

SCHOOL BOARD ANNUAL PUBLIC MEETING MINUTES

Date: Monday 5 September August 2022

Venue: Conference Room

Time: 6.00 pm – 7.30pm

Attendance and Apologies

Present: Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Justine Avenell (Manager Corporate Services), Vilko Poznovia (Parent), Paul Stone (Parent), Kristian Ravn (Parent), Louis Cheeseman (Student Services Manager), Aaron Gibson (Teacher), Barbara Kamarudin (Teacher), Martin Flaig (Parent), Rebecca Newton (Parent), Jason O'Meara,

Parent Attendance: Megan Phillipson, Grant McGarry, Vicky Botha and Clayton Bishop

Apologies: Sasha Brennan (Teacher)

Minutes: Jane Street

1. Acknowledgement of Country and Welcome

Hannah Wallace – Year 11 Student

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, students and parents to the meeting.

2. Report from student counsellors on their portfolios

Ethan Tsapazi, Hannah Wallace, Marc Labouchardiere, Andrew Chan and Archer Key

- Student Voice Portfolio
 - Student Voice presentations have been completed
 - All students are now able to access and make suggestions
 - Suggestions have been filtered and most common/achievable have been noted
 - These will be actioned in 2023 by the incoming Student Councillors
- Student Initiative – First Aid
 - Students will have an opportunity to participate in a First Aid Program at the end of Year 10
 - This will be an opt in program and will be presented by St Johns Ambulance
 - Although it will not give them a qualification, it will help them provide with the skills and knowledge to hopefully save lives
- Sustainability Portfolio
 - Solar panel initiative
 - Students are pushing to secure funding for school wide solar panels. They have written letters to Sue Ellery MLC and other local MPs to stress the importance of the project and request funding. Currently waiting to hear back.

- Give Write Recycling Program
 - Legacy Project: Students are working with the Maths department to recycle calculators
 - Give Write bins: Library-based stationery collection point for student to deposit old pens, texters
- Uniform recycling
 - Working to establish end-of-year uniform donation day with the Student Services team

WA Student Council – Hannah Wallace

Hannah advised the Board on the process of her application to participate in the WA Student Council. Following a written application and video application she was invited for an interview. 100 students from WA school were interviewed for 4 places. Hannah stated she had a very positive experience although she was very nervous. She thanked Mr. Cheeseman for going out of his way to help her with the process. She is currently awaiting results from the Director General. Regardless of the outcome, there will be a role for her within the organisation.

Hannah thanked the students for their presentation and wished Hannah the best in her application. She also thanked Louis Cheeseman for working with all the students who had presented to the Board over the past year.

3. Board Annual Report 2021-2022 (*Hannah Von Ahlefeld*)

Hannah gave the parents attending an overview of the Governance Tree, explaining how each of the group within the school, the Board, The Executive Team, Finance Committee, P&C, Student Council and all the Learning Areas within the school have a role to ensure a diverse and thriving governance ecosystem that helps create the conditions for student success. She then reported on the roles of the Board and the ways it has been involved in the school over the past year.

Roles of the Board

- To provide strategic direction and financial oversight by
 - Approving and revising school plans and policies, for example Reconciliation Action Plan, Anti-Bullying and Harassment Plan, Student Assessment Policy, Responsible Use of Technology Policy and Mobile Phone Policy, and approving financial reports and annual charges and contributions.
 - Working in partnership with the Principal to ensure that School Board meetings address the focus areas and targets identified in the School Business Plan 2020-21 (i.e., Quality Teaching and Learning, Leadership, Student and Staff Well-Being especially post-COVID, Literacy and Numeracy) and involve staff, students and other partners to ensure relevant and informed discussion.
 - Supporting the Principal and his team in their reflections on the School Business Plan from 2023, namely its vision, values, focus areas and targets. This process commenced with a Workshop to Reflect on the School Business Plan on 24 May 2021 involving heads of learning areas and school board members.
 - Supporting the development of working group protocols and action plans in three key areas identified by the School Board: 1) Alumni and engagement 2) Opportunities for Student and 3) School building project.
 - Enlisting new Community Members to the School Board, bearing in mind that the skills mapping undertaken in January 2021 indicated the need for members with legal and media backgrounds.
- Promote the school in the community by:
 - Being visible, engaged and knowledgeable about what is going on in the school. All School Board members have been encouraged to:
 - participate in meetings, workshops and special presentations throughout the school year (e.g., Vaping Presentation for parents, NAIDOC events, new school branding, Triple P Positive Parent Program, Year 7 Orientation evening, Design Vision Workshop for school building project, arts and athletics events)
 - draw on their networks and contacts to contribute to school life and provide opportunities for students (e.g., Science Week, Careers Evening, STEAM events, Family Engagement Committee, Climate Crew)

- acknowledge and reward progress and excellence in students and staff by writing letters of acknowledgement (e.g., ATAR and VET Certificates, Full Colour Awards, Zonta Award), providing scholarship or internship opportunities (With Architecture Studio), etc.

4. Nominations and voting of Parent Members to the Duncraig SHS School Board

Hannah von Ahlefeld and Vilko Posnovia's term as parent members to the Board have come to an end. As part of the email which was sent to all parents inviting them to the Public Open meeting a request for parent member nominations was encouraged. Hannah thanked the parents in attendance for their interest. As the lead in for nominations was quite short it was agreed that a second call be sent out to parents extending the closing date to Monday 12 September. A community vote will then take place if more than two 2 nomination are received.

Once the parent nomination to the Board have been completed the Board will vote for a Chair.

5. Nomination of new Duncraig SHS School Board Community Member, Jason O'Meara

Hannah welcomed Jason O'Meara to the meeting. Pete and Hannah believe that Jason would be a wonderful addition to the Board as a community member. Jason is a lawyer and a past student at the school. He is currently mentoring our Year 11 Mock Trial team. He will fill the current gap in our combined skills and competencies, not only as a lawyer but he is also keen to assist with the Alumni. Board members were invited to approve his nomination as a Community Member of the School Board. All in favour.

6. Minutes of Previous Meeting – 14 August 2022

The minutes of 14 August 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Paul Stone and Martin Flaig. All in favour.

7. Matters Arising

a) Update on School Building Project and Percent for Art Scheme (*Peter Lillywhite*)

Pete, Justine, Jane and Hannah met at WITH Architecture in their Studio in William Street last Thursday to look at samples of external features, flooring, paints etc. They had an opportunity to look at the new building through virtual reality. The buildings look amazing!

b) Updates on School Board Working Groups Alumni (*Jane Street*)

We have been contacted by the Class of 2002 to organise an event for their 20 Reunion. We will arrange an afternoon tea on Thursday 24 October from 4.30pm. This will be followed by a presentation and school tour.

Family Engagement Committee (*Vicky Botha*)

- The second 'Treat the Teacher' campaign is progressing exceptionally well with over \$1370.00 raised to date. The coffee van will visit the school on Friday 9 September. One of our lovely parents has offered to bake all staff a little treat to accompany their coffee!
- Year 7 BBQ 2023 is in the planning stage. As for the last BBQ students will manage stalls advertising their various activities and give parents an opportunity to see what our students do.
- World Teachers day event are also in preparation for 28 October
- There are now more than 60 parents of the P&C membership email list who want to connect are all willing to get involved with activities along with the core group of parents on the committee.

8. Correspondence

No correspondence in or out.

It was agreed that letters should be sent to:

- Daniel Aisenson, WITH Architecture, thanking him for offering a day's internship for student, Jarred Jacques in Year 12.

- Ethan Tsapazi, Head Boy, and Luci Breen, Head Girl and to Laetitia Riches, Year 12 Coordinator, thanking them for the contributions over the past year.
- Maths team and in particular to James Buchanan and his Yr11&12 students who came first in the 'Have sum Fun' Maths competition on Friday 12 August
- The Year 10 students who made it through to round 2 of the Mock Trial Competition to be held on September 15. The students won their trial against a Year 11 Team from Methodist Ladies College on both legal argument and points.

9. Committee Reports

Finance *Justine Avenell*

The School Board noted the Duncraig SHS Finance Report of 5 September 2022 and the Finance Committee Minutes of 31 August 2022.

- Finance Report - see Appendix 1
- Finance Committee Report – see Appendix 2
- Vilko Posnovia proposed the reports should be accepted. All in favour.

Principal *Peter Lillywhite*

The School Board noted the Duncraig SHS Principal's report of September 2022.

- See Appendix 3
- Principal review
- Louis Cheeseman proposed the report should be accepted. All in favour

10. Any Other Business

None

Meeting closed at 7.40pm

2022 Meetings - Mondays @ 6pm

TERM 4	31 October - 2023 Charges and Contributions and Booklists approval
	5 December (week 9) - Draft 2023 Budget review

APPENDIX 1

Finance Committee

Report – 5 September 2022



Manager Corporate Services – Justine Avenell

Budget 2023

2023 Budget Planning tool is now available including 2023 notional staff rates. ~~Teachers will cost \$615.92 per day (\$122 568 per annum), from \$579.55 (\$116 489.55 per annum) in 2022.~~ A further update was provided on 9 August 2022, due to the signing of the Teacher Award. 2023 teacher costs \$619.04 per day/\$123 188.96 per year. The SCFM rates have remained unchanged from originally reported.

Basic work has been done on the 2023 preliminary budget with student estimates. Current projection of revenue is \$19m however further funding is to be added.

Anticipating adding one more modular classroom on to the oval for 2023.

One Line Budget 2022

Current operating funds are \$21 822 597 with forecast surplus of \$329 412.

Surplus in Salaries \$293 808 and cash \$35 604.

Salaries (HRMIS)

Planned expenditure on staff salaries remains stable at \$18 143 699. Salaries to date are \$11 336 698. Surplus is \$293 808.

A further \$538 340 remains budgeted for:

- \$160 719 recruitment including Admin Support Officer (recruitment finalised) and EA staff which are proving difficult to sources.
- \$297 493 Casual Payment (see Appendix I)
- \$59 000 Other Salary (see Appendix I)

The attached report outlines our budget for staffing expenses and actual year to date. Under 1524, we budget for staff PD, meetings, and additional staff for projects such as NAPLAN. Currently \$171 724 or budgeted \$238 774 has been expended.

Furthermore, 1346 budgets \$69 546 for staff relief for student activities such as excursions etc. Current surplus is \$48 005 and we are aware Covid has to some degree affected our ability to operation offsite.

Other expenditure of overtime, SRA, higher duties is \$44 176, leaving \$14 824 surplus. Overtime has been high this year with HR Coordinator spending many hours over weekends and evenings finding relief staff during the recent Covid wave as well as continuing staff shortages. Additionally, overtime worked from 2021 was paid out as time could not be taken in lieu due to work requirements.

Covid leave which is uncharged to the school is \$243 445. Some of these funds has added to our healthy surpluses.

Elimination funding is used where funds are provided by the Department for projects such as Covid Cleaning. We also use 849 for paying staff where we cannot pay against a staff member being on leave due to the differing date of level.

Overall, we have spent \$367 320 of the \$517 193 currently budgeted. As the budget has not been reduced to reflect this expenditure, our adjusted salary surplus would increase to \$661 128.

Cash (cheque account)

Cash Budget Report as at 29 August 2022 is available for review. Surplus remains low at \$32 274.

Budgeted revenue is \$2 275 524 (not including the 2021 rollover of \$609 007) of which \$2 175 389 has been received (91%). Remaining revenue is due from parents with a further \$89 836 due from parents based on our current cash report. A major shortcoming is our inability to record previous years' revenue from debt collection, of which \$45 000 has been recovered this year.

Budgeted expenditure is 60.4% spent. Of note, Maths Pathway is deficit of (adjusted) \$6 327. Maths is to decide if they will continue in 2023.

E-Book licence in Maths, Science and HASS expires at the end of 2022. Campion negotiations have commenced. We will need central office assistance for the contract and tender. We will need to sign up for 4 years however we can pay annually. We will be credited for unused licence components, of which we have not been in the past. Year 1 will be cheaper due to the curriculum changes expected for 2024. Licences are cheaper if same publisher is used for learning areas however this will not meet their needs.

Currently looking at Cambridge for Maths, Pearson for Science and ? HASS.

Example:

Cambridge Maths - \$26 400 per year	\$105 600 over 4 years
Pearson Science - \$21 000 in year 1 then \$36 000 pa	\$129 000 over 4 years
HASS – i.e. Oxford \$21 540 in year 1 then \$23 940 pa	<u>\$92 160</u> over 4 years
TOTAL	\$326 760

We are yet to come to agreement with HoLA on how this will be funded.

Voluntary Contributions and Charges

Voluntary Contributions (year 7-10) collected included July 2022 collections is 65.32% including Secondary Assistance. August data is yet to be added.

Subject charges year 7-12 has increased 10% to 75.42%.

Bank Account

As at 29 August 2022, bank balance is:

• Cheque account	\$1 159 220.70	(\$1 216 721.60 previously)
• Investment	\$767 775.47	(\$766 748.64 previously)
• Building Fund	\$ 19 618.36	(\$19 557.56 previously)

Appendices

[Cash Report 29 August 2022](#)

Appendix I: Salary Expenditure

2022 Salary 1346/1524 Expenditure

As at 29 August 2022

		1524 - staff PD, meetings, add staff	Actual	Budget	Balance
1524	806	BP – Literacy/Numeracy			
1524	807	BP - Leadership		\$ 19,810	
1524	808	BP – Teaching & Learning (INCL aic@d)	\$ 2,572	\$ 41,728	39,156
1524	809	OLNA/NAPLAN (\$21 559 T Mills)	\$ 45,927	\$ 52,160	6,232
1524	810				0
1524/1346	811	STEAM Program			0
1524	812	Gifted & Talented	\$ 903	\$ 15,648	14,745
1524/1346	813	Cadets			0
1524/1346	815	Indigenous Program			0
1346/1524	816	Teacher Additional	\$ 65,248		-65,248
1346/1524	817	Non teaching Additional	\$ 32,419		-32,419
1524	821	International Student exchange			0
1524	822	OHS	\$ 192		-192
1524	823	Student Services Relief	\$ 116		-116
1524/1346	824	SAER Relief			0
1524/1346	825	VET/WPL Relief	\$ 2,666	\$ 30,000	27,334
1524	827	Staff meetings – Teaching	\$ 1,838	see 829	
1524	828	Staff Meetings – Non Teaching		see 830	
1524	829	Staff PD - Teaching	\$ 18,459	\$ 70,450	51,991
1524	830	Staff PD – Non Teaching		\$ 8,979	8,979
1524	831	Building Projects			0
1524/1346	833	LOTE Year 7			0
	834	Academic Associates	\$ 1,384		-1,384
	835	Languages			0
			\$ 171,724	\$ 238,774	\$ 49,078
		1346 Student Activities	Actual	Budget	Balance
1346	818	Excursions, Incursions, Camp etc	\$ 8,230	\$ 69,546	
1346	819	Excursions PE	\$ 11,572		
1346	820	Interschool sport competitions	\$ 1,739		
			\$ 21,541	\$ 69,546	\$ 48,005
		Other Expenditure	Actual	Budget	Balance
		Overtime	\$24,242	\$15,000	-9242.00
		SRA	\$13,135	\$22,000	8865.00
		Special Payments	\$6,799	\$22,000	15201.00
			\$44,176	\$59,000	\$ 14,824
		TOTAL	\$ 237,441	\$ 367,320	\$ 111,907
	999	Emergencies & Critical Events	\$ 243,445		
		Elimination/Funded	Actual	Budget	Funding Source
	849	Elimination for staff relief (sick)	\$ 46,479		SCF
1524	832	SCSA	\$ 2,144		SCSA
	805	ATAS (PSYCH)			
	860	COVID-19/Additional Cleaning	\$ 16,833	\$ 87,689	OR
	860	COVID-19/Additional Staff	\$ 13,919		
1524	814	Graduate Funded	\$ 5,124	\$ 35,932	OR
	837	LEAP	\$ 2,783	\$ 19,704	OR
			\$ 87,282	\$ 143,325	


APPENDIX 2

Minutes Finance Committee

Meeting No. 6/2022



Meeting location: Conference Room Meeting time and date: 8.00am, Wednesday 31 August, 2022		Chair: Peter Lillywhite Minutes: Rachel Strickland
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Sally Murphy, Justine Avenell, James Buchanan, Elizabeth Clark, Justine Avenell, Danielle Edwards, Rebekkah Clarkson	
1.2	Apologies: Stephen Galvin	
	<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 2 August 2022 to be endorsed. <i>Endorsed by: Sally Murphy</i> <i>Seconded by: Peter Lillywhite</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	Nil	
4.0	School Financial Position	Justine Avenell
4.1	MCS Report	Refer to Appendix B (<i>MCS Report dated 29 August 2022</i>) Refer to Appendix C (<i>Salaries Plan issued on 29 August 2022</i>)
4.2	Comparative Budget Report / One Line Budget	Refer to Appendix D (<i>Comparative Budget Report dated 29 August 2022</i>)
5.0	Fundraising Application - indicate whether to be input taxed	Peter Lillywhite
5.1	See attached Appendix A (<i>2022 Approved Fundraising Events</i>)	

5.2	Submitted by Elena Rossi Who is holding the event: Year 10 cohort Date of event: 25/10/2022 (T4W3) Location: Outside PA and in form classes Activity: Bake sale and sale of bandannas Purpose of event: Raise money for "Canteen" – Development of responsible citizens and support our students who are dealing with cancer Beneficiary: "Canteen" Estimated upfront costs for activity: \$100	APPROVED Added to schedule of events
5.3	Submitted by Year 10 Group – Curtis K, Joe S, Ben B, Saeed Y Supervised by Elina Khvorostova Date of event: 16/09/2022 (T3W9) Activity: Free Dress Day – Sports themed Purpose of the event: To raise funds to donate to charity helping those effected by skin cancer. To educate and raise awareness about skin cancer within our community. Beneficiary: Cancer Council Estimated upfront costs: Nil	 FW Free-dress day proposal.msg REJECTED Proposal and activity do not align with the sustainability goals and the chosen event does not educate, nor provide any awareness.
6.0	Completed Fundraiser Review	
6.1	MSWA fundraising during book week Submitted by Robyn Griffiths Who is holding the event: Library and Year 11 Community Services students Date of event: 26/08/2022 Activity: Sausage sizzle and bake sale Beneficiary: MSWA Estimated upfront costs of activity: ~\$80	Expenses: TBC Total funds raised: \$908.30 Final proceeds: TBC
	Film 2040 Fundraiser Climate crew	TBC
7.0	Discussion Items	
7.1	Nil	
8.0	School Funding Requests	
8.1	Bike Rescue Program (Dismantle) Submitted by Adam Taylor Quotations: \$8,800 – no like programs for comparable quotes	Students make a bike to donate to charity. If they continue with the program the students make up a second bike that the students keep. Approximate value of the bike for students to keep is \$180.

	<p>Bike rescue is an award-winning accredited program that uses bike mechanics as a vehicle for outreach, engagement and mentoring. A program involves 10 x 3-hour sessions, that happen at school involving 10 students. The program will happen each week for a term. In 2022 we have seen some violent organised fights, mentors in this program will challenge this decision making and aim to reduce incidents in future.</p> <p>For further information, please see attached application. (APPENDIX F)</p>	<p>PROGRAM APPROVED WITH BELOW CONDITIONS</p> <p>Gifting of the second bike to the students not approved. Further conversations need to happen at a senior level and the message that it may portray to the community. (disengaged students receiving high value bike/reward).</p> <p>New cost centre to be created D2637 Bike Rescue Program and \$8000 (ex gst) from budget surplus to be transferred.</p>
8.2	<p>Subscriptions to Ed Perfect Submitted by Christine Fontaine Quotations: estimated \$12,789</p> <p>Provide subscriptions to Education Perfect for students studying language in Year 7 to Year 9.</p> <p>For further information, please see attached application. (APPENDIX G)</p>	<p>A lot of success using Education Perfect in Language classes. Subscription costs more than we are allowed to charge per student so need to source additional funding. Per student cost has also increased. Students are really enjoying it, come out knowing the content of the units and engaging more. Learning area is so small that it is hard to sustain costs compared to bigger learning areas. School has ongoing focus of increasing student enrolment and success in languages, so investment is required.</p> <p>APPROVED PENDING BELOW CONDITIONS</p> <p>General classes only, G&T and SBAE classes covered by G&T/SBAE budget. Are they aware the prices have increased. Leonie to be consulted.</p> <p>Meet with Languages HOLA to discuss remaining 50% of budget of Languages and future plans.</p> <p>Need to discuss how we are going to do this long term, cannot sustain this application every year.</p>

9.0	DGR Reports	
9.1	Financial Statements DGR Building Fund for information to Building Fund Management Committee	Refer to Appendix E (<i>DGR balance July 2022</i>) Acknowledged.
9.2	Annual DGR Status Review 2022	Next due: October 2022 Meeting 7, Term 4
10.0	Other Business	
11.0	Next Meeting	
11.1	25 October 2022, 3:15pm	
12.0	Meeting Closed at 8:35am	

Signed: _____

Peter Lillywhite

Date: _____



2022 Approved Fundraising Events – Finance Committee

TERM 1

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
									Free Dress

TERM 2

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
			A2Z Fundraising			World Oceans Day free dress			Alive/NAI DOC week TBC

TERM 3

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
					2040 Climate crew film fundraiser MSWA fundraising-sausage sizzle and bake sale	Wear it purple fundraiser	Athletics Carnival RUOK day – sausage sizzle and bake sale		

TERM 4

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Loud Shirt	Bandannas and bake sale							

APPENDIX 3

School Board Report

Date: September 5 2022

From: Principal, Peter Lillywhite

It is with pleasure that I present the September School Board Report for 2022.

As we only met a few weeks ago, this is a brief update.

COVID update

We are now at 1188 total cases as of Tuesday 9 August. This represents 60% of the student population, 52% of staff and 59% combined. The weekly numbers for this term have been low.

Week 1 = 41

Week 2 = 20

Week 3 = 18

Week 4 = 20

Week 5 = 18

Week 6 = 6

The numbers are very low now and there is zero staff with COVID.

Activities & Events

- 1. Climate Crew 2040 Movie Fundraiser:** on Sunday 28th August the Climate Crew held their first fundraiser event. They had several stalls and activities for people to engage in before the movie. We had approximately 80 people attending, and the crew held a panel to discuss the movie and the plans of the group afterwards. It was a great start! Huge thanks to Jenny Bibarb, Danielle Edwards and Hannah for the efforts and organisation.
- 2. Book Week:** We began the week with a dance performance by Moorditj Mob from Hale School. We also had a student quiz and a wonderful dress-up parade on the Friday.
- 3. Final Year 12 Breakfast Club:** We had the final guest speakers for our Breakfast Club students who speak beautifully about following your own path and looking beyond Perth for opportunity.

Upcoming events

- | | |
|----------------------------------|----------------------|
| • School Athletics Carnival | 9 September |
| • OLNA | Week 7 -10 |
| • Year 12 Exams | Week 9 & 10 |
| • WACE Practical exams | Week 1 of holidays |
| • School Development Day | Monday Week 1 Term 4 |
| • Dance Showcase | 15 October |
| • Year 12 Final Assembly | 17 October |
| • Interschool Athletics Carnival | 19 October |
| • Year 12 Presentation Evening | 19 October |
| • NAP-ICTL | Week 3 -5 |