum and Standards Authority (SCSA) requirements, the College has updated its Assessment Policy. It is the responsibility of staff to ensure that they:</p> <ul style="list-style-type: none"> <li>• maintain accurate records of student achievement and assessment;</li> <li>• store assessment files for each student for review by SCSA or relevant RTO</li> </ul> <p>These records need to be stored until a specific date (mid Nov for Year 12, early Dec for Year 11 and 3 years for RTO) each year.</p> <p>Students will be encouraged to take their work home after these dates.</p> <p><b>Resolution:</b> The updated Assessment Policy was endorsed by Members.</p> <p><b>Moved:</b> Jake Morrison <b>Seconded:</b> Luke Trollope</p> <p><b>Carried unanimously</b></p>	

7.	<b>College Business Plan – change to targets</b>	<b>Janice Sander</b>	<p>Janice proposed two small changes to Targets 4 (ATAR) &amp; 5 (General) in the College Business Plan. The original target was to increase the number of students achieving band 9 (ATAR) and band 8 (General) in all three of Reading, Writing and Numeracy. These targets were very ambitious and unlikely to be achieved. In 2017, only three students achieved these targets.</p> <p>The proposed target is to increase the number of students achieving band 9 (ATAR) and band 8 (General) and above in any <b>two</b> of Reading, Writing and Numeracy. Forty three students in 2017 would have achieved this revised target.</p> <p><b>Resolution:</b> Members approved the change to Targets 4 and 5 in the Business Plan.</p> <p><b>Moved:</b> Janice Sander <b>Seconded:</b> Jacqui Buck</p> <p><b>Carried unanimously</b></p>	
8.	<b>Queen’s Baton Relay</b>	<b>Tracey Roberts</b>	<p>Tracey informed the Board Members that the Queen’s Baton Relay will be travelling past the College on 26 February 2018 around 10.20am. Tracey would like as many students as possible (in College uniform) to line the streets as the baton passes the College (like a guard of honour). The baton will then proceed down Quinn’s Road to the surf club.</p> <p>The City of Wanneroo was lucky enough to have been selected for two baton relays to pass through the city.</p>	
9.	<b>OLNA - Numeracy and Literacy Report</b>	<b>Karen Hart</b>	<p>Karen updated members on the ONLA results after the final tests in September. There were 187 students who sat ONLA in March and another 112 students sat in September. Twenty eight Year 12 students did not achieve their ONLA, of those, eight have diagnosed disabilities. All ATAR students achieved OLNA.</p> <p>All students who still need to achieve their Numeracy in OLNA have been strongly encouraged to enrol in a Mathematics class in 2018. Tracey would like to see some data on which schools the students who are not achieving OLNA are coming from to see if there is a weak link.</p> <p>All students who need to sit OLNA receive extra support from the College to help them achieve the OLNA requirements. An extra 1.2 FTE was allocated to OLNA support this year. Students do not receive any feedback from SCSA on how they performed in their OLNA tests to help them prepare for the next test.</p> <p>If students do not achieve OLNA by the end of Year 12, they do not receive their WACE.</p> <p><b>Resolution:</b> Members noted the OLNA Numeracy and Literacy Report as being received.</p> <p><b>Moved:</b> Luke Trollope <b>Seconded:</b> Jake Morrison</p> <p><b>Carried unanimously</b></p>	<b>ACTION: Karen to investigate the data to see how many students from feeder schools/private schools are not achieving OLNA.</b>
10.	<b>Principal’s Report</b>	<b>Janice Sander</b>	<p><b>1. 2018 Enrolment Data</b></p> <p>The College has received 840 enrolments for 2018, which is the set target. There is currently eight enrolments on the waiting list who live outside the intake area.</p> <p><b>2. Attendance Data</b></p> <p>The College’s regular attendance data has increased in Semester 1 to 62.2% which is the best result since 2010. Regular attendance is above 90%.</p> <p>Semester 2 attendance results have decreased. One reason in the decline is due to students who leave the College mid-year but are still required to stay on the records until approved by the Department to remove from the data base. This means attendance is being recorded as an absence. Attendance also declines</p>	<b>ACTION: Student Attendance to be analysed for 2018 and a</b>

after the College Ball as good attendance is a requirement to attend the event. The Ball is being held earlier in 2018 on 26 February, and the attendance data will be reviewed to see if there is a significant decline with the Ball being held earlier. Jake noted that some schools hold the Ball at the end of the year. The Board approves of the idea of holding the Ball later in the year, even after the WACE Exams. This would also give students more time to save.

Janice will present the option to the College Leadership Team and Student Services after the Ball in 2018. Steve asked how the College attendance compares to other schools. Janice confirmed that the College is generally 1% above other schools. Janice will present attendance comparison to DoE schools at the first Board meeting in 2018.

**Motion:** The 2018 Student Attendance data to be reviewed and the 2019 Ball date to be held later in the year if attendance declined after the Ball was held in 2018.

**Moved:** Tracey Roberts **Seconded:** Jacqui Buck

**Carried unanimously**

### **3. VET Attainment**

In Year 12, 293 students enrolled in one, two or three Certificate programs. In total, 367 qualifications (over 20 Certificate programs, both internal and external delivery) were achieved amongst these 293 students. In Year 11, three students achieved a qualifications (1 year program) as most of the Certificate programs are over a two year period.

### **4. College Board Survey – No survey to be completed this year**

The Board will not be surveyed this year. Janice would like all members to complete the survey at the end of next year.

### **5. 2018 Important Dates**

Members were given the dates of important events to be held at the College in 2018. Members should place the dates in their dairies now so they can be available for the event. All members will receive an invitation to the event.

### **6. Meet the Mentor parent night – promotion of Board to parents**

Janice would like a representative from the Board to speak to our incoming parents at the 'Meet the Mentor' night to promote the Board and explain the role and purpose of the Board.

Steve Chapman will attend the Meet the Mentor night on Monday, 19 February and Tracey Roberts will attend on Thursday, 22 February.

### **7. New Associate Principal**

Janice updated the Board on the appointment of the new Associate Principal who is replacing Peter Lillywhite who won a position at Rossmoyne Senior High School earlier this year. Nancy McNally will commence at the College in 2018 and has come from Comet Bay High School where she served as a Level 5 Associate Principal.

**Resolution:** Members noted the Principal's Report as being received.

**Moved:** Karen Hart **Seconded:** Jacqui Buck

**Carried unanimously**

**review of the date of the College Ball date for 2019.**

**ACTION: Steve and Tracey to attend the Meet the Mentor Nights to promote the Board to parents.**

11.	Finance Report	Rachael Ainge	<p><b>2018 Proposed College Budget and College Priorities</b>  Members were issued with the 2018 Budget documents for review and approval. Rachael talked to each document in detail.</p> <ol style="list-style-type: none"> <li><b>1. Preliminary Student Centred Funding Statement</b>  College student numbers have decreased in 2018 – 2017 = 861, 2018 = 840 predicted. As the College has under 1200 students, it will receive the full funding amount, schools over 1200 will receive a reduced amount. The Department has given the College a 0.57% increase in a per student funding figure. Total budget decrease of 1.88% for 2018 due to less student numbers. The Department has also removed the IPDS Admin Grant from all schools totalling \$52,000. Due to the predicted changes, Learning Areas will receive 90% of their budget in 2018 (reduced from 95%). Steve asked is the salary rate has changed. Rachael explained that schools are charged a notional rate in the budget which has increased by 0.635% per staff member.</li> <li><b>2. Preliminary One Line Budget</b>  This report shows how the funds are distributed and how the funds will be spent and what revenue is coming in. The figures presented will change by the end of the year.</li> <li><b>3. Preliminary Cash Plan</b>  The report is an overview of locally raised revenue and the goods and services. Variance of \$20,264.</li> <li><b>4. 2018 Estimated Revenue &amp; Expenditure</b>  This is a more detailed Cash Plan showing all the Revenue and Expenditure Accounts. Rachael spoke to the document in details and ask if any members had questions or queries.</li> <li><b>5. 2018 SCF Allocation to Learning Priority Areas</b>  <b>Contingencies</b> - Academic Support, Academic Achievement/SSA-High Flyers, Software, Career Support Presentation Night, Curriculum Development (Curtin Uni), Reward Camp, School Chaplain Fund, Sustainability, Maintenance – Tech Support  <b>Salaries</b> – Exam invigilators, Additional FTE School Psych &amp; Academic Achievement, Staff – Yr 10 Counselling, Arts Technician  Approved priority areas.</li> <li><b>6. 2017 Minimum Expenditure Requirements</b>  The College is currently on track to spend the minimum requirement.</li> <li><b>7. 2018 Booklists</b>  Members were issued with the 2018 Booklists which have been emailed to parents.</li> </ol> <p>The 2018 Estimated Revenue &amp; Expenditure document was signed by the Board Chair. Rachael explained that it is a Department requirement that all documents are provided to the Board for approval.  <b>Motion:</b> Steve noted that the information presented on the College finances is very detailed and of a high standard.  <b>Moved:</b> Steve Chapman <b>Seconded:</b> Tracey Roberts  <b>Carried unanimously</b></p>	
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			<p><b>Finance Submissions Approved</b></p> <p>The Finance Submissions listed below were approved by the committee at the last two meetings of the year on the 15<sup>th</sup> and 29<sup>th</sup> of November.</p> <ul style="list-style-type: none"> <li>• Climbing Wall Gate - \$5,390</li> <li>• Arts Department T Shirts for students - \$1736.46</li> <li>• Gardeners Shed - \$10,000</li> <li>• Fortigate - \$20,000</li> </ul> <p><b>Resolution:</b> The 2018 Proposed Budget was endorsed by the Board.  <b>Moved:</b> Brian Piper <b>Seconded:</b> Jake Morrison  <b>Carried unanimously</b></p>	
12.	Alumni Report	Luke Trollope	<p>Entertainment Book sales for 2017 was \$826.00.</p> <p>Two scholarships have been awarded to two worthwhile students – Nadine Nutter &amp; Shen Long.</p> <p>The 10 Year Reunion was cancelled this year due to low ticket sales. The committee has decided not to hold yearly events but to hold events where all years will be invited. These events will be held at the College.</p> <p>The committee will hold a Quiz Night on 24 March at the College in the PA Space. Jacqui has offered to help the Alumni committee and will meet with Luke and Committee members early in January.</p> <p>Board members were invited to attend and each member to form a table if possible.</p> <p>Tracey and Steve will make a donation for the quiz.</p> <p><b>Resolution:</b> The Alumni Report was noted by the Board.  <b>Moved:</b> Luke Trollope <b>Seconded:</b> Tracey Roberts  <b>Carried unanimously</b></p>	
13.	Correspondence In / Out	Tracey Roberts	None	
14.	General Business	Tracey Roberts	Steve would like Janice to pass on the Board’s appreciation to all staff for all the fantastic work at the school in 2017 and the Board is very pleased the progress made this year.	

CHAIR SIGNATURE AND DATE:		MEETING CLOSED:	5.45pm	NEXT MEETING:	Monday, 26 February @ 4.00pm
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