



SCHOOL BOARD MEETING MINUTES

Date: Monday 4 April 2022
Venue: Online
Time: 6.00 pm – 7.30 pm

Meeting Commenced at 6:15 due to technical issues.

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), Aaron Gibson (Teacher)

Apologies: None

Acknowledgement of Country and Welcome

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.

Minutes of Previous Meeting – 21 February 2022

The minutes of 21 February 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Vilko Poznovia. All in favour.

Matters Arising

1. New School Board members
 - a) Welcome to Aaron Gibson, HOLA Arts.
2. Organisation of School Board meetings, including rescheduled Open Meeting
 - a) With Covid restrictions, potential to replace June meeting as an open meeting. June will be quite late to be involved in the building project. Look at 16 May meeting to see if AGM can work in June. Covid pending
3. Update on School Building Project
 - a) Had workshops with Science, Technologies, English. Allowed staff to interact with planning and needs with furniture, equipment retained. Arts project \$200k on way. Plans are close to finalised. Currently ensuring that retained furnishings and equipment will have spaces included for them to function
 - b) Documents from PCG meetings in Drop box (School Building Project)
 - c) Working Group Updates
 - Percent for Art group meeting this week. Including RAP, Climate Crew and Art staff. Will go to tender. Meeting Tuesday 5 April.
 - Vilko – Alumni. Demo with software firm was scheduled. Looks at benefits of using to develop Alumni.

- Fundraiser at school, P&C Treat the Teachers. Launch a Family Engagement Committee. Parents request to meet other parents and be involved with the school and other families. Hoping to plan events for the year. Developing partnerships with community.

Correspondence

No correspondence in or out

Committee Reports

Finance (JA)

- See Appendix 1
- Finance Committee Report – Appendix 2

Principal (PL)

- See Appendix 3
- School is heavily involved in contract tracing daily. Health did not have resources required. DoE took over and Health was not able to assist. Work environments are now responsible for contact trace within their own organisation.
- Thanks to the P&C and School board for Treat the Teachers. It was greatly received by staff, including the personalised cards.
- Chair – thank you for keeping our children safe and recognises the work that has been required to maintain this work.

Annual Report and School Business Plan: Update on Preparations

- Style similar to previous year. Document is in draft format. Final edit, proofread and formatting to be completed. Deadline for publishing is week 5 in Term 2. On target.
- Check of Climate Crew are included in AR.
- Paul – Include a statement regarding alumni.

Business Plan

- Still working on last points and indicators.
- General text to be reviewed and edited.
- Final artwork in progress including images.

Any Other Business

- 2022 School Funding Agreement
 - To be signed by Chair to record that the Funding Agreement is noted
 - The endorsement and chairperson notation to be recorded in the minutes of the next meeting 16 May.
- Student involvement
 - will commence once restrictions are reduced/removed. Students are very keen to be involved.
- 16 May meeting
 - potential, pending any restriction in place, face to face meeting. Will operate in a larger place.

- Pete thanked Hannah, who is very ill and still attending the Board meeting.
- No update as yet as to whether Caitlin Collins can be part of our Board. Another contact with law experience who may be interested.

Meeting closed at 7:30pm

2022 Meetings - Mondays @ 6pm

AGM (Open Meeting) - TBC

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 – 4 April 2022

Manager Corporate Services – Justine Avenell

The approved cash and salary budgets have now been entered into their respective systems.

Salaries (HRMIS)

Salaries surplus is at \$254 203, with forecast expenditure \$18 541 322 including \$595 683 for staff relief and positions to be filled.

Cash (cheque account)

Cash is showing a deficit which is being reconciled back to our records as we show a cash surplus. Surplus \$102 323. To be reduced by \$12 926.40 for lighting controller.

Expenditure to date is \$627 211 (22%) of budget \$2 736 429. Revenue \$656 401 (29%) of budget \$2 229 745. Bought forward revenue from 2021 is \$609 007.

Payments from parents with exception of year 12, have been posted to their correct account with \$55 953 to be posted at the completion of LET.

Voluntary Contributions (year 7-10) collected is 27.17% (35.1% last year). Secondary Assistance has not yet been received, anticipated \$60 000. Subject charges year 7-12 is 37.63% (compared to 37.18% last year)

See Cash Budget March 2022

Bank Account

As at 1 April 2022, bank balance is:

- | | | |
|------------------|----------------|---------------------------|
| • Cheque account | \$1 052 114.41 | (\$837 831.76 previously) |
| • Investment | \$ 766 211.63 | (\$766 087.79 previously) |
| • Building Fund | \$ 19 343.78 | (\$19 157.78 previously) |

APPENDIX 2

Finance Committee minutes



Minutes

Finance Committee

Meeting No. 2/2022

Meeting location: Online- Webex Meeting time and date: 3.15 pm, Thursday 17 March, 2022		Chair: Peter Lillywhite Minutes: Rachel Strickland
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Rebekkah Clarkson, Sally Murphy, Danielle Edwards, Rachel Strickland (in lieu of Justine Avenell), James Buchanan	
1.2	Apologies: Justine Avenell, Stephen Galvin, Elizabeth Clark	
	<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 February 2022 to be endorsed. <i>Endorsed by: Rebekkah Clarkson Seconded by: Danielle Edwards</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	<p>New Members – Correction - 2 positions to fill</p> <p>Constitution states: The Committee shall consist of: Principal (Mandatory) Manager Corporate Services (Mandatory) Three to seven members (consisting of staff and community members)</p> <ul style="list-style-type: none"> Currently have 6 members, including 2 vacancies 	<p>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</p> <p>EOI went out within the last week, three people have nominated. Vote sent by email Tuesday 15 March 2022.</p> <p>EOI received from:</p>

- James Buchanan
- Liz Clark
- Kiasten Devellerez

Nicole Van Wyk indicated she would nominate if we required additional EOI.

1. TENURE OF OFFICE

- The election of incoming staff members will be done prior to the first Committee meeting for the year.
- The tenure of office will be two years.
 - Vacancies caused by transfer or resignation shall be filled by by-election for a full term.
 - Retiring members are eligible for re-election
 - In the event of an elected member not attending three consecutive meetings without reasonable explanation, his/her membership of the committee may be terminated.
 - Any position declared vacant shall be filled by by-election for a full term.

2. VOTING



- Voting at meetings shall be by a simple majority
- Co-opted members have no voting rights
- A proxy vote may not be recorded in a member’s absence

The Chair shall have both a deliberative vote and, in the event of a tie, a casting vote

Congratulations to James Buchanan and Elizabeth Clark who have been elected to the Finance Committee until Dec 2023.

17 March - Email sent to both parties on behalf of the chair, inviting both James and Liz to the meeting.

17 March - Email to Kiasten sent on behalf of Chair to advise of election results.

	School Financial Position	Rachel Strickland/Justine Avenell
4.1	MCS Report	Refer to Appendix B <i>MCS Report Dated 17 March 2022</i>
4.2	Comparative Budget Report	Refer to Appendix C <i>Comparative Budget Report Dated 16 March 2022</i>
5.0	Fundraising Application - indicate whether to be input taxed	Peter Lillywhite
5.1	See attached 2022 Approved Fundraising Events To be scheduled: Year 9 small business sausage sizzle Alive Week Cadets fundraising Athletics Carnival R U Ok day	Refer to Appendix A <i>2022 Approved Fundraising Events</i> 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.
5.2	Submitted by Christine Fontaine Multicultural week free dress day 7/4/22	Propose to raise funds for existing 2x students sponsored through World Vision and managed by Student Services. FC to consider if clashes with other events. No clashes. Gold coin donation for Worldvision Sponsor Children All in favour
6.0	Discussion Items	
6.1	Scholarship- Lions \$500 Yr 12 student- applied to 2022 charges	Noted
7.0	School Funding Requests	
7.1	Lighting Upgrade for PA Submitted by Aaron Gibson 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. 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 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.	 FW CCP Quotes - Lighting Consoles a Refer to email Appendix D <i>FC consideration- Lighting upgrade for PA</i> Quotations sent to members on 1 March 2022 for voting (attached).  Finance Committee consideration - Ligh All in favour via electronic voting.

	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. It would be great for us to set up a plan for funding and obtaining this equipment moving forward.	\$14 219.04 to be provided from budget surplus.
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.	Item remained from previous meeting. This action is on hold due to COVID restrictions. Agreed item can be removed from Agenda and brought back at a later date if rescheduled.
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 E <i>DGR Report Feb 2022</i>
8.2	Annual DGR Status Review 2022	Next due: October 2022
9.0	Other Business	
	Nil	
10.0	Next Meeting	
10.1	12 May 2022, 3:15pm	
11.0	Meeting Closed at 3:45pm	

Signed: _____
Peter Lillywhite

Date: _____

APPENDIX 3

Principals Report

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.