

MEETING OF THE SCHOOL BOARD

Date: Tuesday 8 June 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), Vilko Poznovia (Parent), Martin Flaig (Parent), Paul Stone (Parent), Helen Egeberg (Community Member), Rebecca Newton (Parent) and Sally-Anne Murphy.

Apologies: Albert Jacobs (Community Member), Kristian Ravn (Parent)

Minutes: Jane Street

- **Welcome**

Hannah von Ahlefeld welcomed all members and in particular Paul Stone to his first meeting. Welcome also to Sally-Anne Murphy.

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.

- **School Reconciliation Action Plan (RAP) Committee: Presentation by Sally Anne Murphy**

1% of the student population are ATSI students and therefore integrating ATSI perspectives, cultures and histories into our teaching is crucial, hence the RAP committee was formed.

A staff survey established that 74% of staff do not have the confidence to incorporate ASTI histories, culture or perspectives into their classroom. It was also noted that there is also very little collaboration with ASTI community members. This and other data from the survey was used to build the RAP which was approved by the school in March 2020.

Some of the 18 deliverables in the RAP have already been instigated. These include flying of ASTI flags, adding the Acknowledgement of Country (AoC) to assemblies and meetings and to the school website. A SEQTA portal has been set up to support staff and students where information such as revision courses at universities, camps and magazine articles is available. The school is participating in The Polly Farmer Foundation 'Follow the Dream' program which supports ATSI students who have the potential to succeed and who have the support of their family/careers. The new Student Support Officer, Mia Zivillica is facilitating this program. Deliverables such as building relationships with the ASTI community will be long term goals.

NAIDOC week will be celebrated as part of the annual ALIVE festival being held in Week 11 and will include activities for students and staff, including a smoking ceremony at the opening of the celebrations, a blanket activity and sand murals.

Going forward, the committee will resurvey staff at the beginning of 2022 and continue to support staff to feel confident in teaching ASTI histories, perspectives and cultures and support and encourage ASTI students in their studies and take on leadership roles within the school. They also plan to design and establish a six season pathway through the gardens of the school and continue to build collaboration with ASTI community members and increase the numbers of ASTI elders and incursions on site.

- **Minutes of Previous Meeting – 10 May 2021**

The minutes of 10 May 2021 were proposed by Louis Cheeseman to be signed as true and correct. This was seconded by Martin Flaig. All in favour.

- **Matters Arising from Previous Minutes**

- School Board Training**

Training for new board members has been requested and we are awaiting details of the next course to be held in the northern suburbs. Pete and Hannah have been booked onto the workshop for Principals and Chairs 'Linking Schools and Communities' which is being held in September.

- Statistics on incidences at school compared to other schools**

Following discussion at the last meeting Pete was asked to compare statistics on bullying in other schools. This information has proved difficult to obtain. Suspension data is available but we have been advised not to disclose this information so it does not misrepresent other schools. We will however, review our own data.

- **Correspondence in/Out**

Letters have been sent to the six students who have attended School Board meetings this year to date. Louis Cheeseman suggested we should also write letters of commendation to our Full Colour Award winners. This was agreed.

- **Committee Reports**

- a) Finance Report – Justine Avenell**

- Thank you to Rachel Strickland for covering LSL for Justine Avenell and preparing the reports for the last meeting and this meeting.
 - Online budget: since the last meeting in May our allocation and cash transfer remain the same. The salary surplus has changed as we fill some of the positions which were budgeted. We are on track to meet our 96% minimums expenditure.
 - Cash Budget: To date we have received 58% of anticipated revenue. The final gateway is expected in July and the remainder of budgeted revenue will come from locally raised funds. We have spent 32% of planned expenditure for the year. This is down on last year but we attribute this to the short Term 1 of only 8 weeks
 - 2022 Budgeting: Budgeting worksheets have been sent to HOLAs and TIC staff with planning meetings to commence at the end of this term.
 - The Finance Committee minutes of Thursday 3 June were noted.

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

b) Principal's Report - Peter Lillywhite

Business Plan Review

Thank you to those who attended the combined Board and Senior Staff meeting. It was a great success and gave both teams an opportunity to meet and share their passion and enthusiasm for the school and provided great feedback to Executive for the new plan in 2022.

Meeting with City of Joondalup

Pete met with the City of Joondalup on Tuesday 25 May to discuss the ongoing traffic issues on Gilbert Road. Concerns were raised regarding the mix of buses, vehicles and students on Gilbert Road in the school's afternoon peak period. An option of relocating the buses from Gilbert Road to Readshaw Road to a section east of Gilbert Road intersection was suggested. It is anticipated that this would not only alleviate the pressures on Gilbert Road, but additional parking could be created by utilising the bus embayment.

Bus stops and routes are the responsibility of Public Transport Authority (PTA) and any stop and/or route modifications would require support from them. It was suggested that a request from the School would have more impact over the City advocating on the school's behalf. The City would be able to assist as much as possible and it was agreed to that the School would make contact with PTA regarding relocation of bus stops.

Pete will meet with the City of Joondalup again once they have met with their engineers and will also follow up with Albert Jacobs also. If we get any road blocks, we will seek parental assistance and the Board agreed to write a letter of support. The Board also suggested that a Risk Management Plan could be completed and sent to the City of Joondalup.

Events

NAPLAN and Year 10, 11 and 12 exams were all held this term. Duncraig SHS has been a lead school for completing NAPLAN online and this year it ran was extremely smoothly. Year 10 examination results play an important role in subject selection for Year 11, which will be the major focus over the next few weeks for our Year 10 students and will be completed early in Term 3.

The Winter music concert was held on May 17 and showcased the talents of our music program students.

The School Development Day was held on 21 May. The school RACER values were previously reviewed and the Framework team presented the feedback to all staff including a change in the final "R" value from Relevance to Resilience. Staff worked in learning areas for the majority of the day but also attended a concurrent session on Dyslexia, Differentiation or Webex.

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

• Any Other Business

Careers Expo (20 July) and Science Week (14-22 August) – the Board were invited to propose contacts for these two events. Hannah has contacts in WA police and the Defence Forces, Martin has contacts within Watercorp, Vilko will contact some IT companies and Rebecca will contact ECU in relation to Science week. Please forward details to Hannah as soon as possible who will liaise with Maree Marcon.

Duncraig Foundation

Having looked at the model used by Churchlands SHS the relevance of having a foundation at Duncraig SHS was discussed. All were in favour that was a good way to raise funds for large building projects or to sponsor a particular program. It was agreed that post building plans there will be additional works around the school that will need addressing and it may be a good way to fund these projects. However, the foundation will need to be driven by the Board. A targeted approach would be needed to encourage families to donate and they must be able to see the potential for providing sponsorship for our students. It was agreed that Hannah would contact the School Board Chair at Churchlands SHS and invite him to come to talk to the Board.

Setting up of an Alumni was also discussed. At present, we do not have the staffing capabilities to set up and manage an alumni and may not have for another couple of years. A volunteer would be needed to do so. It was suggested that we contact the local universities as there may be marketing students that be interested in assisting us as part of their course and/or marketing companies who may be able to provide pro bono work. Paul Stone will make some enquiries to see if there is any interest in assisting us.

CCTV

We would like to add additional CCTV camera to the school. We have surveyed the locations of the current 20 cameras and have updated the CCTV plan adding an additional 12 cameras and relocating 4 cameras that are not in the correct location. We have received two quotes for the work and are now applying for permission from the Department which needs to be signed by the Principal and School Board Chair. Members were shown current and proposed locations.

Hannah proposed that the Board moved to accept the additional camera and locations. Vilko Poznovia and Rebecca Newton seconded. All in favour.

Meeting closed at 7.30pm

2021 Meetings - Mondays

9 August - 6.00pm

6 September- This meeting will be held with Senior Staff commencing at **4.00pm**

1 November - 6.00pm

29 November – 6.00pm