



GENERAL MEETING OF THE SCHOOL BOARD

Date: Tuesday 3 November 2020

Venue: Conference Room, DSHS

Present: David Ford (Chair), Peter Lillywhite (Principal), Steve Galvin Assoc Principal), Louis Cheesman (Student Services Manager) Justine Avenell (Manager Corporate Services), Sasha Brennan (Teacher), Barbara Kamarudin (Teacher), Helen Egeberg (Community Member), Rebecca Newton (Parent), Vilko Poznovia (Parent),

Minutes: Jane Street

Meeting Opened: 6.00pm by David Ford, Chair

1. Welcome

To all Board members

2. Apologies

Kristian Ravn (Parent), Hannah Von Ahlefeld (Parent)

3. Minutes of Previous Meeting

The previous minutes of 14 September 2020 were proposed by Louis Cheesman to be signed as true and correct. This was seconded by Pete Lillywhite. All in favour.

4. Matters Arising from Previous Minutes

- **Survey data review** – see preparation of Board Annual Report below

5. Correspondence

Email received from Tony Krsticevic MLA congratulating the school on our 2019 NAPLAN results.

6. Committee Reports

a) Finance Report – Justine Avenell

- Surpluses are healthy. We have savings due to Covid. Main surplus in salary \$400k unspent. Potentially have 500k rollover this year vs \$300k last year.
- Cash budgeted surplus \$78k actual is \$700k rollover as at 29 Oct 2020 compared to \$400k same time last year. 2020 bought forward was \$303k. Potential for higher bought forward into 2021.
- 2021 Subject Costings
 - Every HOLA has gone through each subject costing breakdown to provide line by line details on what they spend on providing that subject on a per student basis. These figures predict budget requirements for the following year. '2021 Summary Learning Area Subject' document (email prior) outlines percentage of change compared to previous year. Majority of subject costs reduced compared to previous years where as a couple, particularly Languages were increased due to continual underfunding.
 - Voluntary contributions maximum agreed at \$235.

- 2021 Personal Items List
 - List of student personal requirements so they may be prepared for classes each day.
 - Best value is sought and the number of items kept to a minimum. Parents can purchase requirements from any supplier. Campion have provided the Personal Items List service for 2021.
- 2021 Other Optional costs
 - Charges are collected at 90/95% compared to contribution which is 80%.
- Finance Committee minutes of Thursday 29 October were noted.
- David Ford moved to accept the subject costings and the voluntary contributions maximum of \$235. This was seconded by Steve Galvin.
- David Ford moved to accept the personal items list. This was seconded by Vilko Posnovia.
- Pete thanked Justine for all her hard work in preparing the Financial reports for the Board.

b) Principal's Report - Peter Lillywhite

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

Key points:

- Staffing
 - 310 Year 7 students have enrolled for 2021 and we anticipate this will increase to 320 – 325 by February 2021. As expected most students are coming from our feeder primary schools.
 - To cope with this increase, we will be recruiting 4 new teachers.
 - We have appointed an Associate Principal 7&8 who will commence in 2021. Av Swami will lead the development of the school wide approach to teaching and learning. Sarah Moneypenny will be returning in 2021 following her maternity leave as Programme Coordinator for Teaching and Learning. She will work closely with Av Swami. Sarah has relinquished her permanent position as Student Services Manager 7 &8 and this position will be advertised as permanent for 2021.
 - We have also appointed a Level 5 Manager – Communications and Technology, Michael Raymond
 - Pete expressed his thanks to Steve Galvin for all his efforts in the recruiting process.
- External School Review takes place in Week 8 – Thursday 3 December
- Following Tony Krsticevic and Peter Katsambanis visit to the school, Tony Krsticevic presented a short speech in parliament outlining the concerns of the community. Although we will not receive any funding from this it has become an agenda item for future election promise from Peter Katsambanis and the Liberal Party. An additional meeting has been scheduled with Tony, Peter and Donna Faragher, Shadow Minister for Education, on Friday 13 November.

7. Preparation of Board Report

- Review survey
 - Roles & Responsibilities
 - The survey showed that overall the Board understands their roles and responsibilities well.
 - Concerns
 - level of understanding of school budgets – Justine Avenell is always available to clarify questions and give further explanations to improve understanding of school financial management.
 - preparation of a report on the Boards activities - in the past this has been reported upon in the School Annual Report.

- Board Meetings
 - Positives
 - Members expressed they felt they could freely express their opinions at meetings. Members commented that they enjoyed the student presentations.
 - Concern
 - Members were not aware that the minutes are available to the school community via the school website.
 - Composition of Board
 - The survey showed that overall the Board understands the processes involved. In the past 12 months the Board has prepared the Terms of Reference and Code of Conduct and have attended board training.
 - Concern
 - Succession planning and the skill set of the Board - Board members are asked to complete a self-assessment of knowledge and skills as part of the nomination process. A skills matrix will be developed from this information before the end of the year.
 - The chair reports back to the school community after meetings – members were not aware that minutes of meetings are put on the school website.
 - Culture and ethics
 - Concern – team spirit. The following was agreed:
 - as part of new member induction, the first meeting of the year will include a social event after the meeting to further the establishment of Team spirit
 - members will be provided with name badges so they can be identified at school events such as the Year 7 welcome BBQ.
 - Board will be represented at all school functions.
 - Strategic focus
 - The Board will meet with Senior Staff once each semester to look at the strategic focus
 - Responsibility and Collective Accountability
 - Concern – Induction – Induction packs have been given to the last three members who have joined the Board. It was agreed that in addition to the pack, new members should meet with the Principal and Board chair so they have a full understanding of the role they have.
- In conclusion, the survey indicated a high level of satisfaction by board members. Negative responses were mainly due to a lack of understanding. In the past 12 months the Board has endorsed a Terms of Reference, Code of Conduct and attended Board Training. This has enabled the Board to become much more engaged and this is reflected in data.
 - It was agreed that this survey be used a base line for future improvements. Moving forward, a smaller survey will be completed each year with the focus being on Roles and responsibilities, Composition of the Board and Responsibility and Collective Accountability.
 - The school review is being held on Thursday 3 December. Members were asked if they would like to be part of the review to contact Pete Lillywhite. An agenda will be drawn up shortly.

8. Any Other Business

- **Board members end of term**

Mr David Ford Ms Rebecca Newton Ms Helen Egeberg Ms Kate Walawski Ms Hannah Von Ahlefeld Vilko Poznovia Kristian Ravn	(Dec 2020) (Parent) (Dec 2020) (Community) (Dec 2021) (Community) (Dec 2021) (Parent) (Aug 2021) (Parent) (Aug 2021) (Parent) (Dec 2022)	Peter Lillywhite Justine Avenell (ex officio)	Louis Cheeseman (Dec 2020) Steve Galvin (Dec 2020) Sasha Brennan (Dec 2021) Barb Kamarudin (Dec 2021)
-------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------

- David Ford advised the meeting that he would be stepping down as Chair and would be retiring from the Board at the end of the year. A new chairperson is elected by and from its membership. If any member be interested in nominating themselves for the position, please speak with Pete Lillywhite.
- Rebecca Newtons term comes to an end at the end of the year. Parent members are to be elected from and by parents. The school community will be advised and nominations from parents would be requested. Parent membership would be via ballot.

9. 2020 Meetings

The final meeting of the year will be held on Tuesday 8 December 2020 at Tom's Italian, 1 N Beach Rd, Marmion WA 6020 at 6.00pm.

The meeting closed at 7.30pm