



COLLEGE BOARD MINUTES
Monday, 21 May 2018
College Board Room

DATE:	21 May 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), Hayley Hoskin (Staff Member), James McNeill (Staff Member)</p> <p>Student Representation: Tahlia Kabelka, Brenton Scott In Attendance: Rachael Ainge (Corporate Services Manager), Sue Egerton</p>
APOLOGIES:	<i>Prof. Steve Chapman, Michael Mischin, Brian Piper, James McNeill, Jake Morrison</i>

ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION / ACTION
1.	Welcome and Apologies	Tracey Roberts	<p>All members were welcomed to the meeting which commenced at 4.00pm. Tracey also welcomed Sue Egerton who has nominated to become a new Board member.</p> <p>Apologies were received from Hon Michael Mischin, Prof. Steve Chapman, Brian Piper, Jake Morrison and James McNeill.</p>
2.	Acceptance of Minutes & Business Arising	<p>Tracey Roberts</p> <p>Janice Sander</p>	<p>Resolution: The Minutes of the previous meeting held on 26 March 2018 were approved as a true and correct record and were signed by the Chair, Tracey Roberts.</p> <p>Moved: Wroolf Van Munster Seconded: Hayley Hoskin Carried unanimously</p> <p>Outdoor Education - Swimming capabilities</p> <p>At the last meeting Tracey suggested students provide a swimming certificate before they can enrol in an Outdoor Education class that involves swimming.</p> <p>Janice informed members that not all students have a certificate to show at enrolment (eg from overseas or no certificate issued). It is clearly stated in the Curriculum Handbook that students enrolling in the Outdoor Ed course must be able to swim 200 meters confidently. During the lesson, there are only a certain number of students in the water at one time. Edith Cowan University have agreed that an ECU Prac Teacher may be available for extra supervision during the Outdoor</p>

		Janice Sander	<p>Education swimming activities which are usually run during Term 1. Bree Mulder (Acting Manager of Health & Phys Ed) is liaising with ECU for the Prac Teacher to be available in Term 1 of 2019.</p> <p>Tracey stated that parents who have their Royal Life Saving or Surf Life Saving certificate could also help supervise.</p> <p>Parent Night follow-up</p> <p>All teachers who requested an interview with a parent for the 'Parent Interim Report Night' had been in contact with the parents either prior to the night or after the night. Teachers who have students who are struggling, contact parents prior to the 'Parent Night' advising them of their child's progress and that they are not coping in the course. This contact home is recorded on SEQTA. The 'Interview Required' tick box is ticked when a child is not performing as expected and gives parents the opportunity to speak to the teacher one on one. Not all parents take up the offer to meet with the teacher.</p>
3.	Nomination for the Board – Sue Egerton	Tracey Roberts	<p>Tracey welcomed Sue Egerton who submitted a 'Community' nomination to sit on the College Board.</p> <p>All members were emailed a copy of the nomination with the Agenda to read.</p> <p>Members accepted the nomination from Sue join the College Board.</p> <p>Resolution: The nomination for Sue Egerton be accepted.</p> <p>Moved: Janice Sander Seconded: Leanne Shepherd</p> <p>Carried unanimously</p>
4.	Student Council Report	Tahlia Kabelka Brenton Scott	<p>Mentor Assembly</p> <p>Brenton updated members on the last Mentor Assembly and explained how it has improved due to some changes implemented eg. sitting in Mentor Groups and having a proposed Agenda. Discussions were held on the Yearbook, 2019 Year 12 Ball, feedback on Assemblies, option of an outside College event and student parking. Year 12 students also stated they did not like the new timetable due to shorter lunch (break) and there is no difference to them finishing at 4.00pm or a 4.20pm finish. Hayley has had similar comments from her Mentor group and thinks a review / survey would be beneficial. Planning has started on the Year 12 Breakfast and Yearbook.</p> <p>The Student Representatives left the meeting at 4.40pm.</p> <p>Resolution: The Student Council report was 'Noted' as received.</p> <p>Moved: Wrolf Van Munster Seconded: Hayley Hoskin</p> <p>Carried unanimously</p>
5.	2018 Funding Agreement for Schools	Rachael Ainge	<p>Funding Agreement</p> <p>The Funding Agreement was emailed to members for review with the Agenda on 14 May. Rachael explained the document stating that this agreement outlines the accountability expectations of the Principal in relation to the management of funding to the school through the Student Centre Funding. It looks at the Operational Plan and the One Line Budget.</p> <p>Resources should be applied in a targeted manner to meet the learning needs of students. It is the role of the College Board to note the Funding Agreement as part of its endorsement of the school budget and business/development plan and is recognised as an attachment to the Delivery Performance Agreement (DPA).</p>

			<p>It is a requirement of the Department of Education that the Board signs and 'Notes' the Funding Agreement by 25 May 2018 including schedule A and B.</p> <p>Resolution: The 2018 Funding Agreement for Schools was 'Noted' by the Board and signed by the Chair, Tracey Roberts and Principal, Janice Sander.</p> <p>Moved: Leanne Shepherd Seconded: Hayley Hoskin Carried unanimously</p>
6.	Finance Report	Rachael Ainge	<p>The Finance documents listed below were tabled.</p> <p><u>Operational One Line Budget Statement</u></p> <p>The College's budget was handed down at the end of March and was as expected. The budget shows what was carried forward from last year in cash and salary. Rachael talked members through the document and ask members if they had any questions or queries regarding the budget.</p> <p><u>Student Centred Funding Report</u></p> <p>As predicted, the funding allocation was for 842 students, 412 Year 11s and 430 Year 12 students. The only difference from Preliminary to Operational was slightly more allocation for 'social disadvantage' based on the census figures. Rachael talked to the document in detail explaining how the funding is made up. No questions or concerns were raised.</p> <p><u>Cash Report - Actual vs Committed</u></p> <p>The College has received 85% of cash allocation and has spent 47% to date. Wrolf asked about the State Government Revenue which was at 7%. Rachael explained this is Cadet Funding which is Financial year based not School year based so will be received later.</p> <p><u>Minimum Expenditure</u></p> <p>The College needs to spend 96% of the current budget and is on track with the current spending to meet this target.</p> <p><u>Financial Summary</u></p> <p>This report shows the Cash Revenue, Cash Expenditure, Reconciled Bank Balance, Equipment Replacement Reserves, School Salary Allocation and Salary Expenditure and Balance. No questions or queries received on the report.</p> <p><u>Collection Rate</u></p> <p>Current collection is 73.93% as at the end of April 2018 which is an increase of 6.31% on last year. Reminder letters regarding fees have been posted home. No questions received.</p> <p>Resolution: The Finance Reports were 'Noted' as received.</p> <p>Moved: Wrolf Van Munster Seconded: Hayley Hoskin Carried unanimously</p> <p><u>Curriculum Handbook</u></p> <p>The Curriculum Handbook is in its final draft. There are no new subject courses for 2019.</p> <p>The only change to the previous year's book is a cost for VET training for service providers for specialised certificate courses. The full cost is now met by the parents but at this stage the cost is unknown. This new charge has been noted</p>

			<p>in the handbook for parents information so they are aware that there will be an additional charge. This information will also be included in the 'Additional Cost Items' form as well as the 'Charges and Contribution Sheet'.</p> <p>The College will pay for the training and then be reimbursed by the parents through the 'Fees and Charges'.</p> <p>There was also some grammatical changes to a couple of courses.</p> <p>Resolution: The Curriculum Handbook to clearly state that the VET Fee for Service Courses with an External Training Provider for 2019 will have a cost which is unknown at this time. This inclusion to the handbook was endorsed with no objections.</p> <p>Moved: Leanne Shepherd Seconded: Sue Egerton Carried unanimously</p> <p><u>Finance Submissions</u></p> <p>Rachael updated members on the Finance Submissions which were approved at the last Finance meeting on 9 May.</p> <ul style="list-style-type: none"> • <i>Replacement tools for D&T / Lathe replacements - \$11925</i> • <i>CC TVs – up to - \$14,000</i> • <i>Library Tripods - \$807</i> • <i>Science Display Cabinets - \$1618</i> • <i>Admin Server Warranty - \$1359</i> <p>Rachael also updated members on the recent Furniture and Fittings replacements.</p> <p><u>Leavers Breakfast</u></p> <p>The College Finance Committee agreed to subsidise the Year 12 Leavers Breakfast by \$5.00 per student. The event may be a less formal affair with some fun activities.</p> <p><u>ATAR Revision Sessions</u></p> <p>Due to the success of the April Revision Sessions, the College will again subsidise Year 11 and 12 students who attend the Mastermind ATAR Revision Sessions in the July School Holidays. The subsidy amount is \$50 per subject per student.</p> <p>The College supports and promotes the revision sessions for students studying an ATAR course as part of the College culture.</p> <p>Resolution: The Finance Submissions and student subsidises were noted as received.</p> <p>Moved: Wrolf Van Munster Seconded: Leanne Shepherd Carried unanimously</p>
7.	2017 Annual Report Endorsement	Janice Sander	<p>All members were emailed the final copy of the 2017 Annual Report on the 11th April. This report included the suggested changes as documented at the Board meeting on the 26 March.</p> <p>Resolution: The 2017 Annual Report was endorsed including the recommended changes with no objections.</p> <p>Moved: Wrolf Van Munster Seconded: Leanne Shepherd Carried unanimously</p>

8.	Principal's Report	Janice Sander	<p><u>Semester 1 OLNA Achievement results</u></p> <p>Janice talked to the 2018 OLNA results comparing them to 2017. There are now more Year 11 students sitting OLNA – 141 compared to 132 in 2017. Some Year 12 students will not achieve OLNA even though they have attempted it numerous times.</p> <p>Resolution: The 2018 Semester 1 OLNA results were 'Noted' as received with no objections. Moved: Leanne Shepherd Seconded: Hayley Hoskin Carried unanimously</p> <p><u>Workforce Five Year Profile</u></p> <p>The Workforce Five Year Profile from 2014 – 2018 (accurate as at 17/5/2018) was emailed to members for review prior to the meeting. Janice talked to the document in detail.</p> <p>Resolution: The Workforce Five Year Profile was 'Noted' as received. Moved: Hayley Hoskin Seconded: Leanne Shepherd Carried unanimously</p> <p><u>College Board Training</u></p> <p>Janice updated members on upcoming workshops that are being offered for Board Chairs and Principals. These workshops provide an overview of the resources and supports which are available through the 'On-demand Training' and information on how to access these.</p> <p>Unfortunately, due to the short notice, Tracey is unable to attend these workshops. This training is optional, and is not mandated.</p> <p>On-demand Training will be available for all School Boards from Term 3 where a principal facilitator travels to the school to provide training specific to the needs of the Board.</p> <p>All Board members have access to online training available through the Department of Education which can be found by following the below link: https://www.education.wa.edu.au/online-resources-for-school-councils-boards</p> <p><u>Members Screening Check or National Police Check</u></p> <p>Due to most Board Members tenure expiring at the end of 2018, Janice does not require members to complete the Screening Check but are encourage to do so. Members who already have a National Police Check should forward a copy through to Julie A.</p> <p><u>College Uniform - deferred</u></p> <p>Resolution: The Principal's Report was 'Noted' as received. Moved: Wrolf Van Munster Seconded: Leanne Shepherd Carried unanimously</p>
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9.	Alumni Report	Janice Sander	<p>Janice updated members on the Alumni Raffle to raise funds for Year 11 scholarships.</p> <p>The Alumni was not approved for a licence to sell tickets as it was for personal gain and needs to be for infrastructure only.</p> <p>The other option for the Alumni to raise funds is if the prizes are under \$1000 total and they are sold within an 8 day period. Tracey suggested the Bree Chester call Liquor and Gaming and explain the situation to see if there are any other options available.</p> <p>Janice was hoping the tickets could be sold at the upcoming RUMA conference on 28 May where there will be over 500 DoE staff in attendance.</p> <p>ACTION: Janice will contact the Board members when the tickets are available if they would like to purchase/sell any tickets.</p>
10.	Correspondence Out	Tracey Roberts	A thank you letter was sent to Michelle Hoad on behalf of the College Board.
11.	General Business	Tracey Roberts	None

NEXT MEETING:	<i>Monday, 13 August @ 4.00pm</i>	MEETING CLOSED:	<i>5.45pm</i>
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