

SCHOOL BOARD MEETING MINUTES

Date: Monday 1 November 2021

Venue: Conference Room

Time: 6.00 pm – 7.00 pm

Meeting Opened: 6.00pm by Hannah von Ahlefeld, Chair

- **Attendance and Apologies**

Present: Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Louis Cheeseman (Student Services Manager), Sasha Brennan (Teacher), Barbara Kamarudin (Teacher), Rebecca Newton (Parent), Kristian Ravn (Parent), Vilko Poznovia (Parent), Martin Flaig (Parent), Paul Stone (Parent), Helen Egeberg (Community Member)

Apologies: Justine Avenell (Manager Corporate Services), Albert Jacobs (Community Member)

Minutes: Peter Lillywhite

1. **Acknowledgement of Country and Welcome**

Ethan Tsapazi presented the acknowledgement of country. We respect and honour the traditional custodians of this land, the Whadjuk Noongar people. We acknowledge the histories, traditions and living cultures of Aboriginal and Torres Strait Islander peoples on this land and commit to building a brighter future together.

Hannah von Ahlefeld welcomed all members to the meeting, in particular Year 11 students, Luci Breen, Ethan Tsapazi, Andrew Chan and Archer Key. She congratulated the school on organising a host of successful events in recent weeks, including Arts Week, Interschool Carnival, Year 12 Presentation evening and Cadets Parade.

2. **Introducing the Head Boy and Head Girl for 2022: Luci Breen and Ethan Tsapazi, with Andrew Chan and Archer Key, who would like to present “an idea” to the Board.**

The School Board congratulated students on their new roles in Year 12 and provided feedback on the following two ideas:

- **Digital Suggestion Box.** This box would be used by all students, who would submit ideas electronically and be identifiable via a student login. Each idea would be reviewed by a Student Voice Committee. The student submitting would be accountable to the idea, making them agents of change and improvement at the school. The Board suggested integrating a feedback loop at each stage of the process; continuing to involve students whose ideas were accepted in the process and encouraging them to lead the project; and explaining to other students why their ideas were not accepted. A staged introduction to demonstrate proof of concept was also discussed.

- **Student assessment calendar.** The calendar would show assessments for ATAR students across the entire school year. Currently, calendars show two weeks in advance, making it difficult for students to plan ahead, especially during high volume assessment periods. The calendar also has the potential to provide staff a view of all assessments throughout the year and where students experience high volume assessment times. The Board all agreed on the benefits of this system.

Hannah thanked students for their presentation and Louis Cheesman for his exemplary efforts to support the school leadership team. Louis suggested that Hannah prepare letters of thanks to all presenters and letters of congratulations for new Head Boy and Head Girl.

3. **Minutes of Previous Meeting – 8 September 2021.** The minutes of 8 June 2021 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Martin Flaig and Paul Stone. All in favour.
4. **Matters Arising:**
 - a. **Update on school building project.** Pete presented 3 site plans showing the locations of the two new buildings for General and Science. The Board voiced concerns about the lack of innovation in planning and design, and limited opportunity for future enrolment growth. Hannah and Pete will run a workshop for staff and students after school on 9 November to develop a shared vision and understanding of what we want learning to look like in the new school environment. Peter has invited students and staff, and will contact the Department to invite those on the PCG. Hannah will also present the plans to local members.
 - b. **School Business Plan 2022-24: Next steps.** Nothing new to report so discussion will be deferred to the next meeting.
 - c. **Duncraig SHS Foundation and Alumni update.** Hannah reported that attempts to gain support from past school executive staff to Chair the Foundation were unsuccessful. She also prepared and sent a letter to a number of contacts to enlist a volunteer to develop the Alumni database. The Board suggested a call out to the community and possibly start with building the Alumni first.
 - d. **Sundowner with School Board Chairs and P&C Presidents of Duncraig SHS partner schools** is scheduled for 12 November 2021. The objective is to foster positive relationships with our surrounding schools, complementing the existing transition program co-ordinated by Year 7-8 Student Services Manager, Pamela Konijn. Hannah reported that several schools and Duncraig SHS staff will attend. Board asked Hannah to send invitations to Caitlin Collins MLA, Member for Hillarys, and Paul Lilburne MLA, Member for Carine.
5. **Correspondence:** Nil correspondence In and out
6. **Committee Reports:**
 - a. **Finance (J. Avenell).** The Board approved the **2022 Subject Contributions, Charges, Additional Costs and Personal Items Lists** (as follows) subsequent to the meeting (see Attachment A) as some School Board members did not receive the attachments.
 - i. 2022 Summary Learning Area Subject Costs – breakdown of every subject run in the school.
 1. Students in year 7 and 8 will be charged no more than \$235 for all subjects.

2. Students in year 9 will be charged no more than \$235 for Maths, English, HASS, Science, Phys Ed, Health and Languages. All elective charges are additional as per the Summary Learning Area Subject Costs Budget worksheet.
 3. Students in year 10 will be charged no more than \$235 for Maths, English, HASS, Science, Phys Ed, and Health. All elective charges are additional as per the Summary Learning Area Subject Costs Budget worksheet.
 4. Students in year 11 and 12 will be charged for all subjects as per the attached Subject Charges worksheet.
- ii. Year 7 – 12 PIL Draft
 1. Student Personal Items Lists (booklists) for years 7-12 are as per attached. Families can purchase the requirements from any outlet. Costs of supplies have been kept to a minimum.
 - iii. Additional Costs
 1. By subject and by cohort maximum cost of extra charges for activities such as School Ball, Graduation, Excursions, Camps, Materials etc.

Hannah proposed that the Board accept the 2022 Subject Contributions, Charges, Additional Costs and Personal Items Lists. All in favour.

- b) **Finance Committee minutes acknowledgement (J. Avenell).** minutes 28 October 2021 were acknowledged.

Suggestion to create a storage solution for School Board documents, such as Drop Box or One Note.

- c. **Principal's report** (P. Lillywhite). Pete outlined staff movements and the plethora of events and activities in Term 4, including the successful Inter-School Sports Carnival, where the school maintained its position in A division. An audit was conducted last week, where, thanks to the excellent work of Justine Avenell and her team, the school almost earned a rare "Excellent" grade. The Board discussed issues around student and teacher vaccinations, in addition to notification of vaccination scheduling for Board members.

Hannah proposed that the Board moved to accept the principal's report. This was seconded by Rebecca Newton and Vilko Posnovia. All in favour.

7. **National School Opinion Survey (NSOS): Summary of review of staff, parent and student data by senior staff and target areas for 2022.**

Item is deferred to next meeting due to time constraints. Additional findings from the NSOS survey data by year level will be emailed to all board members by Peter Lillywhite.

8. **Facilities, Amenities and School Grounds Subcommittee Terms of Reference**

Hannah put forward a draft Terms of Reference (TOR), based on the TOR from Bob Hawke College, and requested feedback from the Board at next meeting regarding:

- Engagement strategy
- Composition and skills of sub-committee.
- Design principles underlying educational vision in next School Business Plan (to be explored at the workshop)
- Clarity of design and education brief and specifications

- Developing of “Workplan” for the Sub-committee (Pete to request this from John Burke, Bob Hawke College)

9. Any Other Business:

- a) Partner School Transition Network Meeting, Term 1 2022.** Hannah reported that this successful event, which first took place in 2021, supported by the School Board, will take place in early 2022. Board members are welcome to attend.
- b) Proposals for future School Board meetings.** Hannah invited the School Board to reflect on forming sub-committees or Working Groups to report every second meeting (once per term). Three sub-committees were discussed and agreed:
 - i. Opportunities for Students
 - ii. Growth and Alumni
 - iii. Building and Grounds.

Hannah will create some dot points on the objectives of each Working Group, and Board members will select their preferred working group by the next meeting. It may be necessary to nominate additional Board members to fulfil all roles.

2021 – School Board Meetings – Monday @ 6pm

29 November 2021

Meeting Closed: 8.00pm by Hannah von Ahlefeld, Chair

Minutes - 1 November 21 REV2

Financial Services Directorate**School Compliance Review Report
2021**Department of
Education**SCHOOL DETAILS:**

School Name	Duncraig Senior High School (IPS)
School Code	4129
Region	North Metro
Principal	Peter Lillywhite
Commence Review	18/10/2021
End Review	22/10/2021
Compliance Officer	Jenny O'Connor

ASSESSMENT OF CONTROL ENVIRONMENT

SYSTEM/CONTROL AREA	ASSESSMENT
	DESCRIPTION
1 Receipting and Banking System	Good
2 Purchasing and Payment System	Satisfactory
3 Governance and Accountability System	Excellent
4 Asset Management System	Excellent
5 Human Resources System	Excellent
OVERALL ASSESSMENT In Compliance's opinion based on the testing the School's assessment is	Good

CERTIFICATION

As Principal, I have discussed the results of the School Compliance Review with the Compliance Officer and will address all matters raised that require attention.

PRINCIPAL'S SIGNATURE

DATE

22/10/21

COMPLIANCE OFFICER'S
SIGNATURE

DATE

22/10/21

COMMENT (if applicable)

Attachment 1. Approval of 2022 Subject Contributions, Charges, Additional Costs and Personal Items Lists

Subject: Re: URGENT! Approval for 2022 Subject Contributions, Charges, Additional Costs and Personal Items Lists for approval by the Board (Flying Minute)

Date: 20 November 2021 at 7:03:01 am AWST

To: Albert Jacob <Albert.jacob@joondalup.wa.gov.au>, Rebecca Newton <newton@wn.com.au>, Martin Flaig <martin.flraig@gmail.com>, Sasha Brennan <sasha.brennan@education.wa.edu.au>, Helen Egeberg <h.egeberg@ecu.edu.au>, Barbara Kamarudin <barbara.kamarudin@education.wa.edu.au>, Louis Cheeseman <louis.cheeseman@education.wa.edu.au>, Paul Stone <paul@callidumconsulting.com.au>, Vilko Poznovia <vilko.poznovia@datacubegroup.com.au>, Pete Lillywhite <peter.lillywhite@education.wa.edu.au>, Kristian Ravn <bkravn@iinet.net.au>

Cc: Justine Avenell <justine.avenell@education.wa.edu.au>, Jane Street <jane.street@education.wa.edu.au>

Good morning!

Thanks to everyone for approving. We'll modify the minutes for approval at the next meeting.

Kind regards,

Hannah

From: Hannah v. Ahlefeld <hannah@ahlefeld.com>

Date: Wednesday, 17 November 2021 at 7:12 am

To: Albert Jacob <Albert.jacob@joondalup.wa.gov.au>, Kristian Ravn <bkravn@iinet.net.au>, Rebecca Newton <newton@wn.com.au>, Martin Flaig <martin.flraig@gmail.com>, Sasha Brennan <sasha.brennan@education.wa.edu.au>, Helen Egeberg <h.egeberg@ecu.edu.au>, Barbara Kamarudin <barbara.kamarudin@education.wa.edu.au>, Louis Cheeseman <louis.cheeseman@education.wa.edu.au>, Paul Stone <paul@callidumconsulting.com.au>, Vilko Poznovia <vilko.poznovia@datacubegroup.com.au>

Cc: Pete Lillywhite <peter.lillywhite@education.wa.edu.au>, Jane Street <jane.street@education.wa.edu.au>, Justine Avenell <justine.avenell@education.wa.edu.au>

Subject: URGENT! Approval for 2022 Subject Contributions, Charges, Additional Costs and Personal Items Lists for approval by the Board (Flying Minute)

Good morning everyone,

We require your urgent approval (flying minute) by **COB Friday 19 November** on the **2022 Subject Contributions, Charges, Additional Costs and Personal Items Lists**, the paperwork for which not all Committee members had received at the last meeting. You should all have these documents now, attached again for you below. These lists must be provided to parents prior to 31 November 2021.

Could you please provide by way of reply to this e-mail your approval for EACH of the following fees and contributions?

1. 2022 Summary Learning Area Subject Costs – breakdown of every subject run in the school.

- Students in year 7 and 8 will be charged no more than \$235 for all subjects. **APPROVED**
- Students in year 9 will be charged no more than \$235 for Maths, English, HASS, Science, Phys Ed, Health and Languages. All elective charges are additional as per the Summary Learning Area Subject Costs Budget worksheet. **APPROVED**

- Students in year 10 will be charged no more than \$235 for Maths, English, HASS, Science, Phys Ed, and Health. All elective charges are additional as per the Summary Learning Area Subject Costs Budget worksheet. **APPROVED**
- Students in year 11 and 12 will be charged for all subjects as per the attached Subject Charges worksheet. **APPROVED**

2. Year 7 – 12 PIL Draft

- Student Personal Items Lists (booklists) for years 7-12 are as per attached. Families can purchase the requirements from any outlet. Costs of supplies have been kept to a minimum. **APPROVED**

3. Additional Costs

- By subject and by cohort maximum cost of extra charges for activities such as School Ball, Graduation, Excursions, Camps, Materials etc. **APPROVED**

With thanks and kind regards,

Hannah

Hannah, Kristian, Rebecca, Vilko, Paul, Louis, Barbara, Sasha, Ma... 7:03 am
URGENT! Approval for 2022 Subject Contributions, Charg... Sent - Ahlefeld 12 ✓
Good morning! Thanks to everyone for approving. We'll modify the minutes for approval at the next meeting. Kind regards, Hannah

Hannah v. Ahlefeld 7:03 am
Good morning! Thanks to everyone for approving. We'll modify the minutes for...

Kristian Ravn 18/11/21
Approved, apologies for delay. From: Hannah v. Ahlefeld <hannah@ahlefeld.co...>

Rebecca Newton 18/11/21
Approved, thanks Beck Sent from my iPhone Hi Hannah, Approved. Vilko Pozn...

Vilko Poznovia 17/11/21
Hi Hannah, Approved. Vilko Poznovia Principal Data Cube Group From: Paul Co...

Paul Stone 17/11/21
Hannah, I'm happy to approve all. Kind Regards, Paul paul@callidumconsulting....

Louis Cheeseman 17/11/21
Approved for me as well. Regards Louis Cheeseman Associate Principal Yr 9 &...

Barbara Kamarudin 17/11/21
Approved Kind regards Barb Kamarudin 2IC - Science 22 Sullivan Road, Duncr...

Sasha Brennan 17/11/21
approved Regards Sasha Brennan STEAM Coordinator Teacher of Mathematics...

Martin Flaig!! 17/11/21
Hi Hannah, Approved. Regards, Martin

Albert Jacob 17/11/21
Happy to approve Hon. Albert Jacob Mayor - City of Joondalup Post: PO Box 2...

Helen Egeberg 17/11/21
Approved Dr Helen Egeberg | Master of Teaching Coordinator (Secondary Edu...

Hannah v. Ahlefeld!! 17/11/21
Good morning everyone, We require your urgent approval (flying minute) by C...