



GENERAL MEETING OF THE SCHOOL BOARD

Date: Tuesday 14 September 2020

Venue: Conference Room, DSHS

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

Minutes: Jane Street

Meeting Opened: 6.30pm by David Ford, Chair

1. Welcome

To all Board members

2. Apologies

Helen Egeberg (Community Member)

3. Student Presentation – Delphine Roose and Richard Chin – Our 2020

- Events
 - The Athletics Carnival was held on Tuesday 8 September and students reported that they had a great day and enjoyed the competitive spirit.
 - The Year 11 River cruise will be held on Tuesday 22 September and students are very much looking forward to this as they have not had many excursions due to COVID
 - Year 11- 12 student council elections take place on Tuesday 22 September.
 - Year 11 exams will be held in weeks 4 and 5 of term 4
- Impact of COVID
 - Students missed between 2-6 weeks of school and although most students coped well some students have struggled to keep up with their studies.
 - Students feel there is a lack of academic help for disadvantaged or poor performing students. Breakfast club students have access to additional revision classes and masterclasses are available to academically successful students. Students felt that something needs to be available for all students so they can increase their marks and improve motivation. Course specific study sessions would be a valuable tool for all. Sessions could be held in flexitime when there is nothing planned.
 - Extra-curricular skills – students feel they lack practical life skill when leaving school. They suggested using unused excursion budgets to fund First aid training, financial set up such as tax filing and resume skills
- Student council concerns
 - Due to COVID the students feel that they have not been able to influence change or make decisions. Although they have been involved with organising the River Cruise excursion and arranging the leavers jackets for 2021, they felt they would have liked to do more.

- They also felt they lacked presence in the school particularly by the lower year groups due to the use of the common room.
- Questions to the Board
 - Are there any extracurricular activities you wish to see in the school?
 - More physical activities on a Wednesday after school or during flexitime e.g. yoga, dance
 - More interschool and interhouse sports competitions to build and create the competitive spirit amongst houses
- Questions from the Board:
 - What is your view of a student council?

The students believe they should represent the views and interests of our year and act accordingly to fulfil these interests. They explained that they attended a Leadership Camp in Term 1, the aims of which was to bring student leaders together to discuss their roles and responsibilities and plan events for the year ahead. Unfortunately, due to COVID they have not been able to bring these ideas and events to fruition.

The board thanked students for their presentation.

4. Discussion with Tony Krsticevic and Peter Katsambanis

Pete informed the Board that he had met with Mayor Albert Jacobs on 28 August to seek his support with gaining traction to get an upgrade for the school. In turn, he contacted Tony Krsticevic and Peter Katsambanis who set up a meeting with parent and community board members and P&C members. This meeting was held prior to the Board meeting 14 October and gave both parties the opportunity to share their disappointment of the lack of funding and consideration of our school. The meeting was highly productive and Tony Krsticevic agreed to present a grievance speech in parliament on the 24 September outlining our issues and identifying the needs of the school. The hope is that this can influence the Government to include a Duncraig building project into the budget next month.

Pete also reported that he had met with the Deputy Director General and the Director of Infrastructure on 12 August. They too agreed that we need to prioritise the school in the immediate future to upgrade our build capacity. He then met with the Department of Capital Works and Maintenance Consultant to discuss our concerns and plan an overall scope for the school going forward. This will be taken to the Education Minister for consultation. The plan involves a complete renovation of the Technologies block, repurpose the Gym to a Performing Arts centre, a new science block, new classroom block and new gym. This would bring our build capacity to 1800 students.

David reported that both he and Pete met with Caitlin Collins, WA Labour candidate for State election, on 8 September to discuss our concerns for an upgrade and to give her a tour of the school. As a teacher herself, at Scotch college, she could clearly see our need for improvements. She has agreed to take our concerns on board and to invite Sue Ellery, Minister for Education to visit the school.

5. Minutes of Previous Meeting

The previous minutes of 11 August 2020 were proposed by Kristian Ravn to be signed as true and correct. This was seconded by Barb Kamarudin. All in favour.

6. Matters Arising from Previous Minutes

- Preparation of External School Review
 - **Self-Assessment Survey** - Thank you for completing the School Board survey. Unfortunately, there has been a complication downloading the reports. As soon as they are available Jane

will forward via email. This survey will be completed every three years with a shorter, simpler version being completed every year.

- **Self-Assessment schedule** – Pete issued a copy of the schedule to members. Members agreed they would like to get feedback and reports from specialised staff in the following areas over the year:
 - Student improvement Progress - WACE, ATAR, Certificate courses, NAPLAN and OLNA
 - Teacher quality – Participation in Professional learning and Teacher Quality (on line school survey results)
 - Learning environment – Student Engagement (WHITS survey results) and Wellbeing (on line school survey results)
 - Leadership – in particular student leadership
 - Relationships and Partnerships - assistance with preparing the Annual Report
 - Resources – Finance, information is given at all meetings by Justine Avenell and Staffing/recruitment, Steve Galvin presented details of the Workforce Plan at the meeting held on 16 June.

- **School logo update**

Following on from the discussion at the last meeting an expression of interest was sent out to all staff to form an advisory committee. This group met and have made their recommendations. Justine and Pete will be meeting with community members of the P&C and School Board on Wednesday 16 September to discuss and get their recommendations. In Term 4, they will meet with students before a final decision is made.

7. Correspondence

None

8. Committee Reports

a) Finance Report – Justine Avenell

Justine presented the Finance Report. Key points were:

- COVID expenditure – to date our current COVID expenditure is \$204,000, Income \$125,000. The loss of \$78,000 has been absorbed.
- We have received all our funding for the One-line budget 2020.
- Current salary surplus is \$400K.
- Voluntary contribution collection rate has increased to 70%
- The 2021 budget is being prepared and we are in a good position. Subject costings will be presented to the Finance Committee on 29 October for approval before being presented to the Board
- Month by month comparison of our cheque account and investment accounts have been analysed for 2018 – 2020. The sharp reduction in 2018 was due to funding of the pavilion, resurfacing of basketball courts and air conditioning works. The drop in August 2019 was due to purchases of Campion E book licences and the drop in early 2020 was due to the staff and student bathroom upgrades.
- Some large expenditure is expected next year on equipment as we have to replace photocopiers and computer equipment and software in our media labs to keep up with industry standards.
- Bank Accounts:
 - Cheque account \$1,143,423.34
 - Investment \$764,800.26
 - Building Fund \$14,465.70
- Finance Committee minutes of Thursday 3 September were noted.
- Questions:
 - Does the school buy or lease large equipment?

We look at both options. Buying enables us to spread costs over a longer period as we can ensure equipment is serviced and well maintained. Leasing ensures equipment remains up to date, however, restricted to life of the lease rather than life of the equipment.

b) Principal's Report - Peter Lillywhite

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

Key points:

- Pete met with the Deputy Director General and the Director of Infrastructure to discuss our concerns He has also met with Mayor Jacobs and Caitlin Collins who have all been very helpful. (see item 4)
- Predicted enrolments for next year stand at 1731 students
- Staffing – we have just completed interviews for a new Associate Principal, Year 7 & 8 and Teaching and Learning portfolio. We are also seeking a Level 3 Program Coordinator for Teaching and Learning to assist the Associate Principal, a Level 5 ICT Manager, Head of Department for Languages and approximately 10 additional staff over all areas.

9. Open Meeting - 3 November

Notice of the upcoming open meeting will be emailed to all parents 14 days before. Parents will be asked to RSVP so we can arrange an appropriate room. Agenda to be prepared and will include the Board survey data.

10. Any Other Business

- David has messaged and emailed Kate on numerous occasions but has not received a response. David requested support to write to Kate to terminate her membership of the Board. Under the Terms of Reference, 'the Board may remove a person as a member of the Board on the grounds that the person has been absent, without leave or excuse, from three consecutive meetings of which the member has had notice'. As this is the case, members agreed that David should write to Kate to thank her for her service on the Board.
- Members were asked to think about the type of skillset we would need to fill the community based position above and to put forward any recommendations they may have at the next meeting.
- David advised the board that his term as chair is coming to an end at the end of the year. He is happy to step down from the position if there are any interested parties to take over. He is also happy to remain as chair. Should anyone be interested, please contact Pete or Jane.

11. 2020 Meetings

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

3 November Open meeting

8 December Please email preference of venue

Meeting Closed at 7.50pm