

GENERAL MEETING OF THE SCHOOL BOARD

Date: Monday 22 February 2021

Venue: Conference Room, Administration Building

Meeting Opened: 6.00pm by Hannah von Ahlefeld, Chair

1. Attendance and Apologies

Present: Hannah von Ahlefeld (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), Vilko Poznovia (Parent), Kristian Ravn (Parent).

Apologies: Helen Egeberg (Community Member),

Minutes: Jane Street

2. Welcome

Hannah von Ahlefeld welcomed all members to the first meeting of 2021. Hannah discussed the purpose of the Board and the importance of good governance – to be accountable, transparent, responsive, consensus orientated, inclusive, follow the rule of law and to be efficient.

Following previous discussions with the Board and staff over their Professional Development Days in January 2021, Hannah drafted a set of initial objectives as Chair around 3 key School Board roles relating to:

- **Strategic direction**, for example assisting in the co-construction of the School Business Plan 2022-25 and ensuring sufficient funding is obtained from the Government to enable a school upgrade
- **Outreach/partnerships**, for example assisting in the strategic recruitment of School Board members and partners from industry, university, Arts, employment and other sectors; and assisting in the establishment a Primary School Transition Network.
- **Visibility-Promotion-Dissemination**, for example assisting with dissemination, publicity and funding of flagship projects, activities and initiatives.

3. Minutes of Previous Meeting - 8 December 2020

The minutes of 8 December 2020 were proposed by Rebecca Newton to be signed as true and correct. This was seconded by Hannah von Ahlefeld. All in favour.

4. Matters Arising from Previous Minutes

• Board members end of term

Rebecca Newton's term ended at the end of last year. Parent members are to be elected from and by parents. The school community will be advised early 2021 and nominations from parents will be requested. Parent membership is via ballot. See agenda item 9 below.

5. Correspondence

No correspondence sent or received.

6. Committee Reports

a) Finance Report – Justine Avenell

• 2020 Review

Salary expenditure was 91% of the total 2020 Student Centred funding allocation. The surplus has been rolled over to 2021. Cash expenditure was 83% of the total cash available in 2020. The surplus also brought forward to 2021.

• 2021 One Line Budget

Justine presented the 2021 Preliminary Salaries Plan, the 2021 School Cash Plan, Preliminary Student Centred Funding, Preliminary One Line Budget, bank balances as at 19 February and Financial Summary of accounts as at 19 Feb 2021 to the Board.

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 however there could be delay's due to the State Election.

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 things 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.

While our bought forwards from 2020 were higher than in previous years, this has not resulted in big surpluses for 2021.

- At the beginning of February, we received 25% of our cash 2021 funding.
- Hannah proposed that the Board moved to accept the proposed 2021 Cash and Salary Budgets. The Board unanimously agreed.
- Finance Committee minutes of Thursday 18 February were noted.
- Hannah von Ahlefeld thanked Justine for her report.

b) Principal's Report - Peter Lillywhite School Upgrade

- Both the Labour and Liberal parties have made a pre-election promise of funding of around \$30 million to build 2 new classroom blocks – 16 new classrooms, nine science labs, two chemistry labs,

new incidental learning areas, new facilities, transforming existing classroom blocks, additional studios, workshops and learning areas in existing classroom blocks. Watch this space!

- **Year 12 Leavers**

- On the WACE League table Duncraig was the 13th ranked Public School with a WACE Achievement of 97%.
- Median ATAR 84.5 – ranked 8th amongst Public Schools & 32nd overall. 30% of our ATAR students achieved an ATAR in the top 10% of the State.
- Kayla Browne achieved a General Exhibition Award and an ATAR of 99.55
- 16% of the students achieved an ATAR of 95 and above, and 14% of the students achieved an ATAR of between 90 and 95.
- Kayla Browne received a Subject Certificate of Excellence for Psychology (top 0.5%)
- 8 Certificates of Distinction and 27 Certificates of Merit for outstanding academic achievement over Years 11 & 12 in both ATAR and non ATAR:
- Vet Achievement:
 - 3 students achieved a Certificate IV, an outstanding achievement.
 - 45 (28%) of our students achieved a Certificate III
 - 104 (65%) students achieved a Certificate II
- Our overall performance, when comparing to our Business Plan targets, was excellent. Many of the aspirational targets, such as Median ATAR, are close to being achieved.

- **Student Enrolments**

Year 7	320
Year 8	322
Year 9	320
Year 10	257
Year 11	292
Year 12	200
Total:	1711

- **New Staff**

We welcomed 20 new staff across all learning areas, including our new Associate Principal, Av Swami, new Students Services Manager, Pamela Konijn and new HoLA, Christine Fontaine.

- **Events**

Unfortunately, the Year 11 and 12 Parent information evenings and our Honours assembly were cancelled due to the COVID Shutdown. The parent evenings have been rescheduled for March. Hannah to prepare letters on behalf of the School Board for students awarded with certificates for ATAR and VET.

7. DSHS Public School Review Report: Approval and Implementation Plan for Recommendations

The overall feedback was glowing in every domain. The following recommendations were made:

Relationships and partnerships

- Continue to monitor the reach and impact of communication strategies to ensure the right balance of information is shared with families

Learning environment

- Continue to develop cultural responsiveness utilising the Aboriginal Cultural Standards Framework.
- Continue to promote student voice with the goal to influence classroom teaching practice.

Leadership

- Continue to develop the instructional leadership of senior leaders to consolidate a shared understanding of what is required to achieve high quality teaching practice consistently across the school.

Use of resources

- Continue to plan for the anticipated increase of student enrolments in 2021-2025.

Teaching quality

- Continue development of the whole-school instructional framework to which all members of the school community are committed and accountable.

Student achievement and progress

- Build on the whole-school writing focus to achieve improved and aspirational NAPLAN results

The next review will be in three years. However, the Board agreed to create a mid-cycle review and to set some definitive deadlines. This report would then be used to action plan.

8. Annual Report: Update on Preparations

Reports have been requested from all Learning areas and specialist program coordinators. The report will be ready for the next meeting and will be uploaded to Schools On Line by the end of Term 1.

9. Election of Parent Representatives to the School Board in 2021: Skills Mapping, Timeline and Process

As per the Terms of Reference, the composition of the Board currently is:

- 3 members of the general community;
- 4 staff of the school in addition to the principal;
- 4 parents;
- a member of another association of the school referred to in SEA s.149 in relation to the school or group of schools that the school belongs.

Pete Lillywhite proposed a motion that the number of parent representatives be increased to a total of 6. Board members unanimously agreed. Terms of Reference will be updated for the next meeting.

Prior to the meeting, Hannah requested members to complete a Competency Matrix. The aim of the exercise was to help identify a profile for new parent members by mapping the Skills/expertise, Governance and Behavioural Competencies of existing Board Members. The matrix identified gaps in the Arts, Law, Not for Profit and potentially in the Media. Expression of Interest for parent members will be sent out with applications to be returned after the open Meeting to enable any interested parties to come and ask questions. Hannah, Pete and Jane to review Nomination Form.

It was agreed that Community members would be brought on to the Board to address specific needs as articulated for example in the new School Business Plan. It was agreed to approach Albert Jacobs because as City of Joondalup Mayor, he has connections with the SCSA board, university and not for profit organisation connections and is an advocate for the arts. Hannah to contact. Please advise Hannah or Pete should anyone have any other suggestions.

10. Students and HOLAs at School Board Meetings: Objectives, Selection and Nature of Participation

- Pete proposed to continue the active involvement of students in Board meetings. All agreed that the Junior Leadership Team and Year 11 and 12 Councillors should attend on a rotational basis. Louis will prepare a schedule and proposed items for discussion.
- Senior leadership will also be represented at meetings to present reports as the need arises. The Board and Senior Leadership will also come together to discuss items such as the Business Plan on at least two occasions throughout the year

11. Improving the School Board's Visibility: Suggestions and Implementation Plan

- The School Board chair now has a school email address which is advertised on the school website.
- Board members were presented with name badges.
- To increase the Board's profile on the school Website, members were asked to compile a brief introduction to themselves to include a photo, board role, expertise, area of speciality, interests and why you wanted to join the board. Please send details to Hannah or Jane. This could also be an item on Facebook and Instagram – meet this member of the Board

- Board members to attend all major school events and have a role in those events such as certificate presentation. Jane to prepare a list of events for the next meeting and members can opt in to attend.
- A School Board section to be included in the termly newsletter

12. Any Other Business

Agenda Items for Opening meeting to include: Data Analysis, Board Annual Report, School Annual Report and What Does DSHS Stand for.

Meeting closed at 7.50pm

2021 Meetings

23 March AGM (Open Meeting) Tuesday @ 6pm

11 May - Tuesday @ 6pm

8 June - Tuesday @ 6pm

10 August - Tuesday @ 6pm

7 September- Tuesday @ 6pm

2 November - Tuesday @ 6pm

29 November – MONDAY @ 6pm

