



Duncraig
Senior High School

SCHOOL BOARD MEETING MINUTES

Date: Monday 21 February 2022
Venue: Duncraig Senior High School Library
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), Barbara Kamarudin (Teacher), Sasha Brennan (Teacher), Rebecca Newton (Parent), Kristian Ravn (Parent), Vilko Poznovia (Parent), Martin Flaig (Parent), Paul Stone (Parent), Justine Avenell (Manager Corporate Services)

Apologies: Albert Jacobs (Community Member)

Minutes: Jane Street

1. Acknowledgement of Country and Welcome

Kristian Ravn 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 and asked all present to reflect on their role on the Board in 2021 and what/where the Board could have done better. Although there is more work to be done in 2022, it was agreed that many of the things the Board had set out to achieve at the beginning of 2021 had been achieved or are in the process of being achieved. Members particularly enjoyed interacting and collaborating with staff and students throughout the year in workshops to develop the next School Business Plan and other events as it gave them a greater understanding of how the school worked and where and how the Board can make a difference. Going forward, more work is needed to advance action items in our working groups, raise the profile of the Board on social media and elsewhere in the school community and enlist new community members. The Board will continue to support staff and students; finalise the new Business Plan; support and endorse new and developing whole-school frameworks and policies related to the plan; continue to develop the school's design vision; and fundraise for Phase 2 of our school building project.

Hannah von Ahlefeld presented the Board with a plan for the years' meetings to cover the four focus areas of the business plan. Students from all portfolios will again be welcomed. Peter Lillywhite and Louis Cheeseman agreed to finalise the meeting organisation plan in consultation with staff and students. Meetings would be extended by 30 minutes to allow sufficient time for students and staff to contribute to meetings. It was agreed that in the current COVID climate that the Open Meeting planned for March should be deferred to later in the year (date to be confirmed). Ideas to attract parents to the Open Meeting included holding an information session about the new building project and asking parents for Expressions of Interest to attend the meeting.

2. Minutes of Previous Meeting – 29 November 2021.

The minutes of 29 November 2021 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Kristian Ravn and Paul Stone. All in favour.

3. Matters Arising:

School Board Working Groups will make a short presentation at each meeting going forward, and an initial ad hoc meeting was held on 8 February with Parent Members to brainstorm:

- i. **Opportunities for Students** - Rebecca Newton, Vilko Poznovia, Martin Flaig
- ii. **Community Engagement and Alumni** - Paul Stone, Kristian Ravn
- iii. **Building and Grounds** – it was agreed that this should be managed at school level

4. Correspondence:

Letters have sent to 40 Year 12 students in Honours List.

Letters will be sent to Full Colour Award winners.

5. Committee Reports Acknowledgement:

- a. 2022 Financial Budget (J. Avenell) see Appendix 1. Hannah Von Ahlefeld moved to approve the budget. This was seconded by Martin Flaig and Kristian Ravn. All in Favour. Approved.
- b. Finance (J. Avenell) - see Appendix 1. Acknowledged by the Board
- c. Finance Committee Minutes were acknowledged by the Board - See Appendix 2.
- d. Principal (P. Lillywhite) –see Appendix 3. Acknowledged by the Board

Results Analysis 2021

- Duncraig SHS is ranked 7th for WACE Achievement against Government schools
- 96% of students enrolled in VET courses completed their courses with 4 students achieving Certificate IV
- Of concern is the declining number of students enrolling in VET courses, though VET courses offer a valid pathway to further education
- Median ATAR 81
- 50% of our students enrolled in ATAR courses
- 3 students in the top 99%
- 8 Certificates of Distinction
- 25 Certificates of Merit
- Top performing subjects – Accounting & Finance, Computer Science and Mathematics Specialist
- 47% of our subjects achieved an average scaled score above the state average

Peter Lillywhite called on the School Board to reflect upon strategies to encourage students studying ATAR subjects who had received early university offers to maintain momentum in their studies. Students “taking their foot off the pedal” not only impacts a school’s average ATAR but may have a detrimental effect on performance at university due to expectations of prior subject knowledge for university courses and diminution of a child’s drive and motivation to succeed. Destination survey data, which is difficult to obtain, would be useful to inform the debate around which pathway(s) leads to the greatest success at university, and how strongly ATAR scores correlate with graduate performance.

6. Annual Report: Update on Preparations

The 2021 Annual Report is being prepared and meetings have been held with all Learning Areas. There is no requirement to publish the report due to the current industrial action but it will be completed and presented to the Board at the next meeting for ratification.

7. School Board Code of Conduct and Terms of Reference 2022

Hannah Von Ahlefeld proposed that the Board approve the Code of Conduct and Terms of Reference for 2022 as no changes were made. This was seconded by Kristian Ravn and Rebecca Newton. All in favour.

8. Election of School Representatives

Albert Jacobs has withdrawn from the Board due to his mayoral commitments. Hannah Von Ahlefeld is communicating with two parties who have expressed an interest to become community members. Discussions will continue. It was agreed that a community member with a law background would be highly desired.

An expression of interest has been sent out to school staff to join the Board. Both Barb Kamarudin and Sasha Brennan have expressed an interest in remaining with the Board for an additional three years along with one other member of staff. Closing date is Wednesday 23 February.

9. Any Other Business:

No other business was discussed.

Meeting closed at 7.45pm

2022 – School Board Meetings – Monday @ 6pm

TERM 1	21 March AGM (Open Meeting)
TERM 2	16 May
	13 June
TERM 3	8 August
	5 September
TERM 4	31 October - 2023 Charges and Contributions and Booklists approval
	5 December (week 9) - Draft 2023 Budget review

APPENDIX 1

School Board Report – 21 February 2022

Manager Corporate Services – Justine Avenell

2021 Financial Results

Our 2021 Salary expenditure was \$16 780 611 being 95% of available salaries funds. The remainder from the total 2021 Student Centred Funding allocation (\$17 961 662) was put into the school bank account (\$1 114 348) with the surplus of \$719 174 rolled into 2022.

Cash expenditure was \$2 428 656 (81%) including \$76 000 being placed into reserves, bringing the balance to \$866 283. Surplus bought forward to 2022 was \$497 086. Of this \$100 000 was unspent due to not receiving the invoice for the Home Ec renovation. It is anticipated the cost will be much less than the \$100 000 due to quotes being less than expected.

Staff purchases in December on credit card totalled \$27 136, being \$3 000 less than the previous December. This has now been bought to account in January 2022.

Total surplus (cash and salaries) bought forward to 2022 is \$1 216 260 and increase of \$66 703 from the 2021 bought forward.

See – [2021 Salary Expenditure \(1346/1524\) Appendix I](#)

2022 One Line Budget Structure

The One Line Budget is a combination of Salary expenses and Cash (cheque account) expenses. Each component is managed in different systems being HRMIS (Salary) and RM Finance (Cash). The Operational Dashboard (online portal) brings the data from both systems into 'one line' combining the totals of each system and separating into the blue and green displays on the screen. An overall surplus is desirable.

Salary figures are taken from HRMIS and updated each evening whereas Cash is only submitted monthly when we finish our End of Month processes. As such, the reliability of the cash figures varies due to the progression of the month, so often I refer to our cash expenditure from the Comparative Budget Report, generated a day or so prior to the meeting.

Due to the time of year, we are working in a 'Preliminary' one line budget. Now Census has been submitted, we are waiting for census quality assurance processes and government to approve school funding. Once these are applied, we will move into 'Operational' phase of budget management, anticipated late March.

The complexity of working in the 'Preliminary' phase is the lack of solid data from the department and the drip feed of information. We rely heavily on historical information and forward estimates of enrolment and the general cost of supplies to develop our budgets, so a good surplus is desirable to protect the school and allow change in plans and new initiatives during the year.

Our Salary bought forward from 2021 (\$719 174) were higher again from 2020 (\$652 471) and 2019 (\$360 550). Our behaviour of spending is conservative however we don't appear to be short on staff or resources. As new management is now stabilised in the school many new initiatives will continue to be implemented. Our surplus allows us to meet these goals. 2022 enrolments increased the school population by approximately 100 students to 1823.

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
340	325	306	324	243	285

Salaries

Anticipated expenditure for 2022 is \$18 802 901 compared to \$16 780 611 in 2021, being an increase of 11%. Current planned surplus is \$224 641

See [2022 Draft Salaries Plan](#)

Cash

Anticipated revenue for 2022 is \$2 223 653 compared to \$2 540 577 received in 2021. A surplus of \$609 007 was bought forward from 2021, therefore total available (cash) funds is \$2 832 660 compared to \$3 112 385 in 2021.

Anticipated expenditure for 2022 is \$2 723 837 compared to \$2 428 656 in 2021, being 11% more in 2022.

See [2022 Draft Cash Plan](#)

See [2022 Draft One Line Budget](#)

For Approval

2022 Draft One Line Budget

Combines cash and salary draft budget

Bank Account

As at 17 February 2022, bank balance is:

- Cheque account \$837 831.76 (\$669 957.75 previously)
- Investment \$766 087.79 (\$765 322.13 previously)
- Building Fund \$ 19 157.78 (\$16 019.78 previously)

2021 Salary Expenditure (1346/1524) Appendix I

2021 Salary 1346/1524 Expenditure					
As at 17 November 2021					
		1524 - staff PD, meetings, add staff	Actual	Budget	Balance
1524	806	BP – Literacy/Numeracy	\$ 2,284		
1524	807	BP - Leadership	\$ 2,284		
1524	808	BP – Teaching & Learning (INCL aic@d)	\$ 13,140	\$ 20,560.00	\$ 7,420.00
1524	809	OLNA/NAPLAN (\$42k T Mills)	\$ 53,826	\$ 5,711.00	-\$ 48,115.00
1524	810	Teachwell	\$ 38,060	\$ 51,400.00	\$ 13,340.00
1524/1346	811	STEAM Program	\$ -		
1524	812	Gifted & Talented	\$ 14,168		
1524/1346	813	Cadets	\$ 2,284		
1524/1346	815	Indigenous Program			
1346/1524	816	Teacher Additional	\$ 55,973		
1346/1524	817	Non teaching Additional	\$ 51,011		
1524	821	International Student exchange			
1524	822	OHS			
1524	823	Student Services Relief	\$ 1,351		
1524/1346	824	SAER Relief	\$ 598		
1524/1346	825	VET/WPL Relief	\$ 12,196		
1524	827	Staff meetings – Teaching	\$ 2,616	see 829	
1524	828	Staff Meetings – Non Teaching	\$ 571	see 830	
1524	829	Staff PD - Teaching	\$ 43,714	\$ 94,235	\$ 47,905
1524	830	Staff PD – Non Teaching	\$ 2,215	\$ 20,835	\$ 17,008
1524	831	Building Projects	\$ 3,256		
1524	832	SCSA	\$ 4,471		
1524/1346	833	LOTE Year 7	\$ 3,998		
	834	Academic Associates			
	835	Languages	\$ 461		
	840	add hrs and OT 2020	\$ 58		
	841	cleaning relief 2020	\$ 258		
	999	Emergencies & Critical Events	\$ 685		
			\$ 309,478	\$ 192,741	-\$116,737.00
1346 Student Activities					
			Actual	Budget	Balance
1346	818	Excursions, Incursions, Camp etc	\$ 17,138		
1346	819	Excursions PE	\$ 24,759		
1346	820	Interschool sport competitions	\$ 12,750		
			\$ 54,647	\$ 140,000	\$ 85,353
			\$ 364,125		
Other Expenditure					
			Actual	Budget	Balance
		Overtime	\$13,099	\$2,000	-\$ 11,099
		SRA	\$19,890	\$22,000	\$ 2,110
			\$32,989	\$24,000	-\$ 8,989
			\$ 397,114	\$ 356,741	-\$40,373.00
Elimination					
			Actual	Budget	Funding Source
1524	814	Graduate Funded	\$ 14,214	\$ 39,978.40	TI
	849	Elimination for staff relief (sick)	\$ 27,365		SCF
1524	832	SCSA	\$ 4,471	\$ 3,997	SCSA
	805	ATAS (PSYCH)	\$ 89,343		
	860	COVID-19	\$ 5,726		OR


APPENDIX 2



Minutes Finance Committee

Meeting No. 1/2022



Meeting location: Online- Webex Meeting time and date: 3.15 pm, Thursday 17 February, 2022		Chair: Peter Lillywhite Minutes: Rachel Strickland
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Justine Avenell, Rebekkah Clarkson, Sally Murphy, Danielle Edwards, Stephen Galvin	
1.2	Apologies:	
	<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 23 November 2021 to be endorsed. <i>Endorsed by: Stephen Galvin Seconded by: Sally Anne Murphy</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	New Members – 3 positions to fill Constitution states: The Committee shall consist of: Principal (Mandatory) Manager Corporate Services (Mandatory) Three to seven members (consisting of staff and community members)	Chair: Peter Lillywhite (based on position) Executive Officer (ex officio): Justine Avenell (based on position) Deputy Chairperson: Steve Galvin ((Dec 2021) Members: Rebekkah Clarkson (Dec 2022), Sally Murphy (Dec 2022), Danielle Edwards (Dec 2022), Staff 1, staff 2, staff 3. EOI went out within the last week, three people have already nominated. Will wait for further EOI and determine new members prior to next meeting.

	School Financial Position	Justine Avenell
4.1	MCS Report – Draft 2022 Budget to be approved	<p>Refer to Appendix B <i>MCS Finance Committee Report dated 17 February 2022</i></p> <p>Refer to Appendix C <i>2022 One Line Budget Summary</i></p> <p>Refer to Appendix D <i>2022 Minimum Expenditure Requirement</i></p> <p>Refer to Appendix E <i>2022 Salaries Plan</i></p> <p>Refer to Appendix F <i>Draft 2022 Budget 17 Feb 22</i></p> <p>RECOMMEND APPROVAL OF 2022 DRAFT BUDGET</p>
4.2	Comparative Budget Report – 2021 results	<p>Refer to Appendix B <i>MCS Finance Committee Report dated 17 February 2022</i></p> <p>Refer to Appendix G <i>2021 Comparative Budget Report</i></p> <p>Refer to Appendix H <i>2021 Salaries Plan</i></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: Year 9 small business sausage sizzle Alive Week Cadets fundraising Athletics Carnival R U Ok day</p>	<p>Refer to Appendix A <i>2022 Approved Fundraising Events</i></p> <p>Listed are consistent events that occur each year and will likely happen again this year. If the events are deemed appropriate considering the current climate (COVID), happy for them to be listed and approved.</p>
6.0	Discussion Items	
6.1		
7.0	School Funding Requests	
7.1	<p>Lighting Upgrade for PA Submitted by Aaron Gibson</p> <p>Arts is currently looking into updating technical equipment in the PA to allow for moving head lights and better fixtures that can add more dynamic lighting effects to our school productions and events.</p> <p>Our current lighting control console is a smaller unit which is unable to program moving light fixtures and has also reached its full capacity in terms of number of channels available and storage of recorded lighting states. If our</p>	 <p>FW CCP Quotes - Lighting Consoles a</p> <p>Refer to Email Appendix I <i>Quote Art CCP Lighting Consoles and LED Movers</i></p>

	<p>current console is replaced, it can be easily re-purposed for use in the Rehearsal Room, which is a small classroom space where our lower school Drama classes take place.</p> <p>We are seeking funds to purchase quality equipment that will allow for expansion of current facilities but also last long enough that it could be shifted into a new space if the phase 2 building project goes forward.</p> <p>It would be great for us to set up a plan for funding and obtaining this equipment moving forward.</p>	<p>Move to approve in consultation with Aaron Gibson to make best selection of each of those quotes.</p> <p>Important that it will be flexible with future builds.</p> <p>Considerable costs however will be important to showcase our school in the best possible light.</p>
7.2	<p>Tourism</p> <ul style="list-style-type: none"> • Create a multi-purpose study space for students • Provide Certificate students with industry standard work simulation environment <p>The popularity of the Certificate II in Tourism has grown considerable this year. The course has established 3 x Year 11 classes (in contrast to 1 to 2 in prior years) despite the smaller cohort numbers for the class of 2023. Tourism currently uses a multi-purpose classroom in the Arts Block. The Cert II/Cert III in Workplace skills/business, also deliver lessons in the Arts block.</p> <p>Duncraig does not currently have a VET space, and it is my understanding that even with the projected rebuild, Tourism will remain in a shared space with Languages.</p> <p>The current school desks are actually too low for ergonomic laptop use (as screens should be eye level with arms at a 90-degree angle).</p> <p>Proposal for 4 or more moveable sit/stand desks - 4x \$279 (\$1116) - Officeworks – not suitable for commercial use (50kg capacity)</p> <div>   </div> <p>16 02 22 Duncraig SHS.xlsx Quote70215.pdf</p>	<p>Refer to Appendix J <i>Quote Tourism CUA Access Online</i> Refer to Appendix K <i>Quote Tourism CUA Office line</i></p> <p>Tourism have provided a quote for 4x stand up desks. Upon further investigation and consideration with our CUA we have found further quotes for desks that have a higher capacity (100kg)</p> <p>Approximately \$2000 outlay for 100kg capacity desks.</p> <p>Approve \$2000 for sit/stand desks for Tourism.</p> <p>To clarify they are aiming to have the desks fit for purpose for running a certificate courses and to have an environment that is simulating work environment, not for ergonomic purposes.</p>

7.3	Languages- Multicultural week- Steve Galvin Performances at lunchtime or recess for students to see pending COVID restrictions. Requesting funds for multicultural performances, around \$500-\$600 per performance. Don't have any quotes at this point.	As long as we maintain cohort mingling rules, not wanting to bring together cohort classes of more than 2 classes, as well as if we can mitigate all the risks with having someone on site. In terms of finance committee, happy to support as long as the logistics are organised. More details to be brought back to Finance Committee Free dress day Thursday 7 April - Traditional cultural dress. No financial or fundraising aspect. To be brought to Senior Staff.
8.0	DGR Reports	
8.1	Financial Statements DGR Building Fund for information to Building Fund Management Committee	The financial position of the school Deductible Gift Fund (DGR) has been presented to demonstrate the reconciliation of the account and financial reporting. Refer to Appendix L <i>DGR Report Jan 2022</i>
8.2	Annual DGR Status Review 2022	Next due: October 2022
9.0	Other Business	
10.0	Next Meeting	
10.1	17 March 2022, 3:15pm	
11.0	Meeting Closed at 4:00pm	

Signed: _____
Peter Lillywhite

Date: _____

2022 Approved Fundraising Events – Finance Committee

TERM 1

[illegible]

TERM 2

[illegible]

TERM 3

[illegible]

TERM 4

[illegible]

APPENDIX 3

Board meeting February 2022 Principal's Report

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

The Year 12 Leavers have been excellent role models to our younger students and have also managed to achieve fine results in their studies, whether they were ATAR or VET students. Below is a brief summary. Further details will be given during my presentation.

On the WACE League table Duncraig was the 7th ranked Public School with a WACE Achievement of 98%.

The following is a summary of our achievements:

- **Median ATAR 81** – ranked 21st amongst Public Schools & 64th overall.
20% of our ATAR students achieved an ATAR in the top 10% of the State.
55% of our ATAR students were in the top 20% of students in the State and were eligible for direct entry into UWA.
74% of our students received an ATAR above 70 allowing them the choice of any university other than UWA.
- **Vet Achievement:**
 - 5 students achieved a Certificate IV, an outstanding achievement.
 - 28 (18%) of our students achieved a Certificate III
 - 96 (63%) students achieved a Certificate II

Our overall performance was below where we hoped to be but it was what we predicted for this cohort. We must continue to explore ways of motivating our students to achieve their best even with the early offers available. We are very pleased though with our WACE achievement rate. This is due to the wonderful support Ms Nicole Baker and her Senior School Team provide every student in Year 12.

Our strong focus on classroom practice has enabled us to set a strong with new structures and positions created to build staff capacity. We have established a Teaching and Learning Model that articulates what a great lesson at Duncraig SHS should look like.

2021 Student Census numbers

Year 7	340
Year 8	325
Year 9	306
Year 10	324
Year 11	243
Year 12	285
Total:	1823

School Executive Structure

Principal

Peter Lillywhite

Associate Principal (Years 7 & 8; T&L)

Caroline Crosbie

Associate Principal (Years 9 & 10; HR)

Steve Galvin

Associate Principal (Years 11 & 12)

Nicole Baker

Associate Principal (Academic Excellence 0.2FTE)

Owen Goyder

New Staff for 2022

English:

David Wilson, Trudi Taylor, Natalie Potts

HASS:

Liz Clark (HOLA), Mitchell Schilling, Patrick Moore

HPE:

Ferne Carter

Maths:

Kimberley Jones, Sabrina Beckett, Sonja Botma

Science:

Natasha Stjepanovic, Reyne Hordarce

Technologies:

Michal Jasinski, Boris Ioannidis, Helen Pham

The Arts:

Brandon Hosa

Student Services:

Alanna Paris (School Psychologist)

Ed Assistant:

Rachael Morris

Support Staff:

Rebecca Morgan (Library). Rebecca Lowe (Admin), Kaylee Ashby (Media & Marketing)

COVID updates

Obviously, this year is going to see a fair amount of interruption and change. We are well prepared and ready to adapt. We have developed contingency plans for each Learning and portfolio in case we have staff at home in isolation.

We continue to see small but a significant number of families choosing to keep their children at home. The direction of Dept. of Ed. is that these families receive no online learning support and are marked as an unapproved absence.

Mask wearing remains an ongoing challenge. We have good uptake and compliance overall but the longer this goes, the complacency sets in. It has added an additional workload demand for our staff to monitor and enforce.

Vaccinations for staff also has been left for us to manage. We must check each day those staff members who have become eligible for the booster. They then have one month to have it done and uploaded, which we are also responsible for monitoring.

Activities & Events

1. Year 7 Transition & Peer Support:

This year's transition program was adjusted due to current circumstances with more time spent following the normal timetable. This we introduced a friendship program to support Year 7s to make better decisions with peer conflict. The Peer Support team also did a wonderful job spending time with our Year 7s.

2. Year 12 & 11 Information Evenings:

These have now been recorded and will be made available for parents and students to watch.

Honours Assembly:

Unfortunately, due to COVID restrictions, we were unable to have this as a whole school assembly, however, due to the amazing efforts of Nicole Baker and Georgia Taylor, a small ceremony took place in the conference room and the area outside. Our returning students were awarded with certificates and signed our Honours Book. Thank you to Hannah for her attendance.

