



COLLEGE BOARD MINUTES
Monday, 26 February 2018
Annual General Meeting
College Board Room

DATE:	26 February 2018	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) Prof. Steve Chapman (Community Member), Jake Morrison (Community Member), Jacqui Buck (Parent Member), Hayley Hoskin (Staff Member), James McNeill (Staff Member)</p> <p><i>Student Representation: Tahlia Kabelka and Caitlin Barnes</i></p> <p><i>In Attendance: Rachael Ainge (Corporate Services Manager), Julie Ayers (Secretary), Rick Gendle (Year 12 Associate Principal)</i></p>
APOLOGIES:	<p><i>Prof. Steve Chapman, Jacqui Buck, Jake Morrison, Michelle Hoad</i></p>

ITEM No.	AGENDA ITEMS	LED BY	DISCUSSION/ACTION
1.	Student Services walkthrough	Janice Sander	Janice walked the Board members through the new Student Services offices now the upgrade has been completed.
2.	Welcome and Apologies	Tracey Roberts	<p>All members were welcomed to the first meeting for 2018 which commenced at 4.00pm.</p> <p>Apologies were received from Prof. Steve Chapman, Jacqui Buck, Jake Morrison, and Michelle Hoad. No parents were in attendance for the AGM. Board members gave a brief overview of themselves.</p> <p><u>Welcome new staff members</u> -James McNeill and Hayley Hoskins were welcomed to the meeting as the newly elected staff representatives.</p> <p><u>Parent nomination</u> - The Board received a parent nomination from Leanne Shephard. All members were emailed a copy of the nomination prior to the meeting and all accepted the nomination for Leanne join the College Board.</p> <p>Resolution: The nomination for Leanne Shephard be accepted.</p> <p>Moved: Michael Mischin Seconded: Brian Piper</p> <p>Carried unanimously</p> <p>A special welcome was made to Tahlia Kabelka (College Captain) and Caitlin Barnes who were representing the students. Rick Gendle was thanked for his attendance to present the Year 12 Results.</p>

			<p>Board resignation - Board member Jacqui Buck handed a verbal resignation to Janice last week and will no longer be a member of the College Board.</p> <p>Resolution: The resignation of Jacqui Buck was noted as received.</p> <p>Moved: Michael Mischin Seconded: Wrolf Van Munster</p> <p>Carried unanimously</p> <p>ACTION: <i>Tracey Roberts to contact Leanne Shepherd and welcome her to the Board. Julie Ayers to organise a thank you letter to Jacqui Buck on behalf of the Board.</i></p>
3.	Acceptance of Minutes And Business Arising	Tracey Roberts Rick Gendle	<p>Resolution: The Minutes of the previous meeting held on 4 December 2017 were approved as a true and correct record and were signed by the Chair, Tracey Roberts.</p> <p>Moved: Brian Piper Seconded: Tracey Roberts</p> <p>Carried unanimously</p> <p>OLNA and Feeder Schools – Rick presented an analysis of the number of students from feeder schools who were required to sit OLNA at the College. The results showed that from the previous schools students attended, Kinross College had the smallest percentage of students that were required to sit OLNA at MSC.</p> <p>Resolution: The OLNA feedback report was noted as received.</p> <p>Moved: Wrolf Van Munster Seconded: Hayley Hoskin</p> <p>Carried unanimously</p>
4.	Evacuation Procedure	Janice Sander	<p>Members were given an Emergency Evacuation Procedures plan for them to review. Janice pointed out the closest exit in case of an emergency and the process to follow in case there is an incident.</p> <p>Members discussed the alarm sounds/messages for emergencies although due to the Board meetings being held after school hours there would be no audible alarm.</p> <p>Resolution: The Evacuation Procedures were noted as received.</p> <p>Moved: James McNeill Seconded: Michael Mischin</p> <p>Carried unanimously</p>
5.	Board's Purpose and Terms of Reference	Tracey Roberts	<p>Members were reminded of the College Board's purpose and responsibilities.</p> <p>The Terms of Reference was emailed to all members prior to the meeting for review. No changes have been made from 2016.</p> <p>Resolution: The Terms of Reference was noted as received by the Board.</p> <p>Moved: Wrolf Van Munster - Seconded: James McNeill</p> <p>Carried unanimously</p>

6.	Review of results against Business Plan targets	Rick Gendle	<p>Members were given an ‘Overview of Learning Area Reflections on College Focus Areas’ for Semester 2. This document is tied to the College Business Plan Targets and outlines what Learning Areas are putting in place to improve the targets in each of the three Focus Areas.</p> <p>2017 Year 12 Results - Rick presented the 2017 Year 12 ATAR results. In 2016 WACE reporting changed. This means most prior data regarding public school performance is no longer directly comparable. Apart from VET data, 2016 set a new baseline for comparisons. In 2017, nine students received an ATAR greater than 90. Jack Whitham, College ATAR DUX, received at ATAR of 98.25. Six students received a Certificate of Distinction and 18 students received a Certificate of Merit. Integrated Science was acknowledged for being in the top 15% of all schools who offer Integrated Science.</p> <p>Rick showed a PowerPoint presentation on our WACE results and how we compared to 2016.</p> <p>WACE Achievement – 90% of students graduated compared to DoE of 87.8% which is a good result. Due to Achievement Rate changes, it is now harder for students to achieve WACE. The College Attainment Rate and Median ATARs needs to improve and strategies are in place to resolve these areas. VET Completion rate of 93% was achieved. Rick explained why this result was lower than expected.</p> <p>At the end of Year 9, 42% of students had prequalified in the Numeracy NAPLAN. By the end of Year 12, this had increased to 94.7%. Reading had increased from 47.6% to 96.3% and Writing from 39.9% at the end of Year 9 to 97.4% by the end of Year 12. The College invests a lot of time and resources to help students successfully complete their OLNA.</p> <p>Michael Mischin asked if the pre-qualification results were a reflection on the schools the students are coming from and if the College should communicate with the schools the results that MSC has achieved with the extra resources. The Department of Education does not receive student NAPLAN data from private schools so this information does not get passed onto public schools. Michael noted that this information needs to be provided and should be mandated by the Department of Education. Michael will investigate further.</p> <p>Rick presented the Student Improvement Targets from the College Business Plan and elaborated on the results and the plans that have been put in place to improve the targets. MSC sits 14th out of 17 in relation to like ICSEA schools (private & public) based on the Year 9 NAPLAN results. Hayley noted that MSC students who have low NAPLAN bands are able to attempt ATAR courses so it will always be difficult to reach the targets.</p> <p>ACTION: Janice to contact Michelle Ostberg regarding the data required and will pass it on to Michael for him to investigate further.</p> <p>Resolution: The report on the 2017 Year 12 Results and Learning Areas reflection on College BP targets was noted as received.</p> <p>Moved: Wrolf Van Munster - Seconded: Michael Mischin Carried unanimously</p>
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7.	Principal's Report	Janice Sander	<p><u>Purchase of Flowers & Gifts for visitors</u></p> <p>Resolution: Members approved the purchase of flowers and gifts, at the Principal's discretion, up to the value of \$100.00 as per the Department of Education Gifts Policy.</p> <p>Moved: Hayley Hoskin- Seconded: Wrolf Van Munster</p> <p>Carried unanimously</p> <p><u>Policy Review on Assessment Policy</u> - To be deferred to 26 March – still under review.</p>														
8.	Finance Report	Rachael Ainge	<p>The Finance Report was presented to members. All members received a copy of the Preliminary One Line Budget, Preliminary Student-Centred Funding Statement, 2018 Minimum Expenditure Requirement, and Preliminary Cash Plan. Rachael talked to each document in detail.</p> <p><u>2018 Preliminary Budget</u> - Predicted enrolment was 840, after Census, Actual was 842. The 2018 budget will be confirmed on the Census figures and funding is expected in March or April. Members are able to view the Prices and Parameters document which breakdowns how the funding is allocated. The College is on track to spend the required 96% of the current budget.</p> <p><u>2018 Fundraising Proposals</u> - The College has three fundraising proposals for 2018. All will be Free Dress Days and funds raised will go to different charities – World's Greatest Shave, Kanyana Rehabilitation Centre and RU OK Day. Tracey would like the fundraiser days to be promoted to the local paper for community exposure.</p> <p><u>Finance Submissions</u> - The below Finance Submissions were approved at the first Finance meeting on 21 February.</p> <p>D2530 - Teaching Aids and Equipment</p> <table data-bbox="779 906 2063 963"> <tr> <td>Careers – Wall Mounted Pinboard</td> <td>\$ 550.00 (Careers will contribute \$200 from their budget)</td> </tr> <tr> <td>Arts – Dance Jazz shoes for performance</td> <td>\$ 1,100.00</td> </tr> </table> <p>D1660 - Minor Works</p> <table data-bbox="779 1038 1547 1096"> <tr> <td>Phys Ed – Abseiling anchor points</td> <td>\$3,500.00</td> </tr> <tr> <td>Arts – Aerosol can storage</td> <td>\$1,107.00</td> </tr> </table> <p>D1787 – Building Fabric & Infrastructure</p> <table data-bbox="779 1155 1563 1238"> <tr> <td>Phys Ed – Security gate to bus shed</td> <td>\$1,500.00</td> </tr> <tr> <td>Woodwork – Roller shutter door</td> <td>\$3,900.00</td> </tr> <tr> <td>Phys Ed – Bus Shed enclosure storage</td> <td>\$8,000.00</td> </tr> </table> <p>Resolution: The Finance Report was noted as received. The 2018 Budget Report was signed by the Chair of the Board and the original filed with Finance Minutes from 21 February 2018.</p> <p>Moved: Wrolf Van Munster- Seconded: Brian Piper</p> <p>Carried unanimously</p> <p>ACTION: Julie Ayers to ensure the Fundraising Free Dress Days are promoted on Facebook and the local newspaper.</p>	Careers – Wall Mounted Pinboard	\$ 550.00 (Careers will contribute \$200 from their budget)	Arts – Dance Jazz shoes for performance	\$ 1,100.00	Phys Ed – Abseiling anchor points	\$3,500.00	Arts – Aerosol can storage	\$1,107.00	Phys Ed – Security gate to bus shed	\$1,500.00	Woodwork – Roller shutter door	\$3,900.00	Phys Ed – Bus Shed enclosure storage	\$8,000.00
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9.	Alumni Report	Janice Sander	Alumni Quiz Night - Janice explained that due to varying circumstances, the Alumni Quiz Night has to be postponed. Jacqui will drop off any paperwork or prizes she has for the Alumni Committee members. The Alumni committee may investigate an ex-student who has completed an Events Coordinating course to help organise the quiz night. Tracey suggested approaching Steve Chapman or Michelle Hoad to see if there is a way it could be incorporated into a course component at their TAFE or Uni. Tracey also suggested contacting Bunnings, The Good Guys, local florists, beauticians and other local business for prizes. Janice will advise at the next Board meeting if the quiz night will be run. The tentative date is Saturday, 23 June.
10.	Student Council Report	Tahlia Kabelka & Caitlin Barnes	<p>The students updated members on what the Student Council have done so far this year. They also spoke about the successful College Ball which was held on Saturday, 24 February at the Perth Convention and Exhibition Centre. Numbers were lower than usual due to a number of factors. They are yet to hold a debrief regarding the Ball.</p> <p>Michael Mischin asked if this was the normal timing for the ball. The College is trying to find the best time to hold the event so it doesn't impact students' studies. The date will be reviewed for 2019.</p> <p>Mentor Representative Assemblies is a new initiative this year which gives students from each Mentor an opportunity to voice any suggestions/concerns/thoughts on academic and social issues. After the first meeting, it was decided that an Agenda of topics to be discussed be issued to all Mentors prior to the meeting so Mentor classes can have an active discussion on the topics and then feedback can be taken to the next meeting.</p> <p>ACTION: The Student Council to present Ball feedback at the next Board meeting after they have held their debrief meeting.</p>
11.	Correspondence In / Out	Tracey Roberts	None
12.	Meeting Dates for 2018	Tracey Roberts	<p>The meeting dates for the remainder of the year were decided.</p> <ul style="list-style-type: none"> • Term 1 – Monday, 26 March @ 4.00pm • Term 2 – Monday, 21 May @ 4.00pm • Term 3 – Monday, 13 August @ 4.00pm • Term 4 – Monday, 3 December @ 4.00pm <p>Resolution: The 2018 College Board meeting dates were approved. Moved: Wrolf Van Munster - Seconded: James McNeill Carried unanimously</p>
13.	General Business	Tracey Roberts	Tracey thanked the College for their support for the Queen's Baton Relay which was held on Monday, 26 February. It was a huge success and was wonderful to see so many students out cheering on the baton bearers.

CHAIR SIGNATURE
AND DATE:

MEETING
CLOSED:

5.55pm

NEXT
MEETING:

Monday, 26 March @ 4.00pm