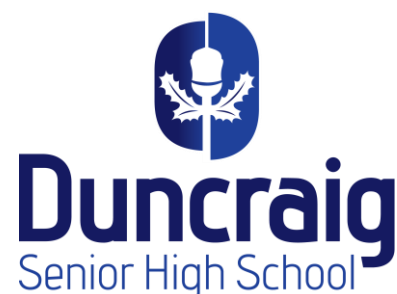


# OPEN MEETING OF THE SCHOOL BOARD

Date: Monday 23 March 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), Steve Galvin (Assoc Principal), Louis Cheeseman (Student Services Manager) Justine Avenell (Manager Corporate Services), Sasha Brennan (Teacher), Barbara Kamarudin (Teacher), Rebecca Newton (Parent), Vilko Poznovia (Parent), Kristian Ravn (Parent), Helen Egeberg (Community Member) and Martin Flaig (Parent)

**Apologies:** Albert Jacobs (Community Member)

**Minutes:** Jane Street

- **Welcome**

Hannah von Ahlefeld welcomed all members and Martin Flaig to the Open Meeting.

**Acknowledgement to 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.*

- **Minutes of Previous Meeting – 22 February 2021**

The minutes of 22 February 2021 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded Vilko Poznovia. All in favour.

- **Matters Arising from Previous Minutes**

- **Terms of Reference** has been **updated to read as follows:**

- 6.3 The number of members of the Board will be **14**.

- 6.5 The composition of the Board will be:

- i. **3** members of the general community;

- ii. **4** staff of the school in addition to the principal;

- iii. **6** parents;

- iv. a member of another association of the school referred to in **SEA s.149** in relation to the school or group of schools that the school belongs to (SER r.107(1)(b)(i)(ii)(iii)(iv)).

- **School Board Events**

Members were provided with a list of events the Board should attend where possible. Board members were requested to send their availability to Jane Street as soon as possible.

- **New Meeting Dates**

Meeting will now be held on Monday evenings. Dates are:

- 10 May – This meeting will be held with Senior Staff commencing at **4.00pm**

- 8 June – TUESDAY** at 6.00pm

- 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

- **Review of nominations form and call for nominations to date**

The application form for new members of the board was updated and emailed to members prior to the meeting. Jane has sent out two emails to parents calling for new members with the closing date of Thursday 1 April. To date no nominations have been received.

- **Correspondence**

Letters of appreciation were sent to D&T team thanking them for their perseverance with the D&T upgrade

Letter to school principals regarding the Academic Group courses for Years 7 to 12

Letter of invitation to feeder schools to participate in a Primary School Transition Network Meeting, 29 April 2021

- **Student Report - Hannah Wallace, Toby Samiotis, Umesha Fernando and Anya Larchet**

**Student Leadership Structure**

- Year 12 Student Council - 12 members including the Head boy & Head girl
- Year 11 Student Council - 12 members
- Sport Captain's Year 12 - 8 members (2 students in Spartans, Olympians, Trojans and Argonauts)
- House Captain's Years 12 - 8 members (2 students in Spartans, Olympians, Trojans and Argonauts)
- Junior Leadership Team - Year 10 - four members, Year 9 - four members and Year 8 – eight members

**Peer Support**

- Peer Support – Year 10 student only with a total of 52 students involved
- Form Captains – 1 per Form class in Lower School

**Portfolios**

- 7 portfolios that the student leadership team will work towards as a whole, 2021 and beyond
- These portfolios are:
  - CANTEEN – healthy menu
  - SPORT – sporting events per term
  - FUNDRAISING – run by each cohort for selected charities
  - STUDENT VOICE – students having impact on school decisions e.g. teaching
  - PROMOTION & MEDIA – promote and increase student profile
  - STUDENT SUPPORT – maximizing student wellbeing
  - ACTIVITIES AND EVENTS – enhancing school pride
- Students from each leadership group will work together on one or more of the above portfolios
- Some portfolios may be more suitable for student groups than others e.g. student voice based on more experience

**Student Leadership Camp**

- There will be members from each leadership group working together on one or more portfolio (blended approach)
- Certain portfolios may be weighted toward certain cohorts e.g. student voice based on more experience

- **Committee Reports**

**a) Finance Report – Justine Avenell  
2021 One Line Budget**

- The 2021 budgets are being finalised now the student census data has been collated.
- Students centred funding is based on 1712 predicted enrolments. 94% will be retained for salaries and the remainder will be used for operational expenses.

- To date we have received 25% of our funding for the Department and 46.75% of Voluntary contributions.
- Expenditure is low as it is still early in the year.
- The Finance Committee minutes of Thursday 18 February were noted.
- Hannah von Ahlefeld thanked Justine for her report.
- Hannah proposed that the Board moved to accept the report. The Board unanimously agreed.

**b) Principal's Report - Peter Lillywhite**  
**Events and Activities**

It's been a busy term with lots of events and activities happening including OLNA testing, Cyber Safety evenings, Year 11 and 12 Parent Information evenings, Year 7 Welcome BBQ, Colours evening and the Synergy Schools Solar Challenge.

- **Statement of Expectations 2021-2024**

The Statement of Expectation is a statement between the Department of Education, represented by the Director General; and the school, represented by the Principal; and sets out the expectations of Principals in relation to the delivery of the 2020- 2024 strategic directions Every student, every classroom, every day, and Building on Strength.

The Statement will underpin each school's strategic planning and self-assessment and will form part of the school's public school review.

The Statement also clarifies the important governance role that the school council/board plays in supporting the Principal and school staff to implement the system strategic directions in their school and to achieve year on year improvement.

The Statement of Intent was noted by the Board and signed by Pete Lillywhite, as Principal, and Hannah von Ahlefeld, as Board Chair.

- **Presentation of data to support attainment of School Business Plan 2020-21 targets**

**Data Analysis**

- Duncraig SHS ranked 13th against other government schools for WACE achievement with 97% of our students achieving WACE
- Median ATAR was 84.50 ranking us 8<sup>th</sup> against other government schools, something we are extremely proud of.
- Two students joined the over 99% ATAR – Kayla Browne (99.55) and Chris Patrick (99.20)
- 26 Students achieved an ATAR between 95% and 99%
- One student achieved a SCSA general Exhibition Award – Kayla Brown - 28th overall of the top 50 students in WA
- Kayla also received a Certificate of Distinction for Psychology being in the top 0.5% in the state
- Eight students achieved Certificates of Merit
- Students performed exceptionally well in Accounting & Finance, Computer Science and Mathematics Specialist
- VET courses achieved a 90% or better achievement rate or better

**Targets**

**Target 1 - The percentage of Year 12 students achieving WACE to be 98% or above:**

We have maintained a consistent result for the past 3 years, outperforming like schools. However, we are still 1% below our target. The main cause of student's not achieving WACE continues to be students not meeting the literacy and numeracy requirement (OLNA).

**Target 2 - The Year 12 Median ATAR to be 85 or above**

We are delighted with the Median ATAR of our 2020 cohort. This result is due to the hard work and dedication of our Year 12 students and teachers. Although we have not quite met our ambitious target, this still our best result ever. Our median ATAR for those who applied for University through TISC was 86, which exceeds our target.

**Target 3 - The Year 12 Gifted and Talented median ATAR to be 93 or above.**

This is an improvement on 2020, but we still have work to do. An Associate Principal part-time role in charge of Academic Excellence began in 2020. We will continue to review past and present data to better understand ways in which we can add value to this cohort. These students will continue to attend Breakfast Club meetings and work closely with the Gifted and Talented Coordinator to provide support.

**Target 4: The percentage of Year 9 students achieving Band 8 or above to be the same or above like schools**

Due to COVID-19, NAPLAN testing was not conducted in 2020. However, the Year 9 cohort was given the opportunity to sit OLNA. The 2020 results show the percentage of students who reached category 3 for OLNA, which is a prerequisite for WACE achievement. It is a similar outcome to those students who would have achieved Band 8 in NAPLAN. We are exceptionally pleased with these results.

**Target 5: The mean progress from Year 7 to Year 9 in NAPLAN to be greater than that of like schools.**

As our Year 9 students were unable to sit NAPLAN, we are unable to show progress from Year 7.

**Target 6: The percentage of Year 12 General courses with a mean EST score above the State Average to be 90% or above**

This result has been impacted by COVID-19 and the disruption to the Senior School Assessment schedule. This will be an area of focus for 2021.

**Target 7: The percentage of students achieving a Certificate II or higher will be maintained at or above 98%.**

There has been a slight reduction in the achievement rate of certificate courses in 2020. External courses were a challenge during COVID-19 with many assessments unable to take place in the traditional format. School-based certificate courses were extremely successful in 2020 so we are confident this will improve in 2021.

**Target 8: The Year 12 student post compulsory Intentions and Destinations Pathways align with a percentage variation similar with that of the state**

This data represents the 2019 cohort and their destination in 2020. Our pathways align to the state except for University where a larger portion of student enrolled at University than intended. This is due to additional opportunities provided by universities for alternative entry.

**Target 9: The regular attendance rate for all year groups to be at least 20% higher than the state's regular attendance rate.**

COVID-19 has had a significant impact on attendance across every year group during 2020. It is anticipated this trend will continue for 2021 with ongoing disruptions and a stronger stance on students attending school with flu symptoms. There are no State averages released in 2020 for us to compare.

**Focus for 2021**

- The classroom practice – sharing and collaborating
- SEQTA - Common approach to unit outlines and sharing the creative workload of resources.
- Create our own framework that describes quality teaching at Duncraig SHS
- Develop a whole-school approach to teaching writing

- **Annual Report: Presentation of draft**

A draft copy of the Annual Report was issued. Members were asked for to provide feedback by close of business Friday 26 March. A copy will be uploaded to School Online by the end of term and put on the school website.

- **Any Other Business**

- Helen Egeberg advised the school that ECU are currently looking for teacher practical placements next term.
- Meeting to be arranged with Caitlin Collins and Paul Lilburne as soon as possible to discuss funding for school upgrade build going forward

**Meeting closed at 7.45pm**

**2021 Meetings - Mondays**

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9 August - 6.00pm

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