



## COLLEGE BOARD MINUTES

### Monday, 19 August 2019

#### College Boardroom

<b>DATE:</b>	19 August 2019	<b>CHAIR PERSON</b>	Tracey Roberts
<b>TIME:</b>	4:00pm	<b>SECRETARY</b>	Julie Ayers

<b>MEMBERS:</b>	<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), 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)</p> <p>Student Representatives: Year 12 – Ashley Moss (College Captain)</p> <p>In Attendance: Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary), Rick Gendle (Associate Principal)</p>
<b>APOLOGIES:</b>	Michael Mischin, Linda Mulenda

ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION / ACTION
1.	<b>Welcome and Apologies</b>	<b>Tracey Roberts</b>	All members were welcomed to the meeting which commenced at 4.05pm. Tracey welcomed Rick Gendle, Associate Principal and Ashley Moss, College Captain to the meeting. Apologies were received from Hon Michael Mischin and Linda Mulenda.
2.	<b>Acceptance of Minutes 20.05.19</b>  <b>Business Arising</b>	<b>Tracey Roberts</b>	<p><b>Resolution:</b> The Minutes of the previous meeting held on 20 May 2019 were 'Endorsed' as a true and correct record which were signed by the Chair, Tracey Roberts.</p> <p><b>Moved:</b> Brian Piper <b>Seconded:</b> Tracey Roberts</p> <p><b>Carried unanimously</b></p> <p>No Business Arising.</p>
3.	<b>Student Council Report</b>	<b>Ashley Moss</b>	<p>Year 12 College Captain, Ashley Moss, reported on the recent Year 12 College Ball. The feedback received was positive with the students enjoying the three course meal and the theme of Crystal Gardens.</p> <p>The Student Council have asked the student body via a survey for their thoughts on guest speakers and lunch time activities that can be introduced at the College. Sporting activities and staff / student games was suggested along with life skills, health &amp; wellbeing and finance literacy presentations.</p>

			<p>Janice asked if any Board Members would be happy to talk to the students. Sarah Zimmer who left the College ten years ago, has offered to talk to students about life skills and what to expect after leaving the safety of school life.</p> <p><b>ACTION: Julie A to pass on Sarah’s details to the 2019 / 2020 Year Leaders.</b>  <b>Resolution:</b> The Year 12 Student Council Report was ‘Noted’ as received.</p>
4.	Semester 1 Results	Rick Gendle & Janice Sander	<p>Rick presented the Course Unit Grade Summary which shows the Semester 1 results from all Year 11 &amp; 12 courses. The Year 12 highlighted courses had over 50% of students receiving an ‘A’ or ‘B’ grade and Year 11 highlighted courses had 42% of students receiving ‘A’ &amp; ‘B’ grade.</p> <p>Rick also pointed out the subjects where students were not passing their course and explained why. Human Biology General required an Externally Set Tasks (ESTs) to be sat which was quite a difficult test. Low scores were recorded across the state. Mindarie received an average of 35% and the state average was 30%. ESTs are designed as a marking assessment and are worth 15% of the grade.</p> <p>Prof Steve Chapman raised a concern on the number of students taking Maths Essential General and asked if the general entry to university had effected the number of students doing a higher Maths course. The College ATAR numbers are currently down, across all subjects, not just Maths. Rick stated that girls were not selecting the double Maths even when recommended, but they were selecting high Maths and Science just not Maths Specialist.</p> <p>In 2020, a higher number of incoming Year 11s are choosing ATAR courses than in 2019.</p> <p>Steve noted that in WA only 47% of students applied to university which is approx. half the number of the rest of Australia. Steve has offered to send a representative from ECU (either student or staff member) to speak to students and parents regarding the importance of aiming high to enter university. Jonathan mentioned that students in middle school would benefit from the talk so they have time to work on their grades before reaching senior school.</p> <p>Janice asked Steve if ECU had any data on the dropout rate from students who enrol in the Uni Prep Course. Steve noted that students who complete the course, have high retention statistics and are above average due to the prior learning gained. Approx 30% do not complete the Uni Prep Course. Janice stated that universities have dropped the ATAR required to enter university and there is now a mindset with students that they do not need to do ATAR to be accepted into university. The Board agreed that low ATAR numbers are a concern for all senior schools and universities and needs to be addressed. The College encourages students to take higher courses whenever possible. Students are encouraged to try ATAR subjects if the data shows that they are capable.</p> <p>The College is happy with the Semester 1 results received. The 2019 Year 11 predicted ATAR is 75, 2018 ATAR was 70. The current Year 11 predicted ATAR at is 73.</p> <p>Janice thanked Prof Steve Chapman for allowing his students to attend MSC and help the OLN Maths students prepare for the test.</p> <p><b>Resolution:</b> The verbal Semester 1 report was ‘Noted’ as received.  <b>Moved:</b> Wrolf Van Munster <b>Seconded:</b> Sue Egerton  <b>Carried unanimously</b></p>

5.	Draft Business Plan	Jonathan Bromage	<p>Members were presented with the draft 2020 – 2022 Business Plan which is now in the final stages. Jonathan pointed out the changes made. The majority of changes have been made in the targets which has been reviewed and discussed by all College staff.</p> <ul style="list-style-type: none"> <li>• Target 1, 3 &amp; 4– unchanged</li> <li>• Target 2 – new target on student health &amp; wellbeing. A survey will be taken in Year 11 &amp; 12</li> <li>• Target 5 &amp; 6 – new targets</li> <li>• Target 7 – wording change</li> <li>• Target 8 – wording change</li> </ul> <p>Janice noted that the targets are not set in stone and will be reviewed each year at the College and Board level. Targets will be reviewed annually and adjusted if needed.</p> <p>Prof Steve Chapman suggested a wording change to include ‘match the state average’ which would then be a moving target. Jonathan noted that Target 7 was measured against ‘Like Schools’ which was changed to ‘at least 75’. Wroff also suggested ‘to match or be above the state average’. It is very hard to measure against ‘Like’ schools (within our ICSEA) as they all have lower school. The other Senior Colleges have a lower ICSEA so it is not a fair comparison.</p> <p>The Board agreed that Target 7 to stay as it is but the College should report back the the Board on how the College is measuring against Like Schools and the State Average when reporting on Target 7 eg. College achieved 75, other similar schools achieved 71. All targets are backed with data, surveys, staff discussions.</p> <p>The ‘Key Focus Areas’ changes were highlighted with an asterisk. Steve Chapman suggested including a statement regarding equity and diversity’ at the College.</p> <p><b>ACTION: Jonathon to amend the BP to include a general statement regarding equity and diversity under ‘Relationships’ and to amend Section 3 to include comparisons between Like Schools, DoE and State Schools as appropriate.</b></p> <p><b>Resolution:</b> The draft ‘2020 – 2022 Business Plan’ was ‘Endorsed’ with the above change included.</p> <p><b>Moved:</b> Prof Steve Chapman <b>Seconded:</b> Sarah Zimmer</p> <p><b>Carried unanimously</b></p>
6.	Semester 1 Attendance	Jonathan Bromage	<p>Jonathan presented the Attendance Report comparing the last 5 years. Steve Chapman commented on the low percentage for Regular Attendance at 54% (regular attendance being above 90%).</p> <p>The College was invited to join an Action Research Project on absenteeism run by the DoE. The Department looked at the College data and when compared to ‘Like Schools’, taking into account that we operate on a 4 day week, it meant when a student missed a day it equates to 25% not 20% like other Like Schools so they can’t be fairly compared.</p>

			<p>Jonathan explained what areas of attendance will be investigated further and what steps can be taken to improve attendance. Jonathan noted the positive outcome with Unauthorised Absences which has improved from 22.3% in 2015 to 6.8% in 2019. Other schools Unauthorised Absence is in the 70% range.</p> <p>There is a discrepancy with Unauthorised Absence from Sem 1 2018 to 2019 which could be due to students who are on the participation list and how this is being recorded. Jonathan is still investigating this discrepancy.</p> <p><b>Resolution:</b> The Semester 1 Attendance report was 'Noted' as received.  <b>Moved:</b> Brian Piper <b>Seconded:</b> Leanne Shepherd  <b>Carried unanimously</b></p>
7.	<b>Mobile Phone Policy</b>	<b>Janice Sander</b>	<p>Members were given a copy of the final approved Mobile Phone Policy that was emailed as a Flying Minute on 1 July with suggested changes by Michael Mischin. No objections were received regarding the policy changes.</p> <p>The Policy may be reviewed in 2020 once the College has appointed a new Student Services Manager. The College Board members wants to ensure that mobile phones are not disrupting students and their learning.</p> <p><b>Resolution:</b> The Mobile Phone Policy was 'Endorsed' as per the Flying Minute on 1 July.  <b>Moved:</b> Janice Sander <b>Seconded:</b> Leanne Shepherd  <b>Carried unanimously</b></p>
8.	<b>2020 College PL Day</b>	<b>Janice Sander</b>	<p>The proposed 2020 Professional Learning Days were presented for approval.</p> <ul style="list-style-type: none"> <li>• Term 1 – Week 0 - Wed 29 Jan, Thurs 30 Jan &amp; Fri 31 Jan &amp; Term 1 - Week 10 – Thursday, 9 April</li> <li>• Term 2 - Week 5 - Friday, 29 May – RUMA Conference (on 21<sup>st</sup> Learning)</li> <li>• Term 3 - Week 1 – Monday, 20 July – PL with Kinross &amp; Week 10 – Friday, 25 September – half day</li> <li>• Term 4 - Week 9 – Tuesday, 8 Dec &amp; Thurs 10 Dec @ 8.30am to 12.30pm (2 x ½ days)</li> </ul> <p>The PL Dates will be advertised to parents and students via the Information Update and College Webpage.</p> <p><b>Resolution:</b> The 2020 Professional Learning Dates were 'Endorsed'.  <b>Moved:</b> Sarah Zimmer <b>Seconded:</b> Leanne Shepherd  <b>Carried unanimously</b></p>
9.	<b>Finance Report</b>	<b>Rachael Ainge</b>	<p><b><u>One Line Budget Statement, Cash Report, Minimum Expenditure Requirement, Collection Rate</u></b></p> <p>As at 29 July, the College is on track to spend the Minimum Expenditure Requirement of 96% of the current budget plus 10% of what was carried forward. The One Line Budget is in surplus.</p> <p>The collection rate for Course Charges Collection Rate is currently at 87.5% which is down on 2018 which was 90%. Final letters have been posted home to parents. Tracey asked if the College had a Financial Hardship policy and what the process was in recouping the charges.</p>

			<p>Rachael explained the process to recoup unpaid fees and will provide more information to members at the next meeting. Rachael explained the presented documents in detail and asked if anyone had any queries or questions. There were no questions from members on the presented reports.</p> <p><b><u>Project Works Update</u></b></p> <p>The College will have a major ICT network upgrade in the last couple of weeks of Term 4.</p> <p>The DoE has provided \$170,000 for the College to migrate to SOE4 which is the Departments Standard Operating Environment (SOE) network. MSC is only one of three schools not currently running under this DoE environment.</p> <p>SOE4 has an added security and should prevent risk and exposure to the network. Included in the package is a new VOIP phone system.</p> <p><b><u>Summary of 2020 Budgets</u></b></p> <p>The 2020 budget figures have been released and there is a per student increase of 1.09% = an extra \$104 per student. Predicated student numbers for 2020 are approx. 800. The Department has increased the amount we get charged by \$1140 per award. The 2020 Booklists are being finalised this term.</p> <p>The 2020 Draft Budget and Booklists will be presented at the December meeting.</p> <p><b><u>Finance Submissions</u></b></p> <p>Members were updated on the Finance Submissions which were approved by the Finance Committee at the last Finance meeting on 31 July.</p> <table data-bbox="846 858 1552 1054"> <tr> <td>Replacement Laptops D7 Home Ec for 2020</td> <td>\$ 22,000.00</td> </tr> <tr> <td>T&amp;E projector replacement G69</td> <td>\$ 1,485.00</td> </tr> <tr> <td>Replacement projectors across College</td> <td>\$ 11,156.09</td> </tr> <tr> <td>Woodwork Helix cutters</td> <td>\$ 1,520.00</td> </tr> <tr> <td>Cameras in small bus and trailer approx.</td> <td>\$ 2,910.00</td> </tr> <tr> <td>Gauze Mats &amp; Microscope lamps</td> <td>\$ 790.00</td> </tr> <tr> <td>Sustainability exhibitors costs for Expo</td> <td>\$ 800.00</td> </tr> </table> <p><b>ACTION: Rachael to provide the Financial Hardship Policy at the next Board meeting on 4 December.</b></p> <p><b>Resolution:</b> The Finance Report was 'Noted' as received.</p> <p><b>Moved:</b> Wrolf Van Munster <b>Seconded:</b> Sue Egerton</p> <p><b>Carried unanimously</b></p>	Replacement Laptops D7 Home Ec for 2020	\$ 22,000.00	T&E projector replacement G69	\$ 1,485.00	Replacement projectors across College	\$ 11,156.09	Woodwork Helix cutters	\$ 1,520.00	Cameras in small bus and trailer approx.	\$ 2,910.00	Gauze Mats & Microscope lamps	\$ 790.00	Sustainability exhibitors costs for Expo	\$ 800.00
Replacement Laptops D7 Home Ec for 2020	\$ 22,000.00																
T&E projector replacement G69	\$ 1,485.00																
Replacement projectors across College	\$ 11,156.09																
Woodwork Helix cutters	\$ 1,520.00																
Cameras in small bus and trailer approx.	\$ 2,910.00																
Gauze Mats & Microscope lamps	\$ 790.00																
Sustainability exhibitors costs for Expo	\$ 800.00																
10.	Principal's Report	Janice Sander	<p>Janice thanked the Board members for attending the Annual Sustainability Expo held on Thursday, 15 August.</p> <p><b><u>College Ball – Friday, 12 June</u></b></p> <p>Janice advised members that the College Ball will be held on the last day of the Semester 1 Exams. The students would like the Ball earlier in the year when it is warmer. Holding the College Ball later in the year does help improve Year 12 student attendance as students need to have 80+% attendance to be invited to attend the Ball.</p> <p><b><u>WA Education Awards</u></b></p>														

		<p>Two staff members were nominated for the WA Education Awards but unfortunately did not progress any further.</p> <p><b><u>PL Day with Kinross</u></b>  The College held a Professional Learning day on Monday, 22 July with Kinross staff attending in the afternoon. Staff from Learning Areas from both Colleges networked and discussed areas of concern/improvements or any processes that could be introduced to enhance student learning. MSC staff completed a survey with 87% of staff reporting positive feedback. All MSC staff would like to continue working with Kinross staff and some MSC staff will go to Kinross in Term 4 to work with their staff for a couple of weeks. A suggestion was made to offer a scholarship to Year 11 students to encourage them to work hard in Year 10.</p> <p><b><u>College Events – Arts Week &amp; Presentation Night (28/10)</u></b>  Janice reminded Board members of the upcoming College events and hoped members would be able to attend at least one night during Arts Week. Members will receive an invitation to the Year 12 Presentation Night which is being held on Monday, 28 October. Due to PCEC not being available, the presentation will be held at Quinns Baptist College with photos and light refreshments at the College from 4.00pm.</p> <p><b><u>Final Board Meeting – Monday, 9 December</u></b>  Janice proposed to hold the final Board meeting at a venue away from the College. Suggestions were Currambine Bar and Bistro or Portofino’s in Quinns. Members are happy to go where ever the College decides.</p> <p><b>ACTION: Julie A to let Members know the location and time of the final Board meeting and the time to arrive for the Presentation Evening.</b>  <b>Resolution:</b> The Principals Report was ‘Noted’ as received.  <b>Moved:</b> Brian Piper <b>Seconded:</b> Wrolf van Munster  <b>Carried unanimously</b></p>
<b>11.</b>	<b>Correspondence</b>	None
<b>12.</b>	<b>General Business</b>	Jonathan congratulated Janice Sander who was awarded the ‘Outstanding Educational Leadership Award’ at the Western Australian Secondary School Executives Association (WASSEA) Conference held at the Rendezvous Hotel in Scarborough on Monday, 5 August. Janice received a certificate and \$2000 worth of Professional Learning.
<b>CHAIR SIGNATURE AND DATE:</b>		<b>MEETING CLOSED:</b> 5.47pm <b>NEXT MEETING:</b> Monday, 9 December @ 4.00pm