



GENERAL MEETING OF THE SCHOOL BOARD

Date: Tuesday 11 August 2020

Venue: Conference Room, DSHS

Present: David Ford (Chair), Peter Lillywhite (Principal), Steve Galvin, Louis Cheeseman, Justine Avenell (Manager Corporate Services), Helen Egeberg (Community Member), Sasha Brennan (Teacher), Barbara Kamarudin (Teacher), Rebecca Newton (Parent), Kristian Ravn (Parent), Hannah Von Ahlefeld (Parent), Vilko Poznovia (Parent),

Minutes: Jane Street

Meeting Opened: 6.00pm by David Ford, Chair

1. Welcome

To all Board members

2. Apologies

None

Kate Walawski did not attend meeting

3. Minutes of Previous Meeting

The previous minutes of 16 June 2020 were proposed by David Ford to be signed as true and correct. This was seconded by Rebecca Newton. All in favour.

4. Matters Arising from Previous Minutes

The updated Terms of Reference and Code of Conduct were issued to all members. The Code of Conduct was signed by members and filed.

5. Correspondence

Letters out: -None

Letters in: Email received from Hannah and Vilko regarding school funding. Please see AOB.

6. Committee Reports

(1) Finance Report – Justine Avenell

Justine presented the Finance Report. Key points were:

- Total expenditure on our response to COVID-19 is \$204 633. We have received \$122 467 from the DOE; the loss being absorbed by the salary surplus.
- We have received 100% of our funding from the department for the 2020 One Line Budget.
- The salaries budget currently has a surplus as relief staff were not required to cover staff for excursions or PD due to COVID
- Voluntary contribution collection rate to date is 59.07%, up from 52.7% in June and under compared to 67% in July 2019.
- Debt collection processes have recommenced with statements being prepared and debt recovery contractor contacted.

- Discounts and refunds have been applied to subjects due to Covid restricting the activities some students could participate in.
- 52% of budgeted expenditure has been spent. Anticipated charges and contribution revenue is 84%.
- 2021 budget planning will commence shortly. We have been informed that our advised that our iMac labs are 7 years old and struggling. Replacement cost of approx. \$140 000 will be needed between 2021-2023. The contract on 6 Fuji Xerox photocopiers comes to an end in 2021 and will need to be replaced with a cost of approx. \$78 000.

Bank Accounts:

• Cheque account	\$1,181, 608.47
• Investment	\$764,637.91
• Building Fund	\$14,238.892

- Questions:
Q. What does the asset register look like?
A. Currently doing a stocktake so we will know more once complete.
Q. Where does the money come from to fund replacements?
A. This comes from the student centre funding.

(2) Principal's Report - Peter Lillywhite

Peter presented a review of 2020 to the Board. (attached).

Key points:

- We are operating as normal! All camps, excursions and competitions are back and we are able to have year group assemblies as required. Student behaviour also improving.
- The Department completed a facilities audit last year and have allocated money to upgrade the D&T building. \$850k will be spent to replace the flooring, install new dust extraction, upgrade welding bays and add more power outlets. This will take place during term 4 and the summer holidays.
- Duncraig has been allocated \$1M for infrastructure upgrades for refurbishment of the Gym from the stimulus package given by the government. Pete has expressed his disappointment to the Deputy DG for the lack of consultation and the inequity of the allocation. They are meeting Wednesday 12th August to discuss. We will be asking for an architectural building scope. This will help us to make some changes ourselves without being concerned it may need to be undone at a later stage.
- Associate Principal Steve Galvin has been now appointed permanently to Duncraig SHS. We are very pleased to have Steve as part of our Executive and look forward to many years of good service. We have advertised for a permanent Associate Principal, starting in 2021, to replace Andrew Hill. This position will focus on Teaching and Learning and developing the capacity of our teachers. We will also be recruiting a Level 5 ICT manger.
- We had a number of new staff join us at the beginning of Semester 2: Kevin Wilson in HASS, Alex Raszkwajski in Maths, Tessa Schoeman in IT / Business and Monique Wesley in Admin / HR. We say good bye to Stephanie Green in Maths who has moved to Margaret River and to Judy Shand from Home Ec who has retired.
- Teach Well – This is a program which provides support for teachers and school leaders to improve outcomes for students in the classroom. We have 5 teachers currently involved in the program and are looking to run the program long term.

- David moved to accept both reports. This was seconded by Rebecca Newton.

7. Maximising our ATAR Results

- Revision classes run by an external agency Academic Task Force
 - Available to all students
 - Courses run in the beginning of Term 3 to help consolidate teaching and examination preparation
- Revise on-line
 - Students sign up to an online program – Year 11 and 12
 - Student can access a Senior School Subsidy of \$100 per annum for courses and books etc
 - All aligned with SCSA program
- Reflection and goal setting
 - Sally Topley and Kate Hewitt – external mentors meet with every Year 12 student in Semester 1 and 2.
- Mentoring
 - Students are mentored by Student Services managers, A/P and VET coordinator regarding courses and pathways, study techniques, motivation
 - Students are review three times per year
- Breakfast Club and Aspire Club
 - Focus on high performing students
 - Guest speakers are brought in to motivate students
- Participate in Scholarships programs for our school
 - Scholarship from universities, ADF, Industry leaders
- Meeting with early offer students
 - Outlined the scaling and moderation process for students to maintain their marks
- Questions:

Q. Are other schools doing similar?

A. Yes they are offering similar programs as they are all competing for great results. At DSHS, we are trying to grow a culture of excellence. We are looking at classroom practice to get teachers to inspire students to do well and to build internal pride. We would like to expand the Breakfast Club to all students and bring in employers and universities etc to speak to students to inspire, motive and encourage.

Board members Suggested the following options:

- Progress reports – to show where students stand in relation to the rest of the cohort for both assessments and overall in subject areas
- Senior school students to talk to younger students to motivate and offer advise on how to study and how to prepare for assessments and exams.

8. Preparation of External School Review

- We have received the new date for the school review - Week 8 Term 4.
- The Board's review will come under the section of 'Community and Partnerships'. We need to look
 - at how the board ensures we are meeting governance
 - what conversations do we have at meetings to review data etc. e.g. workforce management, how we maximise our ATAR results.

- What areas would the Board like further information on? We have lots of experts on site who can give presentations on areas where more information is required.
- Pete will email a self-assessment survey to board members to complete before the next meeting.
- We will then prepare a self-assessment schedule.

9. School logo update

The school is currently upgrading and modernising the school logo. After discussions with a graphic designer, a proposed design was brought to the Board. The Board felt:

- that the logo was leaning more towards company branding rather than that of a school.
- the shape of the logo was unusual and two members commented that it looked like a skull and crossbones.
- the word 'Duncraig' was too big and prominent
- the CARE, ENGAGE, EXCEL should remain as part of the logo and not be separated.
- students should take part in the process so they would embrace the change.

Pete advised members that these comments would be taken on board.

10. Dress Policy

We have recently had some students arrive at school with some extreme hairstyles - Mohawks, colours etc. and therefore we would like to amend the school dress policy. Whilst not wanting to promote the issue or have a complete blanket ban on hair colouring and styles, we would like to change the wording in the policy to 'students will avoid extreme hair colouring and styles' and students 'Must be neat and wear the uniform in the manner it should be intended worn'.

The Board agreed to the amendment. The policy will be updated accordingly.

11. Any other Business

- National Criminal Check – reminder to update your national criminal check.
- Both the P&C and Board are concerned about the lack of funding the school is receiving following the Premier's recent announcement. \$1m has been allocated to Duncraig to refurbish the Gym. More funding is desperately needed to upgrade and extend facilities for current and incoming students over the next few years. Both the P&C and Board would like to take action by petitioning parents into contacting the Premiere to voice their disappointment. As discussed earlier, Pete is meeting with Deputy DG on Wednesday 12 August and so he requested they put this on hold off until after the meeting.

12. 2020 Meetings

Tuesdays at 6pm on the following dates. Please add to your calendars

8 September

3 November Open meeting

8 December

Meeting Closed at 7.45pm