

MEETING OF THE SCHOOL BOARD

Date: Monday 6 September 2021

Venue: Conference Room, Administration Building

Meeting Opened: 6.00pm by Hannah von Ahlefeld, Chair

- **Attendance and Apologies**

Present: Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Justine Avenell (Manager Corporate Services), Louis Cheeseman (Student Services Manager), Sasha Brennan (Teacher), Barbara Kamarudin (Teacher), Rebecca Newton (Parent), Kristian Ravn (Parent), Vilko Poznovia (Parent), Martin Flaig (Parent), Paul Stone (Parent), Albert Jacobs (Community Member), Helen Egeberg (Community Member)

Apologies:

Minutes: Jane Street

- **Welcome**

Hannah von Ahlefeld welcomed all members to the meeting and in particular David Ford, former Chair and John Gillon, Chair, Churchlands SHS Foundation.

Acknowledgement of Country – David Ford

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.

- **Quick Feedback on Combined Senior Staff and School Board meeting**

All members were very interested and excited to be involved and enjoyed the insight into the school world. They very much enjoyed the session and expressed the importance of engaging with the Senior Staff.

- **Q&A with John Gillon, Chair of Churchlands SGS Foundation and founder of the Churchlands SHS Alumni**

John shared the process and the challenges of setting up the Foundation at Churchlands SHS. He strongly advised that we would need to have a strong and committed leader to drive the foundation. This would be critical to the success of the project. The school needs to set up an alumni to identify potential sponsors to the foundation. This will take significant time and resources and will need a dedicated Marketing and Media officer to be responsible for the database and to organising fundraising events and school tours to attract attention to the project. He suggested we then seek out 'go to' person in each past cohort so they can assist with contacting others. This personal approach worked very well.

Justine advised that we had added an Alumni page to the website to encourage past students to make contact (we currently hold records on the School Information System (SIS) for the past 10 years). A request has also been sent out in recent school newsletters. The Class of 1984 has made contact to hold a school reunion and they too will assist with getting the word out amongst their peers.

Paul Stone offered to use some of his contacts to attract a marketing student on work placement to assist with the start-up of an alumni. Justine will also make contact with a past marketing lecturer to see what options would be available.

It was also agreed that when the upcoming building program we should wait and see how far the funding stretches before identifying a potential project for the Foundation.

- **Update on Duncraig SHS Branding and Marketing Strategy – Justine Avenell**

During 2020 we started to look at refreshing the school logo and our branding. Justine explained the purpose of rebranding following consultation with staff, students, parents and the Board late last year. She explained the history and reasons for the logo and the changes made. The roll out of the new logo commenced at the beginning of the year with the new letterhead, business cards and more recently some school signage, banners for the Physical Education and Music Departments. All publications and publicity now reflect the new logo. It will take another year or so to complete the rollout and we have been working with our uniform supplier to replace low stock with the new logo ready for 2022. This will be a gradual process with no expectation of parents to change to the new uniforms and therefore may take a few years to complete.

We are also in the process of seeking new providers of the school website which will be improved and updated toward the end of 2021/beginning of 2022 and are currently engaging Rift photography to update photographs and produce a school video.

Being in the top 10 schools in WA, we are a 'school of choice' and people are moving into the area to get their children into our school.

Hannah thanked Justine for her work on the rebranding of the school.

- **Minutes of Previous Meeting – 9 August 2021**

The minutes of 9 August 2021 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Martin Flaig. All in favour.

- **Matters Arising from Previous Minutes**

Building update – With Architecture Studio visited the school on Friday 3 September to walk around the existing buildings due for renovation. They will be meeting again on Wednesday 8 September. Following discussion at the last Board meeting it was agreed to set up a Facilities and Amenities subcommittee and to establish a Terms of Reference similar to Bob Hawke College. Again the need for a lawyer to assist with this was discussed. Two suggestions were made and Hannah will follow up.

Futures Event – Hannah, Vilko and Paul met with Pete to discuss the format of the Futures Event on Tuesday 31 August. Clean State are unable to partner the event but discussions will continue with other potential partners. Community engagement will be sought by encouraging parents in emerging industries to assist with the project. Going forward, the event will connect with STEAM in 2022. However, it was agreed to start small for 2021 and build on its planned success and plan a bigger event in 2022. Caitlin Collins has expressed an interest to be involved and assist in any way she can.

Opportunities for music tour students – Our music students recently attended a WASO performance and were invited to take a behind the scenes tour of the Concert Hall. Whilst this has gone some way to support our music students, members were reminded that if anyone knew of any connections to music industry who may be able to assist our students we would be grateful. Other suggestions put forward are to contact WAPPA and a The Ellington Jazz Club to see if they could assist in any way and this will be taken on board.

Risk Matrix – Justine showed members the school’s Risk Matrix and explained that our priority was to the safety of our students and staff. Our biggest risk is trip hazards and small accidents in the Science laboratories. She explained that the matrix is no longer auditable and does not have to be reviewed annually, unlike private industry. She also reminded the Board that members cannot be sued for decisions that are made and if a case was brought members would be covered by the Department of Education.

- **Correspondence in/Out**

Letters of appreciation to Year 12 Councillors for attending last School Board meeting.

Letter of appreciation to Dan Dowsett, apiarist, for his presentation at Science Week 2021.

The Board also expressed a verbal acknowledgement to Barb Kamarudin for all her hard work and commitment to Science Week

- **Committee Reports**

- a) **Finance Report – Justine Avenell**

2022 Planning - Subject budgets and other cash budgets will be finalised early next term. Budgeting has commenced for 2022 and the current numbers expected next year is 1791. Timetables are in progress which advise our teacher requirements.

2021 One Line Budget – Funds are in surplus having received monies for graduate teacher relief and EBA curriculum Support PD

2021 Cash Budget – we currently have a cash surplus which is available via Finance Committee for approvals such as the recent painting of the gym and CCTV upgrade. 70.6% of voluntary contributions have been collected compared to 63.76% in 2020. Overall course subject charges (year 7-12) collection rate is 77.72% compared to 77.6% in 2020. Expenditure is sitting at 50.8% of planned expenditure for the year.

Asset Purchases – We are looking at replacing a number of learning area photocopiers and purchasing additional for heavy use areas such as English and Maths.

The Finance Committee minutes of Thursday 2 September were noted.

Hannah proposed that the Board moved to accept the report and minutes. This was seconded by Paul Stone and Sasha Brennan. All in favour.

- b) **Principal’s Report - Peter Lillywhite**

- High Quality Teaching and Learning update**

Following consultation with students and teachers, the Teaching and Learning team have developed a draft Teaching and Learning Model. Feedback from staff has been sought and the final version will be available soon. The team interviewed students about teaching and learning at Duncraig and were asked questions about teacher preparedness, classroom learning, checking for understanding, feedback and classroom climate. The results of these interviews has influenced the Teaching and Learning Model.

- Business Plan**

A big thank to the Board for their work at the combined meeting on the 6th September on the new Focus Areas. The draft has come from the Executive Team after reviewing the feedback from the last combined meeting and in consultation with various specialist areas. The feedback from this final meeting with help to finalise the Focus Areas and allow direction for the new targets.

- Manager of Timetabling and Operations**

Kylie Burke has been appointed as Manager of Timetabling and Operations. She will spend the rest of the year getting to know how the school operates, building her knowledge and expertise of our systems and then planning detailed timelines and processes for 2022.

Vaping

We are currently seeing an increase in the use and sale of vapes in the school. Louis Cheeseman recently sent out a letter to all parents to provide some education and information to parents about Vaping. We believe this could become quite a problem across all schools and we will need to continue to educate students and parents of its potential harms.

Recent accident involving student cyclist and driver

Following a recent where a Year 7 student was hit by a car we will continue to educate our students on the importance of wearing a helmet. Information has been sent to parents and has been put on social media to try to reinforce this message.

Hannah proposed that the Board moved to accept the report. This was seconded by Vilko Poznovia. All in favour.

- **Any Other Business**

Hannah is setting up a meeting of School Board Chairs of our partner primary schools. Date and time are to be confirmed and all Board members are invited to attend

- **Meeting closed at 7.50pm**

- **2021 Meetings - Mondays**

1 November - 6.00pm

29 November – 6.00pm

