

SCHOOL BOARD MEETING MINUTES



Date: Monday 16 May 2022
Venue: Conference Room and Online
Time: 6.00 pm – 7.00 pm

Attendance and Apologies

Present: Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Sasha Brennan (Teacher), Vilko Poznovia (Parent), Martin Flaig (Parent), Sally Ann Murphy (Teacher)

On Line: Kristian Ravn (Parent), Justine Avenell (Manager Corporate Services), Rebecca Newton (Parent), Louis Cheeseman (Student Services Manager), Aaron Gibson (Teacher)

Apologies: Paul Stone (Parent), Barbara Kamarudin (Teacher)

Minutes: Jane Street

1. Acknowledgement of Country and Welcome

Sally Ann Murphy (Teacher)

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.

2. Student Leadership Portfolios – Archer Key, Ethan Tsapazi and Andrew Chan

- Students presented the list of student portfolios and the student councillors involved in each.
- Student Voice, the biggest portfolio, gives our students a voice to discuss issues around the school. A suggestion form is available on SEQTA
- Students like the idea of having their say but are a little unsure of the process – this will be clarified going forward and more information will be added to the student forum.
- Portfolio groups will liaise with other groups in the school where applicable such as the Climate Crew and LGBTQ+.
- Mission statements for each portfolio are being prepared
- The Board will be able to assist when preparations are finalised, for example with Alumni, and suggested that students place an article in the end of term newsletter explaining what they are doing
- The Board thanked all three students for their attendance

3. Change of House Names and Reviving House Spirit

Sally Ann Murphy (Teacher) representing the RAP Committee made the following proposal to the Board:

- House names to carry the Noongar names for animals native to the south west of Australia.
- Students will vote for four mascots they would like to represent their fractions. This will be followed by an art contest for banners or an indigenous art project. Elder involvement and assistance will be needed as students consider colour, traits and personability.
- This project will increase student connection to their house and improve house spirit. It will also continue to build cultural responsiveness and imbed the Noongar culture into our school culture.

- Great support from staff and Executive team
- Planning to introduce new house names in 2023. It will then be added to the Physical Education uniform and rolled out for 2024.

The Board approved the plan for the new Duncraig SHS House names and look forward to hearing more. The Board would also like to align this with the public art work (Percent for Art Scheme) as part of the building project.

4. Minutes of Previous Meeting – 4 April 2022

The minutes of 4 April 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Vilko Poznovia. All in favour.

5. Matters Arising

Update on school building project

- The design phase is progressing quickly, with the design of the two new blocks almost complete and interior requirements, room designs and equipment currently under review
- Office spaces will allow for extra growth
- Great discussions and involvement with Learning Areas
- Renovation spaces also progressing, and the feeling is positive that these works will be completed despite budget restraints
- The draft brief prepared by arts consultant Paola Anselmi for the Percent for Public Art Scheme was discussed with the Arts Advisory Committee composed of Pete, Hannah, and staff and students from the Climate Crew, RAP and the Arts team. The brief was not well received by the school. Suggestions were made and the brief is to be reviewed in a meeting scheduled for the end of May.
- Stage 2 of the School Building Project still being discussed as an option

Date of Open Meeting with other community event

- Presentation of building plans to the school community, which was proposed on the same evening as the Open Meeting, is not permitted at this stage.
- An alternative option of an Open Meeting with a Q&A with the Principal was suggested and agreed for 5 September 2022.
- Hannah reported that responses from the P&C's Family Engagement Survey indicated strong support for a Year 7 BBQ, which would be rescheduled due to cancellation by COVID for later in the year.

Update on Working Groups

- School Board working Groups
Alumni working group to meet in June
- School Board Community member
Caitlin Collins MLA - Member for Hillarys has declined the offer to join the Board. Other suggestions were welcomed and discussed. It was agreed to invite Paul Lilburne MLA - Member for Carine to the next meeting
- Annual Report
Final editing, proofreading and formatting has been completed. The school is on target to publish in Week 9 of Term 2.
- Website development
Meetings have commenced and updates will follow. Hannah and Vilko offered to assist with providing feedback/testing the site.
- School Business Plan

The school is working on last points and targets, namely health and well-being. General text and artwork are being reviewed.

6. Correspondence

Letters of thanks to be sent to students who presented at this meeting.

Letters to be sent to students receiving Full Colour awards.

7. Committee Reports

Finance (JA)

The School Board acknowledged the Duncraig SHS Finance Report of 16 May 2022 and the Finance Committee Minutes of the 12 May 2022.

Finance Report - see Appendix 1

Finance Committee Report – see Appendix 2

Principal (PL)

The School Board acknowledged the Duncraig SHS principal's report of 16 May 2022.

See Appendix 3

8. Statement of Intent 2021-24

The School Board noted the Statement of Intent signed by Pete Lillywhite, as Principal, and Hannah von Ahlefeld, as Board Chair.

9. Funding Agreement for Schools 2022

The School Board is invited to NOTE the Funding Agreement for Schools 2022 endorsed by Peter Lillywhite, as Principal, and noted by Hannah von Ahlefeld, as Board Chair.

10. Any Other Business

None

Meeting closed at 7:30 pm

2022 Meetings - Mondays @ 6pm

TERM 2	13 June
TERM 3	8 August
	5 September AGM (Open Meeting)
TERM 4	31 October - 2023 Charges and Contributions and Booklists approval
	5 December (week 9) - Draft 2023 Budget review

APPENDIX 1

SCHOOL BOARD

Report – 16 May 2022

Manager Corporate Services – Justine Avenell
As at 10 May 2021

One Line Budget

The operational budget became available late in term 1. Current operating funds are \$21 658 285, with over all forecast surplus of \$148 839.

Salaries (HRMIS)

Planned expenditure on staff salaries is \$19 175 354 with \$6 030 730 spend to date. This includes \$570 772 for staff recruitment, relief staff and overtime/SRA allowances. See Appendix II for table of budgets and expenditure to date for the project codes used to track salary expenditure beyond regular salary payments to staff.

Cash (cheque account)

Cash Budget Report as at 10 May 2022 is available for review. Surplus is very modest \$39 910.

Budgeted revenue is \$2 197 364 (not including the 2021 rollover of \$609 007) of which \$1 255 845 has been received (57%).

There has been a reduction in anticipated income from Student Centred Funding and Secondary Assistance. This has impacted revenue by \$40 000 and as such our surplus is reduced.

Budgeted expenditure is \$2 669 133 with \$1 024 030 spent (38%). A further \$97 328 is budgeted to be transferred into reserve accounts (D96xx). Of this, approx. 30% of expenditure was on Asset and Resource purchases such as equipment, technology, copiers etc.

Total reserves are currently \$839 445 with \$26 838 being used to cover the costs of the new photocopiers. Robust plans to support each of these accounts and the value of the funds are to be developed together with ICT and HOLA staff. See Appendix III.

Savings have been made in the Home Economics refurbishment expenditure as \$100 000 was budgeted however costs came to \$52 000, of which we are anticipating an invoice shortly.

Anticipated spend on Media computers for 2022 has been reduced due to procuring much of the equipment in 2021, well under anticipated budget. This surplus has moved to the Software budget.

See Appendix I for graphical representation of the school general bank account and budgeted/actual revenue and expenditure.

Laserfiche Workflow Manager

The administration has purchased Laserfiche workflow management. This will automate much of the processes and 'paper pushing' in the school, thus streamlining and saving administrative FTE. The system also has the capability to do the data entry into any software. We have commenced the planning on our enrolment process with the potential to save close to 0.5 FTE of school officer (\$36 700) as the input requirement for 350 year 7 enrolments is removed. The initial investment is \$34 000 for the software and associated licenses however the ongoing annual cost is \$5 000 - \$8 000 depending on the number of licenses and automated processes. The system's potential for automating processes is major and we have developed a very long list of potential processes. Lynwood SHS has been working with it for about 12 months. John XXIII have it well embedded and St Mary's is currently looking at the system.

Voluntary Contributions

Voluntary Contributions (year 7-10) collected is to end of April 52.55% including Secondary Assistance (58.95% last year). The higher percentage in 2021 was due to more parents still having access to Concession Cards that were distributed widely in 2020 in response to the pandemic and many families losing their jobs/income. These cards have now expired and so our revenue has been affected at this time of year. Secondary Assistance is paid to the school very early term 2 and we have received \$58 250 compared to \$67 500 in 2021.

Subject charges year 7-12 is 52.47% (compared to 49.86% last year) which is pleasing.

Parent Debt

The table below represents the debt recovery that is in our system and with the debt collectors (NCML). Total debt over all is \$64 580 and it cost \$3 480 in 2021 to follow up former students on our behalf. \$15 293 active debt to [December 2021](#). With the roll over of 2021 to 2022, subject debt from 2021 is moved to debt recovery as we have been working with families all through the 2021 year. \$22 173 from 2021 has now been referred to NCML with \$6 412 being collected in February and March. Of the outstanding debt, 14% have a payment arrangement with NCML and 49% are in process with NCML staff. The staff at NCML have been affected by staff shortages due to Covid so we expect a lower than usual rate of return for the beginning of 2022 and into the immediate future.

Year	Amount outstanding Former	Amount Outstanding Current	Combined Outstanding	Amount collected	Balance
2015	\$37.00	\$0.00	\$37.00	0	\$37.00
2016	\$662.00	\$0.00	\$662.00	\$110.00	\$552.00
2017	\$1,994.91	\$205.00	\$2,199.91	\$0.00	\$2,199.91
2018	\$6,708.32	\$517.00	\$7,225.32	\$448.00	\$6,777.32
2019	\$13,745.34	\$2,121.00	\$15,866.34	\$659.00	\$15,207.34
2020	\$16,827.07	\$8,106.40	\$24,933.47	\$4,287.27	\$20,646.20
2021	\$12,973.76	\$32,563.98	\$45,537.74	\$26,377.02	\$19,160.72
	\$52,948.40	\$43,513.38	\$96,461.78	\$31,881.29	\$64,580.49

Bank Account

As at 11 May 2022, bank balance is:

- Cheque account \$936 220. (\$88 781 023.72 previously)
- Investment \$766 274.61 (\$766 146.56 previously)

- Building Fund \$ 19 343.78 (\$19 157.78 previously)

[See Bank Balance Comparison May 2022](#)

Appendices

Appendix I Graphical representation of the school general bank account and budgeted/actual revenue and expenditure.

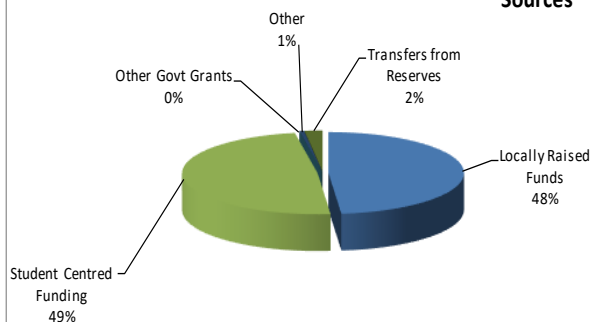
Appendix II Salary project budgets and expenditure to date.

Appendix III Cash reserves and expenditure on Resources, Assets and Building in 2022.

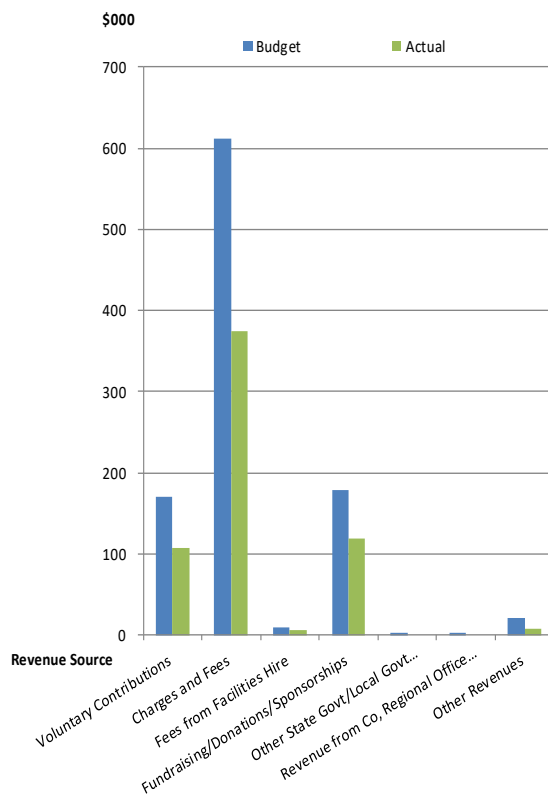


	Revenue - Cash & Salary Allocation	Budget	Actual	Percentage Received
1	Voluntary Contributions	\$ 170,000	\$ 107,193	63%
2	Charges and Fees	\$ 612,419	\$ 375,150	61%
3	Fees from Facilities Hire	\$ 9,000	\$ 6,698	74%
4	Fundraising/Donations/Sponsorships	\$ 179,114	\$ 119,783	0%
6	Other State Govt/Local Govt Revenues	\$ 2,000	\$ -	0%
7	Revenue from Co, Regional Office and Other Schools	\$ 3,000	\$ -	0%
8	Other Revenues	\$ 21,138	\$ 7,061	33%
	Total Locally Raised Funds	\$ 1,075,509	\$ 642,723	60%
	Opening Balance	\$ 609,007	\$ 609,007	
	Student Centred Funding	\$ 1,209,784	\$ 613,123	51%
	Total Cash Funds Available	\$ 2,894,300	\$ 1,864,853	64%
	Total Salary Allocation	\$ 18,860,161	\$ 18,860,161	
	Total Funds Available	\$ 21,754,461	\$ 20,725,014	

Current Year Actual Cash Sources

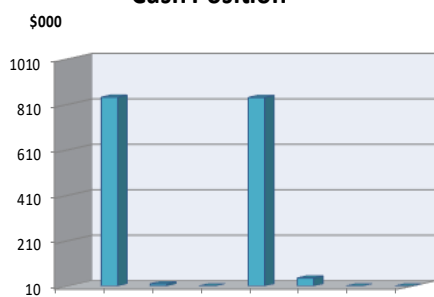


Locally Generated Revenue - Budget vs Actual

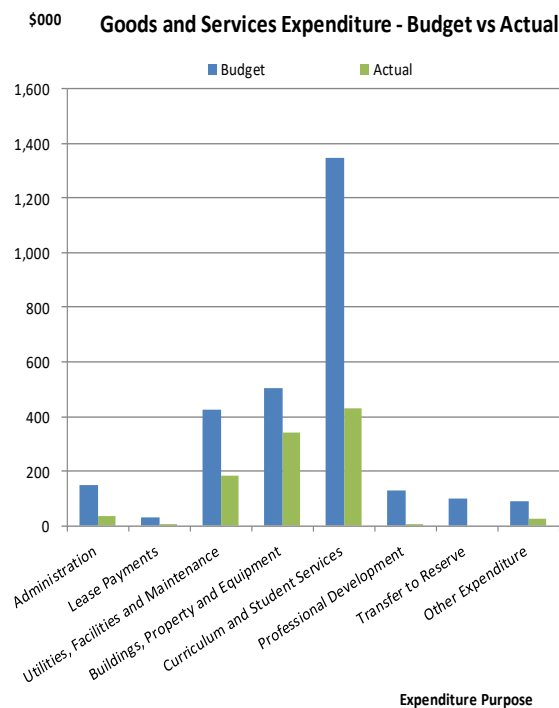


	Expenditure - Cash and Salary	Budget	Actual	Percentage Spent
1	Administration	\$ 146,302	\$ 32,725	22%
2	Lease Payments	\$ 30,600	\$ 7,485	0%
3	Utilities, Facilities and Maintenance	\$ 423,404	\$ 183,852	43%
4	Buildings, Property and Equipment	\$ 503,004	\$ 342,307	68%
5	Curriculum and Student Services	\$ 1,347,923	\$ 430,355	32%
6	Professional Development	\$ 127,000	\$ 2,570	2%
7	Transfer to Reserve	\$ 97,328	\$ -	0%
8	Other Expenditure	\$ 90,900	\$ 24,736	27%
	Total Goods and Services Expenditure	\$ 2,766,461	\$ 1,024,030	37%
	Total Forecast Salary Expenditure	\$ 18,751,232	\$ 6,030,730	32%
	Total Expenditure	\$ 21,517,693	\$ 7,054,760	33%
	Cash Budget Variance	\$ 127,839		

Cash Position



Goods and Services Expenditure - Budget vs Actual



2022 Salary 1346/1524 Expenditure

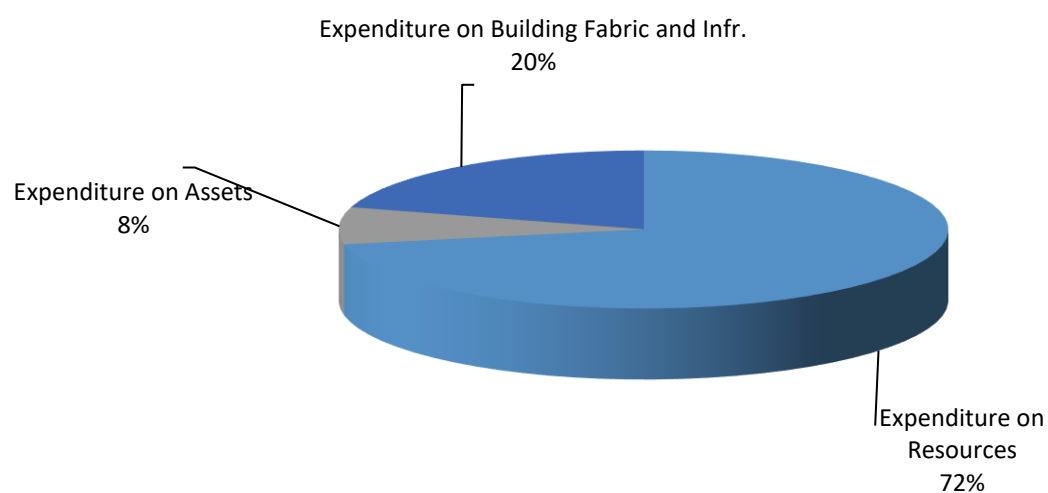
As at 10 May 2022

		1524 - staff PD, meetings, add staff	Actual	Budget	Balance
1524	806	BP – Literacy/Numeracy			
1524	807	BP - Leadership		\$ 19,810	
1524	808	BP – Teaching & Learning (INCL aic@d)		\$ 41,728	\$ 41,728
1524	809	OLNA/NAPLAN (\$xxk T Mills)	\$ 21,272	\$ 52,160	\$ 30,888
1524	810				
1524/1346	811	STEAM Program			
1524	812	Gifted & Talented	\$ 903		
1524/1346	813	Cadets			
1524/1346	815	Indigenous Program			
1346/1524	816	Teacher Additional	\$ 44,782		
1346/1524	817	Non teaching Additional	\$ 16,732		
1524	821	International Student exchange			
1524	822	OHS	\$ 192		
1524	823	Student Services Relief	\$ 116		
1524/1346	824	SAER Relief			
1524/1346	825	VET/WPL Relief	\$ 1,739		
1524	827	Staff meetings – Teaching	\$ 1,424	see 829	
1524	828	Staff Meetings – Non Teaching		see 830	
1524	829	Staff PD - Teaching	\$ 9,621	\$ 117,417	\$ 106,372
1524	830	Staff PD – Non Teaching		\$ 21,425	\$ 21,425
1524	831	Building Projects			
1524/1346	833	LOTE Year 7			
	834	Academic Associates	\$ 696		
	835	Languages			
	837	LEAP	\$ 1,294		
	999	Emergencies & Critical Events			
			\$ 98,771	\$ 252,539	\$ 200,412
		1346 Student Activities	Actual	Budget	Balance
1346	818	Excursions, Incursions, Camp etc	\$ -	\$ 318,752.00	
1346	819	Excursions PE	\$ 580		
1346	820	Interschool sport competitions			
			\$ 580	\$ 318,752	\$ 318,172
		Other Expenditure	Actual	Budget	Balance
		Overtime	\$7,734	\$15,000	\$ 7,266
		SRA	\$7,940	\$22,000	\$ 14,060
		Special Payments		\$22,000	\$ 22,000
			\$15,674	\$59,000	\$43,326
			\$ 115,025	\$ 630,291	\$561,910.06
		Elimination	Actual	Budget	Funding Source
1524	814	Graduate Funded	\$ 2,318	\$ 20,863	TI
	849	Elimination for staff relief (sick)	\$ 15,313		SCF
1524	832	SCSA	\$ 406		SCSA
	805	ATAS (PSYCH)			
	860	COVID-19			OR

Reserve Balances	
Asset Reserves	\$ 233,143.78
Resource Reserves	\$ 346,063.31
General Reserves	\$ -
Building Fabric & Infrastructure Reserves	\$ 260,238.20
Total Reserves	\$ 839,445.29

Asset and Resource Acquisitions	
Expenditure on Resources	\$ 246,260.13
Expenditure on Assets	\$ 25,963.20
Expenditure on Building Fabric and Infr.	\$ 70,083.25
Total Resource/Asset Exp	\$ 342,306.58

Asset, Resource and Building fabric & Infrastructure Acquisitions



APPENDIX 2

Finance Committee Minutes

Minutes Finance Committee

Meeting No. 3/2022



Meeting location: Conference Room Meeting time and date: 3.15 pm, Thursday 12 May, 2022		Chair: Peter Lillywhite Minutes: Rachel Strickland
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Sally Murphy, Danielle Edwards, Justine Avenell, James Buchanan, Stephen Galvin, Elizabeth Clark, Justine Avenell	
1.2	Apologies: Rebekkah Clarkson	
	<i>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.</i>	
2.0	Endorsing of Previous Minutes	Peter Lillywhite
2.1	Minutes 17 March 2022 to be endorsed. <i>Endorsed by: Danielle Edwards</i> <i>Seconded by: Sally-Anne Murphy</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	nil	
	School Financial Position	Justine Avenell
4.1	MCS Report	Refer to Appendix B <i>MCS Report dated 12 May 2022</i> On track for salary expenditure, opportunities in the future for the variance to increase as will not always need to replace staff. We will likely also save money due to COVID as we are unable to source relief. \$19m salary from budget \$21m.
4.2	Comparative Budget Report / One Line Budget	Refer to Appendix C <i>Bank Balance Comparison</i> Refer to Appendix D <i>Comparative Budget Report dated 10 May 2022</i>

		<p>Refer to Appendix E <i>NCML Collections Report 31 March 2022</i></p> <p>Surplus of \$39 000 in cash budget. \$839 000 sitting in reserves, further planned to go into reserves. Working on plans for all of current reserves.</p> <p>Doing fine in our voluntary contributions collection.</p>
5.0	Fundraising Application - indicate whether to be input taxed	Peter Lillywhite
5.1	<p>See attached 2022 Approved Fundraising Events</p> <p>To be scheduled:</p> <p>Year 9 small business sausage sizzle- Awaiting further information</p> <p>Cadets fundraising- Awaiting further information</p> <p>R U Ok day- 8 September T3W8, 2 days after planned athletics carnival. Considerations required.</p>	<p>Refer to Appendix A <i>2022 Approved Fundraising Events</i></p> <p>No concerns over athletics carnival and RU Ok day in the same week as activities are different.</p>
5.2	<p>A2Z Fundraising</p> <p>Submitted by Connor Humm</p> <p>Date of Fundraising: 17 May 2022</p> <p>Location: Outside PA Foyer</p> <p>Activity: Guess the skittles, Bake sale(Vinescakes), Wrist Bank (gold coin)</p> <p>Purpose: International day against Homophobia, Biphobia & Transphobia Australia (IDAHOBIT). Raising awareness about diversity and inclusivity.</p> <p>Beneficiary: Minus 18</p> <p>Estimated upfront costs: \$500 (skittles, cake and bracelets)</p>	<p>Proposal was submitted for voting on 3 May 2022 via email as the date of the fundraiser is within 2 weeks of next Finance Committee meeting.</p> <p>All members of the finance committee voted in favour of approving this fundraiser.</p> <p>Email sent to Connor Humm on 6 May advising of approval.</p> <p>INPUT TAXED- NO</p>
5.3	<p>“World Oceans Day” Free Dress Day</p> <p>Submitted by Jenny Bibard/Climate Crew/Form 7G</p> <p>Date of Fundraising: 9 June 2022</p> <p>Activity: Free Dress Day</p> <p>Purpose: Raising awareness around Ocean pollution, fundraising for #TeamSeas and celebrating world oceans day</p> <p>Beneficiary: #TeamSeas</p> <p>Estimated upfront costs: nil</p>	<p>Approved</p> <p>Need to notify Kylie, and communicate appropriate wear. Committee is approving as long as it does not clash with the Yr 9/10 exam schedule.</p> <p>Date has been changed to 7 June not 9 June so it will not clash.</p> <p>INPUT TAXED- NO</p>
5.4	Telethon Loud Shirt Day	Approved same conditions as above.

	Submitted by Pamela Konijn/Student Services Date of Fundraising: 21 October 2022 Term 4 Week 2 Activity: Loud Shirt Day, gold coin donation Purpose: National community fundraiser to support children with hearing loss Beneficiary: Telethon Speech and Hearing Estimated upfront costs: nil	INPUT TAXED- NO
6.0	Discussion Items	
6.1	nil	
7.0	School Funding Requests	
7.1	nil	
8.0	DGR Reports	
8.1	Financial Statements DGR Building Fund for information to Building Fund Management Committee	April 2022 Noted that the bank statements balance as at April 2022.
8.2	Annual DGR Status Review 2022	Next due: October 2022
	Plans for this account?	Phase 1 building works underway but still waiting for commitment of Phase 2 then we will be able to plan out use for this. Our main focus will be targeting areas building works that are left still to do. The school would love to be able to advertise to parents what we intend to do and we should see more donations, currently have \$19 000. There is potential however need to work on a really good project that our families can buy into. We can show the full picture of what is happening long term with the projects in the school. The goal is for money to be substantial enough that we can actually do something meaningful.
9.0	Other Business	
	May need to reschedule next Finance meeting as clash with Principal meeting. May need to move Tuesday.	
10.0	Next Meeting	
10.1	9 June 2022, 3:15pm- TBC	

Signed: _____
Peter Lillywhite

Date: _____



2022 Approved Fundraising Events – Finance Committee

TERM 1

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
									Free Dress

TERM 2

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
			A2Z Fundraising			World Oceans Day free dress			Alive/NAI DOC week TBC

TERM 3

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
							Athletics Carnival RUOK day		

TERM 4

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Loud Shirt								

APPENDIX 3

Board meeting APRIL 2022

Principal's Report

It is with pleasure that I present the Principal's Report

COVID

This has been the most challenging month I have faced in my time at Duncraig SHS. It has also been my proudest in the way my staff and have dealt with the pandemic. Below are some COVID statistics for you.

Breakdown per year group:

Year 7 = 58

Year 8 = 24

Year 9 = 20

Year 10 = 36

Year 11 = 20

Year 12 = 24

Staff = 18

Total = 200

More than 450 identified close contacts from cases at school, home and from the community. This work has taken a team of people countless hours every day, including myself.

Our biggest issues causing the largest amount of close contacts include; sleepovers, break time with masks off and students not getting tested as soon as they have symptoms.

Staffing

At the moment, we are feeling the pinch of a state-wide staff shortage. We have employed every relief we can get our hands on and that has kept us going for now. We have only a small amount of staff in isolation, but when this changes, we will be under a fair amount of pressure.

With this in mind, we have stopped all non-essential leave and cancelled excursions that are not mandated as part of the course.

I hope to provide a more detailed report at the next meeting that celebrate the events occurring in the school.

Possible future industrial action

At the moment, the SSTUWA and the PFWA are in negotiation with the Department of Education regarding a new agreement. All parties are quiet far apart and industrial action could be occurring next term. This is hampered our ability to meet out of hours and progress with our Business Plan and targets. Further disruptions seem likely.

Focus for Term 2

Hopefully, we will see a reduction in cases and the work associated with COVID. This will allow us to then revisit much of the work that has been put on hold such as the Business Plan, Annual Report, Professional Development, etc. We will still be facing a teacher shortage and potential industrial action so collaboration on many of these projects will be limited.

I want to finish by thanking the Board for their support and continue to ask for patience and understanding during this difficult time.

