



COLLEGE BOARD MINUTES
Monday, 13 August 2018
College Board Room

DATE:	13 August 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), Prof. Steve Chapman (Community Member), Jake Morrison (Community Member), Leanne Shepherd (Parent Member), Sue Egerton (Community Member)</p> <p>Hayley Hoskin (Staff Member), James McNeill (Staff Member)</p> <p>Student Representation: - Year 11 - Hannah Riecken and Jemma Blaze, Year 12 - Angelique Sardinha</p> <p>In Attendance: Rick Gendle (Associate Principle), Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary)</p>
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APOLOGIES:	<i>Prof Steve Chapman, Michael Mischin, Angelique Sardinha</i>
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ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION / ACTION
1.	Welcome and Apologies	Tracey Roberts	The Chair welcomed members to the meeting which commenced at 4.05pm. The two Year 11 student Councillors were thanked for attending the meeting. Apologies were received from Hon Michael Mischin, Prof. Steve Chapman and Angelique Sardinha (Year 12 student).
2.	Acceptance of Minutes & Business Arising	Tracey Roberts	No Business Arising from the previous Minutes. Resolution: The Minutes of the previous meeting held on 21 May 2018 were approved as a true and correct record and were signed by the Chair, Tracey Roberts. Moved: Brian Piper Seconded: Wroolf van Munster Carried unanimously
3.	Student Council Report	Hannah Riecken	Hannah presented the Year 11 Student Council Report. <ul style="list-style-type: none"> • Year 12 Ball in 2019 will be held in Term 3 on Saturday, 3 August at PCEC with a Botanical Lux theme. Other venue options were the Crown and Hyatt. • Currently working on the 2019 Leavers Jacket/Rugby top – waiting for mock designs to be returned. The student body will be surveyed for their thoughts on the designs. • Students would like to have access to microwaves to heat up food.

	<p>Semester 1 Attendance</p>		<ul style="list-style-type: none"> • Target 1 – Not yet available • Target 2 - On target to beat the previous year. Hayley Hoskin noted that MSC allows students attempt an ATAR course where as some schools will not if a certain grade is not achieved. James McNeill agreed stating “What is the measures of one’s success”. Could be different for different students. • Target 3 – Not yet available • Target 4 – Currently on target in both year groups • Target 5 – Currently on target in both year groups • Target 6 – Data available later in the year • Target 7 – Data available later in the year • Target 8 – Currently under target <p>The College Semester 1 regular attendance (rate >90%) is below our target of 60%. Year 11 – 60% (has increased) and Year 12 – 50% (decreased)- an average of 55% Some factors that influence attendance in Semester 1 was holding the Ball earlier in the year and Easter falling within the school term and students going on holiday over this time.. These are all absences that have been approved by parents eg going on holidays. If a student is more than 15 minutes late to the College it is also recorded as a half day absence. The Board is looking forward to seeing the 2019 Semester 1 attendance results to see if holding the College Ball later in the year makes a difference.</p> <p>Resolution: The update on the Semester 1 Results, Business Plan Targets and Semester 1 Attendance was ‘Noted’ as received. Moved: Jake Morrison Seconded: Hayley Hoskin Carried unanimously</p>
<p>5.</p>	<p>Academic Standard Policy Endorsement</p>	<p>Janice Sander</p>	<p>All Board members were emailed a ‘Flying Minute’ on Wednesday, 20 June requesting an approval to change the 2019 Academic Standard Policy. This approval was required urgently due to the policy information being shared with incoming students and parents at the Enrolment Evening.</p> <p>The policy change was to increasing the minimum predicated ATAR from 60 to 65 (new policy wording below).</p> <ul style="list-style-type: none"> • Students studying an ATAR pathway need to achieve a minimum predicted ATAR of 65 by the end of Year 11. <p>The Associate Principals/Manager of Student Studies are currently meeting with Year 11 students who are not meeting the minimum predicted ATAR. These students will be encouraged/expected to attend the College on Wednesdays and attend all Revision Courses offered. If the students do not meet the predicated ATAR of 65 by the end of the year they will not be able continue with an ATAR pathway in Year 12 (unless special circumstances).</p>

			<p>Resolution: The Academic Standard Policy via 'Flying Minute' was Endorsed by the Board. Moved: Wrolf van Munster Seconded: Jake Morrison Carried unanimously</p>
6.	ATAR Strategies	Janice Sander	<p>Janice presented members with the current ATAR strategies in place at the College and the cost involved to run them. These strategies have been offered to Year 11 & 12 students.</p> <p>Nancy McNally, Year 11 Associate Principal, is an accredited coach and has been coaching some of the top Year 12 students. Janice would like to introduce a coaching culture at the College to help support Health and Wellbeing for students and staff. Interested staff would receive training on coaching.</p> <p>Leanne Shepherd noted that her daughter found the recent Year 11 ATAR Calculation Assembly (showed students how to calculate their predicted ATAR) extremely valuable and a reality check. Members discussed the 'Bridging Course' entry to University and wondered how successful these students are at university. Jake Morrison suggested Prof. Steve Chapman be asked to speak to the Year 11 students to dispel some myths about entering University.</p> <p>ACTION: Janice to investigate if a follow-up ATAR predication is offered to students. Resolution: The ATAR Strategies was 'Noted' as received. Moved: Jake Morrison Seconded: Hayley Hoskin Carried unanimously</p>
7.	2019 College PL Day Endorsement	Janice Sander	<p>Janice presented the proposed 2019 Professional Learning Days.</p> <ul style="list-style-type: none"> • Term 1 – Friday, 12 April • Term 2 – Friday, 31 May • Term 3 – Monday, 22 July • Term 3 – Friday, 27 September (1/2 day & Yr 12 Leavers Breakfast) <p>It is hoped that on two of the days (12/4 & 22/7) the College will have a shared PL with Kinross College. Hayley Hoskin noted that three of the days are Fridays which could mean up to six hours of teaching time lost from one course.</p> <p>ACTION: Janice to propose a timetable swap to the Leadership Team for one of the Fridays for 2019. Resolution: The 2019 College PL Days were Endorsed by the Board. Moved: Leanne Shepherd Seconded: Sue Egerton Carried unanimously</p>

8.	Principal's Report	Janice Sander	<p>Board members tenure expiring end of 2018</p> <p>Janice informed the Board that some of the current Board members tenure will be expiring at the end of this year; except for Leanne Shepherd and Sue Egerton, who joined the Board this year. Members will need to re-apply if they wish to remain on the Board or let Janice know if they will not be re-nominating. Tracey, Wrolf and Brian all expressed an interest in remaining on the Board. The Chair and Vice Chair will step down from their roles at the 2019 AGM to be held in Term 1.</p> <p>Parents will be informed that they can nominate for a position on the Board at the end of this year and again at the start of 2019.</p> <p>WA Education Awards</p> <p>The College nominated two staff members for the WA Education Awards.</p> <ul style="list-style-type: none"> • WA Premier's Secondary Teacher of the Year – Dee Burkardt • WA School Services Staff Member of the Year – Rachael Ainge <p>The Board congratulated the staff for being recognised in these highly competitive awards. Nancy McNally was acknowledge for writing and submitting the two applications.</p> <p>Online School Review</p> <p>Members were given a copy of a letter from the DoE detailing the new online process for the IPS School Review. Janice will attend a workshop on the new process and what will be expected from schools and the College Board.</p> <p>Resolution: The Principals Report was 'Noted' as received. Moved: Brian Piper Seconded: Wrolf van Munster Carried unanimously</p>
9.	Finance Report	Rachael Ainge	<p>Finance Update</p> <p>The following finance documents were tabled:</p> <p>One Line Budget Statement, Cash Report, Minimum Expenditure Requirement, Collection Rate, Financial Summary</p> <p>Rachael talked to the above documents which are correct as at 31 July 2018. The College is on track to spend the Minimum Expenditure Requirement of 96% as at 6 August. The collection rate for Combined Total Course Charges is currently at 90%. Reminder letters were posted to parents during Week 3 of this term.</p> <p>There were no questions from members on the presented reports.</p> <p>2019 Course Charges Changes</p> <p>The College has two subject changes for</p> <ul style="list-style-type: none"> • Drama Year 11 & 12 General & ATAR – Course increase from \$110 to \$130 (increase due to an included workshop) • Physical Education – Course increase from \$150 to \$180 (increase due to a compulsory State League Netball excursion)

2019 Additional Cost Items updates

- Physical Education Year 11 & 12 Camps – no increase to cost – change of how the information is displayed.
- Food Science ATAR Year 12 – up to \$25.00
- Year 12 College Ball – up to \$140.00 and now held in Term 3 (was Term 1)
- Mastermind Exam Preparation Program – approx. \$100 (10 hours per subject) also subsidised by the College

The Additional Cost Item information is mailed to parents in the first week of December.

Resolution: The Finance Report was ‘Noted’ as received and the 2019 Course Charges and 2019 Additional Costs Items were ‘Endorsed’ with no objections.

Moved: Sue Egerton **Seconded:** Leanne Shepherd

Carried unanimously

Item in Curriculum Handbook

- The Year 11 Curriculum Handbook now been updated to include the ‘VET Fee for Service Courses with External Training Providers’ up to \$3000 as mentioned at the last Board meeting. The full cost of a course is met by the parents who must pay a 50% confirmation deposit to the College. Once accepted into the course, the remaining balance is to be paid by the parents.

Finance Submissions

Members were updated on the Finance Submissions which were approved by the Finance Committee at the last Finance meeting on 25 July.

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| • Arts Laptops | \$27,025 |
| • Science Laptops | \$29,444 |
| • Lime Tree removal | \$ 1,480 |
| • Home Econ Laptop Trolley | \$ 2,419 |

Project Works Update

Members were updated on current Project Works.

- Performing Space flooring – damaged during flooding due to heavy rain still ongoing
- Fire Doors – now completed
- U24 Science / Maths staff room leak – guttering & downpipes are being replaced

The College has been successful in an application for a Sustainability Water Wise Grant for \$4393.00 which will be used to upgrade the existing recycling equipment . The Board acknowledge Tracy Smith & Elise Gaglio for submitting the application.

2019 Budget figures were released on Thursday, 9 August. Rachael updated the members on the new notional rates.

The 2019 Draft Budget and Booklists will be discussed at the next Board meeting on 3 December.

			<p>ACTION: Rachael to contact Tracy & Elise regarding the City of Wanneroo (Scott Cains) recycling workshops.</p> <p>Resolution: The verbal Finance Submissions & Project Works Update was 'Noted' as received.</p> <p>Moved: Hayley Hoskin Seconded: Jake Morrison</p> <p>Carried unanimously</p>
10.	Alumni Report	Janice Sander	<p>Raffle Ticket fundraiser</p> <p>Janice updated members on the results of the Alumni Raffle run last month. The fundraiser raised \$500 which will go towards offering scholarships to Year 11 students. The prize winners were advertised on the College Alumni webpage and Facebook.</p> <p>The Alumni is planning an event on Monday 3rd of December for all past students. This event is the same day as the next College Board meeting and all members were invited to stay for the Alumni Event.</p> <p>Resolution: The Alumni Report was 'Noted' as received.</p> <p>Moved: Wrolf van Munster Seconded: Jake Morrison</p> <p>Carried unanimously</p>
11.	General Business	Tracey Roberts	None

CHAIR SIGNATURE AND DATE:		MEETING CLOSED:	5.35pm	NEXT MEETING:	Monday, 3 December @ 3.00pm
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