

SCHOOL BOARD MEETING MINUTES

Date: Monday 14 June 2022
Venue: Conference Room
Time: 6.00 pm – 7.00 pm

Attendance and Apologies

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

Apologies: Barbara Kamarudin (Teacher), Sasha Brennan (Teacher), Martin Flaig (Parent)

Minutes: Jane Street

1. Acknowledgement of Country and Welcome

Paul Stone

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 to the meeting.

2. Minutes of Previous Meeting – 16 May 2022

The minutes of 16 May 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Louis Cheeseman. All in favour.

3. Matters Arising

a. Update on school building project and Percent for Art

Currently waiting for final approval from the Minister for the budget and scope. Updated landscape drawings were presented at the last GCG meeting which have been greatly reduced, particularly in the area along the old driveway and bike racks at the rear of the Maths block. This has been flagged as a major concern by the school since this had been agreed in the initial planning. Extra funding is being investigated.

The school has been scheduled for asbestos removal by the DoE and DoF. We are hoping this can be done alongside the new build project and be funded separately, thus making big saving for the building project. More information to follow.

The Percent for Art meeting, held on 27 May, finalised the theme of looking forward/looking back and will include an acknowledgement of the history of the land we are on and sustainability. When the brief is updated and the scope of works and budget has been approved, an EOI will be sent out seeking applicants.

b. Update on School Board Working Groups: Alumni and Opportunities for Students

The Alumni working group have commenced planning for the 50th anniversary in 2029 and are searching through yearbooks to initially contact past Dux's, head boys and girls, house captain etc with the intention of making a telephone tree of contacts and data collection. Also planning a 40th reunion for the class of 1984 in 2024 which will hopefully coincide with the opening of the new buildings. The group is investigating opportunities for a marketing intern to assist the school with its investigations.

c. Update on the work of the P&C's Family Engagement Committee

The Family Engagement committee, chaired by Vicky Botha, have held two meetings with 15 very passionate parents in attendance. They plan to expand the Year 7 BBQ to enable parents to meet other parents of students participating in various programs such as music, G&T etc and to speak with students about other school activities. The BBQ has been scheduled for Friday 29 June from 5pm.

The committee will also planning activities for World Teachers Day in October and a film fund raiser for the Climate Crew.

4. Correspondence

Letter received, via email, from Paul Appleton, local resident. Mr Appleton was responding to a letter sent out by the school to residents advising them of the installation of the LED sign on Readshaw Road and Lilburne Avenue. Mr Appleton's concerns have been forwarded on to Programmed and the DoE for review.

5. Committee Reports

Finance (JA)

The School Board noted the Duncraig SHS Finance Report of 14 June 2022 and the Finance Committee Minutes of 9 June 2022.

- Finance Report - see Appendix 1
- Finance Committee Report – see Appendix 2

Principal (PL)

The School Board noted the Duncraig SHS principal's report of June 2022.

- See Appendix 3
- Seconded Paul. All in favour.

6. Update from the Student Services Team on Student Well-being and Behaviour Post-COVID-19

- Attendance Data – Semester 1 2021 v 2022

Students absent due to Covid are marked as 'Educational Activity off Campus' rather than absent so overall attendance has remained good (90% in 2022 'v' 89.2% in 2021). In comparison with 'like schools' DSHS sits at 90%, significantly higher than 'Like Schools' at 86.5%.

- Behaviour Data

Increased numbers of relief teachers have been required due to staff shortages related to Covid. This has had a significant impact on student behaviour as students become frustrated with the lack of continuity in their classes. 1746 behaviour concerns were sent to parents in Semester 1 2022 compared to 1259 in 2021. The number of student suspensions has also increased particularly amongst Year 8 male students. Vaping has become a concern and we are allocating resources to deal with this. More information has recently become available from the DoE to assist and we are sending a clear message to students that this will not be tolerated in the school. On a positive note, we have had less suspensions due to physical altercations.

The School Psychologists and Chaplains have received increased numbers of self-referrals from students and teachers are requesting assistance for students, particularly for support with mental health concerns. Increased numbers of Year 11 and 12 students have been refereed by parents coming up to exams. In Semester 1 2022 there were 505 requests for assistance compared to 102 requests in the same period in

2022. FTE has been increased by .4FTE, 1 psychologist (1FTE) and 1 chaplain (1FTE) in 2022 and 2 psychologists (1.4 FTE) plus two chaplains (1FTE), which has been funded by the school.

The School Board noted the report of the Student Services Team and thanked Louis Cheeseman and the Student Services Team for all their hard work.

7. Update on the School Business Plan 2022-24

To help ease the pressure on staff, the new Business Plan will be deferred until 2023. Current Operational Plans will remain, progress will be reviewed, and targets adjusted as required for the remainder of 2022. The care, engage, excel motto will be updated to align our focus going forward.

The School Board noted the deferral of the next School Business Plan to 2023.

8. Mobile Phone Policy Updated and Responsible Use of Technology Policy

- Mobile phone Policy – the original policy stated that phones should be turned off and put away as soon as students arrive on site. This has been updated to say that phones should be put turned off and put away from the first bell at 8.35 am to after the final bell at 3.00 pm, Monday, Tuesday, Thursday, Friday and 2.40 pm on Wednesday.
- Responsible Use of Technology Policy – updated to reflect the changes in the Mobile Phone Policy. The headings 'responsible use' and 'irresponsible use' have been changed to 'appropriate use' and 'inappropriate use'.

The School Board noted the updated Mobile Phone Policy and the Responsible Use of Technology Policy.

The updated policies will commence at the beginning of Term 3, 2022.

9. Any Other Business

None

Meeting closed at 7.45pm

2022 Meetings - Mondays @ 6pm

TERM 3	8 August
	5 September AGM (Open Meeting)
TERM 4	31 October - 2023 Charges and Contributions and Booklists approval
	5 December (week 9) - Draft 2023 Budget review

APPENDIX 1

School Board

MCS Report – 14 June 2022

Manager Corporate Services – Justine Avenell
As at 7 June 2022

One Line Budget

Current operating funds are \$21 715 332 being \$57 047 higher than at our last Finance Committee meeting. Of this amount, \$45 250 can be accounted to disability funding received since 9 May, 2022. It is normal for the figure to fluctuate, particularly with disability funding as the funding moves with the student, as such should a couple of students leave DSHS we will lose their disability funding (not their per student funding) as this will be allocated to the next school the student attends. Cash budget changes and revenue revisions also affect the operating funds however not to the same level as disability. Current forecast surplus of \$367 381.

Salaries (HRMIS)

Planned expenditure on staff salaries is \$18 064 459 and reduced since the last meeting. This is potentially due to Covid leave and difficulty in accessing relief over the last months. Salaries to date are \$6 964 208. Surplus is \$325 500.

A further \$515 364 remains budgeted for staff recruitment, relief staff and overtime/SRA allowances. This figure has not been adjusted this year except for recruitment, which reduces by each fortnightly pay period. A further \$31 721 for a Marketing Coordinator and \$29 337 for the additional School Psych can be removed (\$61 058) from the budget. Remaining recruitment budget is for (\$97 832):

- Literacy EA 0.4 FTE
- EA 1.0 FTE
- Teacher 0.60 FTE

\$297 473 is budgeted for staff relief such as PD, excursions and \$59 000 for SRA, overtime and special payments with \$122 707 being expended. A further \$148 916 has been spent against staff on Covid leave, however there is no report available on how much fte/\$ has been taken for Covid therefore we cannot reconcile against the \$148 916 spent. It is anticipated that we have spent less than/equal to the actual of staff leave due to the climb in the salary surplus.

Data of interest - Appendix II Staff Profile report outlining the costs of appointed staff, planned recruitment and casual payments for each employee type.

Cash (cheque account)

Cash Budget Report as at 7 June 2022 is available for [review](#). Surplus is low at \$42 796 and we have some over runs of budgets, particularly ICT and maintenance works.

The ICT Equipment budget (D2525) has the only surplus with \$8 338 however ICT repairs are over by \$1 677, Media computer replacement is over by \$7 378 (due to miscommunication) and Software is over \$14 688. Anticipated costs for the year are Clickview \$4 500 and SEQTA invoices. There is also the unpredictability of repair requirements. Caroline Crosby has been working with the ICT department to

review the spending and identify potential savings in the management. A budget adjustment for Laserfiche is required (\$34 000) as it cannot be absorbed in existing budget structures.

As our cash surplus is low there are several sources for \$34 000:

- Funds marked to move to reserves.
 - MESH funds to top up for potential textbook purchases as a safeguard to the Campion E-Book license expiring – need to leave.
 - Home Ec top up as was depleted through purchase of a new built-in fridge \$14 932 however with new buildings, there is no priority for these funds
 - Tourism will not require \$3 882 as P&C will fund coffee machine.
- Indigenous Program D6130 \$32 100. These funds were for a 6 seasons garden. Project likely part of new build.
- PD Teachwell D2707 \$40 000. The Teachwell program is not operating this year and T&L only requires relief (HR) funds. Account to be renamed to T&L for PD contingency however may not be required in 2023 (cash).
- Surplus Staffing funds utilised to inject further cash into school.

At the last meeting I reported the anticipated spend on Media computers for 2022 has been reduced due to procuring much of the equipment in 2021, well under anticipated budget and the surplus was moved to the Software budget. I was not aware that a further \$7 378 in screens were on order and the invoice to be paid.

Budgeting of buildings and equipment replacements, repairs, maintenance, and minor works is informed via a spreadsheet outlining to works required and quotation before being included in the next years budgets. A further 10% contingency is also applied. A couple of budgets are now over drawn – Minor works \$3 581 and OHS \$5 560. A considerable amount of works was required in D&T on the machinery (safety switches - OHS requirement) along with some electrical work so that deteriorating pin boards in Media and Art 5 could be removed (power points/data points installed on top of). A review is in progress to identify funds in other budgets to provide scope for these budget overruns.

Budgeted revenue is \$2 209 924 (not including the 2021 rollover of \$609 007) of which \$1 386 104 has been received (62%).

Budgeted expenditure is \$2 776 135 with \$1 227 391 spent (44%).

Home Economics upgrade invoice is available for payment with the final figure being \$56 500. Initial report indicated the invoice would be \$52 000 however the additional \$4 500 is due to shelving installation over the school vacation. This will over run the budget D1783.

Voluntary Contributions

Voluntary Contributions (year 7-10) collected is to 7 June is 64.01% (up from 52.55%) including Secondary Assistance (67.52% end of June in 2021).

Subject charges year 7-12 has increased to 63.24% from 52.47% at our last meeting. (Compared to 56.78% last year).

Debt collection is being hampered by a Google email issue that we are seeking for a solution.

Bank Account

As at 8 June 2022, bank balance is:

- Cheque account \$845 498.86 (\$936 220.88 previously)

- Investment \$766 486.55 (\$766 274.61 previously)
- Building Fund \$ 19 347.49 (\$19 343.78 previously)

APPENDIX II

APPENDIX 2

Finance Committee Minutes


Minutes Finance Committee

Meeting No. 4/2022



Meeting location: Conference Room		Chair: Peter Lillywhite	
Meeting time and date: 3.15 pm, Thursday 9 June, 2022		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, Rebekkah Clarkson		
1.2	Apologies: Danielle Edwards, Stephen Galvin		
	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.		
2.0	Endorsing of Previous Minutes		Peter Lillywhite
2.1	Minutes 12 May 2022 to be endorsed. Endorsed by: James Buchanan Seconded by: Rebekah Clarkson		
3.0	Business Arising from Previous Minutes		Peter Lillywhite
3.1	nil		
	School Financial Position		Justine Avenell
4.1	MCS Report		Refer to Appendix B Finance Committee Report – 9 June 2022 ICT overspend. Need to identify funds to cover Laserfiche (\$34 000). Options available in reserves, Indigenous Garden Program, Teachwell or transfer from salaries surplus. Funds to be allocated from Teachwell \$40 000.

4.2	Comparative Budget Report / One Line Budget	Refer to Appendix C <i>Comparative Budget Report</i> dated 7 June 2022
5.0	Fundraising Application - indicate whether to be input taxed	Peter Lillywhite
5.1	<p>See attached 2022 Approved Fundraising Events To be scheduled:</p> <p>Year 9 small business sausage sizzle- Awaiting further information Cadets fundraising- Awaiting further information</p>	Refer to Appendix A <i>2022 Approved Fundraising Events</i>
5.2	<p>Film Fundraiser Submitted by Jenny Bibard on behalf of the Climate Crew Date: 21/08/2022 Location: Warwick Community Hall Activity: 2040 Film fundraiser event on the afternoon of Sunday 21 August from 4:00pm-7:00pm led by Climate Crew. Small entry fee charged plus selling popcorn, fairy floss (provided by the P&C) Purpose: Fundraiser for Climate Crew Beneficiary: TBD. Students have asked that we fundraise for 3 separate occasions and hand tokens to our visitors on arrival which they will place in 3 different jars indicating which organisation they would like to support. They are likely to be organisations related to seas (1x), trees (1x) and animals (1x). Estimated upfront costs: free - room hire is free for schools, DSHS holds broadcasting rights for the 2040 movie and P&C will pay for slushie/popcorn machine</p>	<p>APPROVED</p> <p>Not to be input taxed</p>
5.3	<p>Year 11/12 Tourism student's coffee Submitted by Jenny Bibard Date: 01/07/2022 (ongoing throughout Term 2, Term 3 and Term 4) Location: Barista room Activity: Gold coin donation for coffees for staff while students are completing Barista Certificate (ongoing throughout Term 2, Term 3 and Term 4) Purpose: Students need to provide evidence of processing financial transactions as part of their Cert II Tourism. Selling the coffee rather than gifting it also means students can expect honest feedback from teachers and staff on their coffees which they can use as evidence for their Barista course.</p>	<p>APPROVED</p> <p>There has been no earlier communication with staff as to what the funds are contribution to. Assumption by many would be the funds cover the cost of supplies for the coffee.</p> <p>Funds to be receipted as curriculum enterprise and expended against supplies for the coffee (coffee bean, milk, cups etc).</p> <p>This movement of expenditure from the tourism account will make funds available for a student excursion/experience.</p>

	<p>Beneficiary: Cert II Tourism students to fund our end of year incursion (coffee/drinks tasting course)</p> <p>Estimated upfront costs: Nil- all costs are covered by the Tourism budget as preparing espresso coffee is one of our units.</p>	<p>Add to calendar this for beginning of 2023</p> <p>Not to be input taxed – coffee gold coin donation</p>
5.4		
6.0	Discussion Items	
6.1	<p>\$105 proceeds raised from Connor's fundraising, total funds raised \$789.60, \$683.66 expenses. Do we want to report back amounts raised to Finance Committee?</p> <p>\$274.30 World oceans day free dress fundraiser</p>	<p>Will report on proceeds for future. Acknowledge that some fundraising is more for raising awareness rather than raising funds.</p>
7.0	School Funding Requests	
7.1	<p>Drumbeat Program- small Year 7 boys group</p> <p>Submitted by Louis Cheeseman on behalf of Student Services</p> <p>Costs: \$5,000 (only one provider)</p> <p>Benefit: Structured learning program using Music, Psychology and Neurobiology to reconnect with ourselves and others</p> <p>Expected outcomes: Hand-drumming to improve cognitive and behavioural outcomes</p> <p>Learning Area plan: Improving the culture of boys within the school community. Our focus is to improve school engagement for disengaged students. Have activities planned for each year group pending the success and approval of this one.</p>	<p> Drumbeat Program Funding Application</p> <p>Noted that this program has been used in a lot of schools and seems to be quite popular.</p> <p>APPROVED</p> <p>However, would like statistical data on its impact. We want to ensure some sort of data collection on its efficacy after the program has been run the first time.</p> <p>\$5000 to come out of the cash surplus to the Student Services</p>
8.0	DGR Reports	
8.1	<p>Financial Statements DGR Building Fund for information to Building Fund Management Committee</p>	<p>May 2022</p> <p>Noted that the bank statements balance as at May 2022.</p>

8.2	Annual DGR Status Review 2022	Next due: October 2022
9.0	Other Business	
	May need to reschedule next Finance meeting as clash with Principal meeting. May need to move Tuesday. Week 3 needs to be moved for each Terms. Ok to move.	Agreed to move the next meeting to the Tuesday the 2 nd .
10.0	Next Meeting	
10.1	2 August 2022, 3:15pm	
11.0	Meeting Closed at 3:52 pm	

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			Athletics Carnival RUOK day		

TERM 4

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
	Loud Shirt								



APPENDIX 3

Principals Report June 2022

School Board Report

Date: June 14 2022

From: Principal, Peter Lillywhite

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

New Business Plan postponed to 2022

Due to the disruptive year, we have decided to postpone our New Business Plan until 2023. This will mean we will continue to report on our current targets and Focus Areas in the old plan until take some more time in Semester 2 to review our Vision and Values before implementing a new plan.

NAPLAN – Throughout Weeks 4, 5 and 6, our Year 7 and 9 students completed their NAPLAN assessments. This was the most challenging NAPLAN period we have experienced with approximately 20% of the student population away each day. We also lost our internet due to a damaged cable during the new bus stop development on Readshaw Rd. This occurred in the middle of the Year 7 Numeracy Assessment. Every student was affected, and the test took several days to complete during the extended catchup sessions in week 6. A huge thank you to Caroline Crosbie and Trinda Mills for their amazing coordination and flexibility of running this event.

Year 10, 11 & 12 Exams, weeks 5 - 8. Term 2 is always busy for our staff and students. Our Senior School students completed their examinations in Weeks 5 & 6 and our Year 10 students are in the middle of completing their exams in Week 7 & 8. 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 Senior School Exams also suffered disruption with more than 50 students missing exams, mostly due to COVID.

COVID update

It seems we may be through the peak of this wave with our numbers now quickly declining. We now sit at 43% of our student body having had COVID. Week 4 was our highest caseload with 141 cases. We are now down to approximately 50 per week.

Upcoming events

- | | |
|-----------------------------|--|
| • Year 8 Lightning Carnival | Wednesday 15 June |
| • Year 11 River Cruise | TBC |
| • School Development Day | 17 th June |
| • Cadet Camp | 24 – 27 June |
| • ALIVE Festival & NAIDOC | Week 10 |
| • Reports published | S/S 20 th June, L/S 30 th June |
| • Term 2 HOLIDAYS | 2 – 18 July |
| • School Development Day | 17 July |

- **Careers Expo** 19 July
- **Year 10 to 11 Subject Selection Parent night** 19 July
- **Year 7 Lightning Carnival** 26 July
- **Open Reporting Day** 28 July

