

MEETING OF THE SCHOOL BOARD

Date: Monday 9 August 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), 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: Louis Cheeseman (Student Services Manager)

Minutes: Jane Street

- **Welcome**

Hannah von Ahlefeld welcomed all members to the meeting and in particular to the Year 12 students, Matei Hepcal and Kirsten Du Preez.

Acknowledgement of Country – Martin Flaig

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.

- **Matters Arising from Previous Minutes**

Traffic update round the School: Update and Discussion

Pete and Justine met with Mayor Albert Jacob and the Director of Infrastructure Services on Monday 2 August. They have agreed to move all buses from Gilbert Road to Readshaw Road. This work will take place during the current financial year. The old bus parking will be converted to parent parking. We wish to thank the City of Joondalup for being so supportive and accommodating of our requests.

Hannah asked the Board to consider the need to draft a Terms of Reference (TOR) for a Risk Sub Committee. A sample TOR from Bob Hawke College was emailed to members prior to the meeting. It was agreed that at this stage we do not need a subcommittee as the school has a risk matrix and management plan in place. A copy of the risk matrix will be shared at the next meeting.

School Building Project: Update and Discussion

Architects toured the school on Friday 23 July to prepare tender applications. All have experience in schools and/or public spaces. As soon as we are notified who has won the project we will meet to discuss our requirements to provide innovative teaching and learning spaces for our students.

Hannah asked the Board to consider the establishment of a Facilities and Amenities Sub Committee subcommittee. A sample Terms of Reference from Bob Hawke College was emailed to members prior to

the meeting. The subcommittee would consist of between 4 and 6 people, meeting approximately every 2 weeks. Their purpose being to provide support and advise, decision making would be at school level.

Areas to consider: meetings with architects, tour other schools that have had major building projects and discuss their experiences, restoration and replating of bushland areas cleared for building ensuring indigenous community input included. Albert Jacobs suggested we contact Kim Collard, a highly respected and influential member of the Aboriginal and Non Aboriginal Community. Albert Jacob will provide contact details.

The Chair acknowledged and thanked Albert Jacobs for his early efforts in support of Phase 1 of the building project. Conversations need to continue with the community about future funding required.

The Board unanimously agreed that a subcommittee was required. Interested parties should contact Hannah or Pete. As the consultation process is due to commence by end of Term 3, there is an immediate need is to find a lawyer to support the TOR. Members were asked to reach out to any contacts they may have. The school will also contact parents for assistance.

- **Year 11 Student Leadership Report and Discussion**

Alive Festival – this event was postponed due to the Covid Lock down but has been rescheduled for Week 10 of Term 4. Unfortunately, the Senior School students will have finished for the year. However, the positive message of Act-Belong-Commit will continue to be promoted to lower school students. Events for the final week of the year for Years 7 - 10 will be as follows:

| | |
|-----------|-------------------------------|
| Monday | ALIVE DAY |
| Tuesday | ACHIEVEMENT ASSEMBLIES |
| Wednesday | REWARD DAY (Adventure World) |
| Thursday | STAFF V STUDENT Cricket Match |

Fundraising – Two events are planned for this Semester. The first event will be a free dress day in Term 3 with funds raised going to our two sponsor children as part of My World Vision. The second event, the Christmas Food Appeal for the Salvation Army, will take place in Term 4.

Student Voice – The Year 12 Student Council implemented a program for Year 7 and 7 relating to anti-social behaviour. This has received mixed feedback. Students will look to find solutions. This group of students has been very challenging as they transition to high school and establish their position in school.

All students completed the WHITS (What's Happening in This School) Survey at the beginning of this term, the results of which will assist in planning for 2022.

School TV – School TV is a new resource which will be launched in Week 6 to support parents, students and teachers. It will provide information and advice for students to minimize their stress as they navigate High School and will assist parents to provide support for their student particularly at times of stress, both emotionally and practically. New topics are released each month and teachers will discuss these with students through the Form program.

Upcoming Events – School production of Grease, Interhouse Athletics carnival, Student elections and Year 12 Presentation Evening

The students were asked how the year group was feeling as they approached their final weeks at high school. They expressed that they were glad to be coming to the end of their studies but would miss the comradery and routine of school. They also commented that they felt very lucky to have survived the year without going into lockdown and expressed their sympathies for students in the eastern states. Many students have

received early offers from universities which relieves some of the pressure. Despite this, students are still aiming to get the best results they can.

The Board asked if the school was online ready. Pete confirmed that students and staff are well prepared for online learning. The Year 12 students also confirmed this stating that teachers are continually reminding them that resources are available on SEQTA!

- **Matters Arising from Previous Minutes (Cont.)**

- Term 3 Calendar**

- The Board were invited to note and confirm attendance at key events in Term 3. Albert, Martin, Vilko and Hannah requested to attend one of the school productions of Grease. Jane to enquire about ticket availability. Term 4 events will be discussed at the next meeting.

In November 2019, our music students began fundraising for a school trip to New Zealand to participate in Rhapsody Rotorua in July 2020. Unfortunately, this was cancelled due to COVID travel restrictions. The students then planned a 5-day trip to the Great Southern at the end of Term 2, visiting Katanning, Albany and Mount Barker. Unfortunately, this was also cancelled due to COVID travel restrictions. We are now looking at opportunities for them to attend a WASO concert and to include a tour of the concert hall and workshops with the musicians. Board members were asked if they had any connections in music world either with local bands or singer songwriters to please let us know and we will contact to try to set up some workshops for our students.

- Careers Expo and Science Week**

- The Chair wishes to acknowledge Martin Flaig's (Water Corporation) contribution to the Careers Expo on 20 July. This was a great event and was very well supported by our students particularly those from the lower years.

The Board was invited to provide input on current plans for Science Week – 16 – 20 August entitled 'Food: Different by Design'. There is not a great variety of resources for years 7 – 10 so the school is looking for assistance. To date, Hannah has facilitated presentations fermentation (Chilli Sauce) and beekeeping. Albert Jacobs suggested contacting the Trandos family who are the largest producer of corn and beans in WA. Albert to send contact details.

- Duncraig SHS Foundation**

- John Gillon, Chair of Churchlands SHS Foundation, will attend the next School Board meeting for a Q&A session.

- School Board Training**

- Martin Flaig and Hannah von Ahlefeld attended School Board training on Tuesday 3 August at Subiaco Primary School. Pete and Hannah have been booked onto the workshop for Principals and Chairs 'Linking Schools and Communities' which is being held in September.

- **Minutes of Previous Meeting – 8 June 2021**

The minutes of 8 June 2021 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Martin Flaig and Paul Stone. All in favour.

- **Correspondence in/Out**

Letters of commendation have been written to two students in recognition of their Full Colour Award.

Letters received from Event Coordinator, Tania McMasters inviting Board members to attend the Year 12 Presentation Evening on Wednesday 27 October.

- **Committee Reports**

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

2021 One Line Budget - The final 50% of cash requested from Student-centred Funding has been transferred to the school bank account.

2021 Cash Budget – We have received 90% to date. Surplus will fund projects requested via the Finance Committee. Voluntary contributions collected are at 56% which is slightly lower than expected. Current expenditure sits at 46% of planned expenditure for the year. We anticipate this will increase during the term

2021 Salaries –Codes used to monitor expenditure have been reassessed for their relevance. Where relevance is no longer beneficial we have the flexibility to use these codes for other items such as business plan priorities, specialist areas and initiated projects.

2021 Projects – A new PA system is currently being installed as are additional cameras to our CCTV system. We are also updating our Emergency management plans.

2022 Budget – the budget will increase for 2022 based on projected numbers. More information to follow at future meetings. We are currently finalising a Debt Collection Policy so parents can understand the process

Hannah noted that allocation of funds according to Focus Area in the school Business Plan was now included in the budget. She also thanked Justine for sending a note to parents requesting voluntary contributions to the School Building Fund for the end of the financial year,

The Finance Committee minutes of Thursday 5 August were noted. A number of funding requests were granted, such as the painting of the gym and UHF radios for the school buses, and four fundraising events to be organised by student were granted, (Ms Readthon, Headspace/R U OK, Sea Shepherd and a sausage sizzle at the Athletics carnival to raise funds for athletics shirts).

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**

- Projected Enrolments for 2022**

Current projections indicate another large growth in student population taking our total student numbers from 1720 to approximately 1800. This will probably be the last year with a significant increase. Each year group projected numbers are as follows:

| | |
|---------|------|
| Year 7 | 350 |
| Year 8 | 318 |
| Year 9 | 318 |
| Year 10 | 312 |
| Year 11 | 247 |
| Year 12 | 262 |
| Total | 1807 |

- Proposed staffing additions**

With the additional students arriving in 2022, we will be looking to appoint the following positions to cater for the increase;

- 4 x Teacher to cover for the additional students
- Additional 0.2FTE release for 7 HOLAs to support school initiatives and have the necessary time to performance manage and lead curriculum changes.

- Program Coordinator – Timetabling and Operations
- Additional 0.4FTE School Psychologist to cope with increased need.
- 2 x Admin support staff.

Activities & Events

Activities included the Year 7 and 7 Lightning Carnivals, Open Reporting Day, Career Expo and Achievement Assemblies.

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

- **Any Other Business**

Futures Event 2021 – Term 4

Hannah proposed that the Board should organise and run an annual showcase event that uses members professional and other networks. The object of the event is to inspire students to consider careers, technologies and other opportunities in the future global economy. Suggested themes for the event were Tech Economy (robotics, cyber security), which arose from discussions earlier in the year with Vilko, and Sustainable Economy.

The Board agreed with the proposal. Hannah will collaborate with Vilko, HaSS staff and the Sustainability Committee via Jenny Bibard. Further information to follow in the coming days. Those interested will meet again via Zoom.

- **Meeting closed at 7.45pm**

- **2021 Meetings - Mondays**

6 September- This meeting will be held with Senior Staff commencing at **4.00pm – 5.30pm – Board 6 – 7pm**

1 November - 6.00pm

29 November – 6.00pm