

SCHOOL BOARD MEETING MINUTES

Date: Monday 15 August 2022

Venue: Conference Room

Time: 7.00 pm – 8.30pm

Attendance and Apologies

Present: Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Vilko Poznovia (Parent), Paul Stone (Parent), Kristian Ravn (Parent), Louis Cheeseman (Student Services Manager), Aaron Gibson (Teacher), Barbara Kamarudin (Teacher), Martin Flaig (Parent)

Apologies: Justine Avenell (Manager Corporate Services), Rebecca Newton (Parent), Sasha Brennan (Teacher)

Minutes: Jane Street

1. Acknowledgement of Country and Welcome

Vilko Posnovia

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 – 14 June 2022

The minutes of 14 June 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Vilko Poznovia. All in favour.

3. Matters Arising

a) Update on School Building Project and Percent for Art Scheme

The building project is currently more than \$10m overbudget so all costs have been scrutinised and the scope of works has been reduced. Following meetings with the Deputy Director General and subsequent meetings with the Department of Education and Department of Finance, the scope is as follows:

- New Science and English Blocks
- Refurbishment of the current Science Block to Information Technology
- Refurbishment of 4 rooms in the Arts/Languages Block to Visual Art classrooms
- Refurbishment of the Arts toilets, Barista room and bike racks have been removed from the project but will be looked at under separate Capital Works and Maintenance projects as will small works in D&T.
- Funding has been agreed to provide architectural drawings and costings for a possible Phase II to include the remaining areas of D&T, new gym, performing arts, café and staff room and redesigning of Student Services to bring more services together.
- Funding for the Percent for Art Scheme has been reduced from \$200k to \$130k. The brief will be updated and once approved by the Project Consultation Group, tenders will be sought.
- Tenders for the overall project will be sought from March 2023.

Our application for additional funding for solar panels has been unsuccessful. We will try again when the phase 3 applications open.

b) Update on School Board Community Members

Hannah has been in contact with Jason O'Meara, Special Counsel at Bugden Allen Graham Lawyers, coach of the Year 12 Mock Trial team and a past student of the Class of 2006 and is meeting him next week to discuss joining the Board.

Pete confirmed that he had spoken with Robyn Collard, Noongar Elder and she has confirmed that she will be part of the Project Consultation Group for the Percent for Art Scheme. Robyn is also happy to do a site blessing and cleansing ceremony to celebrate the start of construction of the building project.

c) Plans for School Board Open Meeting with Meet the Principal on 5 September 2022

The next meeting of the Board will be the Open meeting. This will be held in the PA. Information will be sent out to parents and guardians with a RSVP request. Hannah and Pete to discuss final details.

d) Updates on School Board Working Groups

Alumni

Details of the Alumni have now been added to the school website and we have received 127 Applications to date. We are concentrating on organising reunions for the Classes of 1983, 1993, 2003 and 2013. Social media posts have enabled us to make contact the administrators for the 1983 and 2003 Year Group Facebook pages and we have a good contact for the Class of 1993, a past Breakfast club speaker who has kept in contact with many of her classmates.

The first 'Where are they now?' was added to the Term 2 newsletter, by our Mathematics teacher, Jodi Bavin of the Class of 1984.

Moving forward the Alumni committee will meet to establish the type of events we would like to hold for the reunions and proposed dates.

Family Engagement Committee

The Year 7 BBQ was held on Friday 29 July. Each school program had a stall and students were very helpful in giving parents advise on the various activities they do. Unfortunately, there was not a great turnout due to the weather. It was agreed that stalls should be included in the Year 7 BBQ in February 2023.

The Committee is planning the following events:

- Following the success of the 'Treat the Teacher' campaign, the Committee is planning a second event to be held on Friday 9 September. Email and social media posts will be sent out this week.
- An Interclub Chess Tournament is planned in association with the Kingsley Chess Club and Chess Association of WA in Term 4 2022.

e) Update on School Business Plan 2023

Update at next meeting

4. Correspondence

None

5. Progress on Focus Area - High Quality Teaching and Learning

The T&L Model has been established following considerable evidence-based research by the T&L Framework Committee over the last 12-18 months. The committee is made up of members from each learning area who have looked at the 'Why?' of teaching practice - What does good teaching look like? What is good practice?

After consultation and regular feedback from staff, a whole school pedagogical was created and is now being applied to all classes and is linked to the focus area, High Teaching and Learning, in the Business Plan.

The Committee will also ensure all new staff complete the Advanced Instruction Course at Duncraig (AIC@D) and provide existing staff with professional development opportunities to update their knowledge and skills. Staff will be mentored and coached by the three dedicated staff on T&L Team.

The Chair thanked Peter Lillywhite, Nicole Van Wyk, Sarah Feagan and Sarah Money Penny for their excellent work in this area.

6. Revised Student Assessment Policy

The Lower School Assessment Policy has been updated to align with Senior School Policy and is similar in regard to deadlines and what happens when a student is sick etc. It will ensure that all teachers are doing the same thing. Hannah proposed that the Board accepted the updated policy. This was approved by Vilko Posnovia. All in favour.

7. Committee Reports

Finance (JA)

The School Board noted the Duncraig SHS Finance Report of 2 August 2022 and the Finance Committee Minutes of 2 August 2022.

- Finance Report - see Appendix 1
- Finance Committee Report – see Appendix 2
- Approved by Kristian Ravn and Martin Flaig. All in favour.

Principal (PL)

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

- See Appendix 3
- Principal review
- Approved by Louis Cheeseman and Barb Kamarudin. All in favour

8. Any Other Business

• Vaping Presentation to Parents and Students

The School Board thanked Louis Cheeseman for organising a presentation on vaping for each student year group and parents. The Chair also acknowledged the assistance of School Board member Rebecca Newton, who recommended the speaker to the school.

• WA Student Council

We have two candidates who applied for the WA Student Council, Hannah Wallace and Tilly Griffiths. Hannah has made the final round and we hope to hear this week if she has been successful. The Council were very impressed by Tilly and hope to have a different role for her within the organisation.

• Mathematics Competitions

The **NUMERO Maths** competition finals were held at the school on Wednesday 10 August. Duncraig had two teams competing with students from Year 9 and 10 and we are delighted that we won second place!

The annual **Have Sum Fun Maths** competition was held at Hale College on Friday 12 August. Teams of 6 battle it out over four 20-minute rounds of 8 mind bending mathematical problem-solving questions. Duncraig entered 3 teams into the competition with 32 teams in total and we won first place beating the likes of Perth Modern School, St Hilda's Anglican School, Hale School, Churchlands SHS and Christchurch Grammar School to name a few! Needless to say, we are very proud of our Mathematics Department!

Meeting closed at 8.20pm

2022 Meetings - Mondays @ 6pm

TERM 3 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

Finance Committee

Report – 2 August 2022



Manager Corporate Services – Justine Avenell

One Line Budget

Current operating funds are \$21 467 316 with forecast surplus of \$304 718.

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.

Our surpluses in salaries remain to be higher than anticipated due to continued disruption to activities caused by Covid.

Salaries (HRMIS)

Planned expenditure on staff salaries remains stable at \$18 692 181. Salaries to date are \$9 577 278. Surplus is \$396 748 predominantly due to staff Covid leave.

A further \$538 340 remains budgeted for staff recruitment, relief staff and overtime/SRA allowances. This has increased as we are very short of Education Assistants and currently running a pool. We are also recruiting a level 3 support officer for Timetabling and School Operations.

Budgets for staff relief such as PD, excursions and SRA, overtime and special payments have not been adjusted to reflect actual expenditure at this time. To date \$181 966 has been expended. A further \$239 624 (up from \$148 916 at our last meeting) has been spent against staff on Covid leave which contributes to our salary surplus.

Cash (cheque account)

Cash Budget Report as at 28 July 2022 is available for review. Surplus remains low at \$29 766.

Budgeted revenue is \$2 253 052 (not including the 2021 rollover of \$609 007) of which \$2 056 719 has been received (91%). Remaining revenue is due from parents with a further \$149 419 due for 2023 subjects.

Budgeted expenditure is \$2 734 965 with \$1 493 338 spent (54%).

July Gateway funds (50% of requested cash) was received on 25 July adding a further \$512 156.82 to the school's bank accounts.

End of Month was completed yesterday successfully.

Voluntary Contributions

Voluntary Contributions (year 7-10) collected is to 1 August is 65.43% (up from 64.01% including Secondary Assistance).

Subject charges year 7-12 is 65.76% increased from 63.24% at the end of June.

Statements are currently being sent to families with year 7-9 being delivered.

Bank Account

As at 28 July 2022, bank balance is:

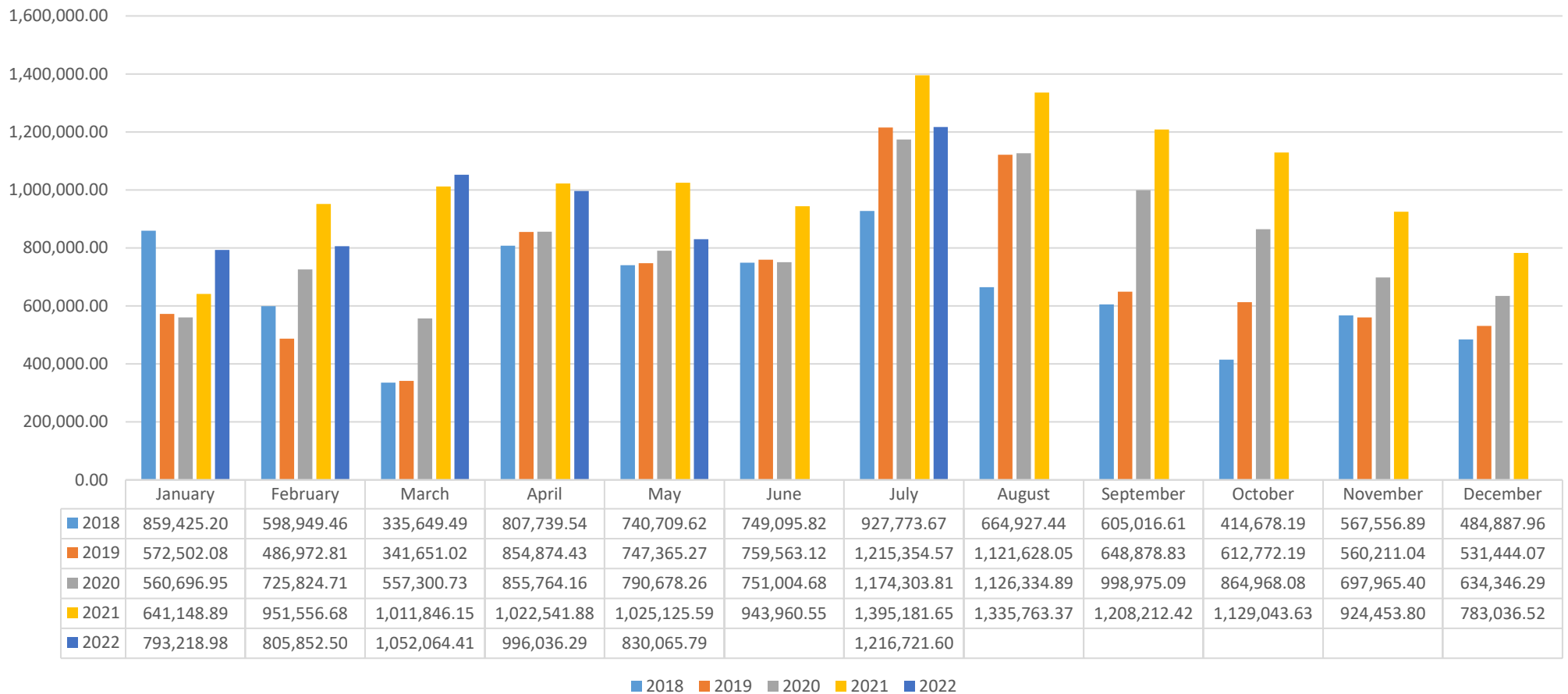
- | | | |
|------------------|----------------|---------------------------|
| • Cheque account | \$1 216 721.60 | (\$845 498.86 previously) |
| • Investment | \$766 748.64 | (\$766 486.55 previously) |
| • Building Fund | \$ 19 557.56 | (\$19 347.49 previously) |

We have commenced receiving interest on our accounts in line with recent interest rate rises:

- | | |
|------------------|-------|
| • Cheque account | 0.75% |
| • Investment | 0.85% |
| • Building Fund | 0.75% |



Monthly Balance by Comparison 2018-2022 Cheque Account



APPENDIX 2

Minutes Finance Committee

Meeting No. 5/2022



Meeting location: Conference Room Meeting time and date: 3.15 pm, Tuesday 2 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, Rebekkah Clarkson	
1.2	Apologies: Stephen Galvin, Danielle Edwards	
	<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 9 June 2022 to be endorsed. <i>Endorsed by: Rebekkah Clarkson</i> <i>Seconded by: Liz Clark</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	Section added to agenda for analysis of completed fundraisers	
4.0	School Financial Position	Justine Avenell
4.1	MCS Report	Final gateway received- amount we propose in cash. 25% Feb 25% April 50% July. Also received money for graduate teachers and for minor works. Less surplus than our last meeting due to EA FTE increase and Level 3 Admin Support Officer to support timetabling. Covid Leave has impacted salary surplus (increased). Unable to quantify how however expected due to not being able to replace every staff member who was on Covid leave. Refer to Appendix B (<i>MCS Report dated 2 August 2022</i>) Refer to Appendix C (<i>Salaries Plan issued on 28 July 2022</i>)
4.2	Comparative Budget Report / One Line Budget	Refer to Appendix D (<i>Comparative Budget Report dated 28 July 2022</i>)
5.0	Fundraising Application - indicate whether to be input taxed	Peter Lillywhite

5.1	To be scheduled: Cadets fundraising- Awaiting further information	See attached Appendix A (2022 Approved Fundraising Events)
5.2	<p>RUOK Day</p> <p>Submitted by Robyn Griffiths</p> <p>Who is holding the event: Student Services and Year 11 Community Services students</p> <p>Date of event: 08/09/2022</p> <p>Location: Outside PA Kitchen</p> <p>Activity: Sausage sizzle and bake sale</p> <p>Purpose: Part of the course work in Community services and to raise funds for Headspace</p> <p>Beneficiary: Headspace</p> <p>Estimated upfront costs of activity: ~\$80</p>	<p>APPROVED</p> <p>Added to Schedule of events</p>
5.3	<p>MSWA fundraising during book week</p> <p>Submitted by Robyn Griffiths</p> <p>Who is holding the event: Library and Year 11 Community Services students</p> <p>Date of event: 26/08/2022</p> <p>Location: Outside PA Kitchen/Library</p> <p>Activity: Sausage sizzle and bake sale</p> <p>Purpose: Part of the course work in Community services and for book week</p> <p>Beneficiary: MSWA</p> <p>Estimated upfront costs of activity: ~\$80</p>	<p>APPROVED</p> <p>Added to Schedule of events</p>
5.4	<p>Wear it Purple Day</p> <p>Submitted by Chloe Jenaway</p> <p>Who is holding the event: A2Z</p> <p>Date of event: 02/09/2022</p> <p>Location: N/A</p> <p>Activity: Wear it purple- purple accessory for gold coin</p> <p>Purpose: Raise awareness and show support for LGBTQI+ students</p> <p>Beneficiary: Minus 18</p> <p>Estimated upfront costs: Nil</p>	<p>APPROVED</p> <p>Added to Schedule of events</p>
6.0	Completed Fundraiser Review	
6.1	No fundraisers held since last meeting	
7.0	Discussion Items	
7.1	Nil	

8.0	School Funding Requests	
8.1	Nil	
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 June 2022</i>)
9.2	Annual DGR Status Review 2022	Next due: October 2022
10.0	Other Business	
11.0	Next Meeting	
11.1	1 September 2022, 3:15pm	
12.0	Meeting Closed at 3:35 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 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								

APPENDIX 3

School Board Report

Date: August 15 2022

From: Principal, Peter Lillywhite

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

Projected enrolments for 2023

Current projections indicate we have finished the growth phase in our student population with our total student numbers approximately 1800. We have one more small year group to exit but we need to work hard on maintaining high numbers into senior school. Each year group projected numbers are as follows:

Year 7	315
Year 8	340
Year 9	330
Year 10	300
Year 11	300
Year 12	215
Total	1800

Proposed staffing additions

We will be looking to appoint the following positions in 2023.

- A fourth full time Associate Principal. We are advertising for a Yr7/8 and Technologies role.
- A Program Coordinator – Learning Support Manager.
- Admin Support for Manager of Timetable and Operations

We are now at the very end of our recruitment phase and will move towards a maintenance cycle ensuring we can sustain our current staffing through steady enrolments. There will be very little increase in teacher FTE so any recruitment here will be only to cover leave and retirement.

Portfolio changes for 2023

With the addition of a fourth AP, it was an opportune time to review each of the roles. I can inform you now the new portfolios are as follows:

Associate Principal - Year 7/8 and Technologies – to be advertised for 2023

Associate Principal - Year 9/10 and HR – Steve Galvin

Associate Principal - Year 11/12 – Caroline Crosbie. I am also pleased to announce that Caroline has been permanently appointed as an AP as of this term.

Associate Principal – Curriculum and Engagement (the title is still a work in progress) – Nicole Baker

Uniform issues

We are noticing an increase in the number of students not wearing the full school uniform. The weather is the main reason, but we need to be vigilant with students to follow the dress standard, so it doesn't get worse. Availability of winter items was originally to blame earlier in the year, but this is no longer the case.

Principal Professional Review

In December this year, I will have to take part in a professional review of my performance. This is very similar to the school review but is focussed only on my performance and reflection. It will not require anyone else to be involved but I wanted everyone to know it is taking place this year.

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

At this stage, there is no real concern over case numbers, however, the Year 11 River Cruise could change that. Everything is going ahead as normal in the meantime.

Activities & Events

1. **Year 12 School Ball:** The Ball was held at Joondalup Resort on Friday 17 June. It was a wonderful evening full of colour and excitement. Our students represented themselves beautifully on the night. Unfortunately, it did become a super-spreader event with more than 70 students and 6 staff contracting COVID in the week after!
2. **NAIDOC Week:** We began the week with an assembly for Year 8 in the Amphitheatre with a wonderful welcome to country. Throughout the week there was Mural painting, HipHop writing workshop and a performance by Flewnt. It was a fantastic celebration of culture and inclusivity.
3. **Career Expo:** The Expo had more exhibitors in 2022 but our number of parents and students was down from the previous year. The exhibitors from various sectors all commented on how engaged our families were
4. **Lightning Carnivals:** The Year 7 Carnival was held on the 26th July. All the events were well supported by our students, participating in a variety of team sports such as Basketball, AFL, Volleyball, Netball and Soccer. As always, our students represented Duncraig with maturity and fully engaged in their team events.
5. **Open reporting Day:** This was the second of our two Open Reporting Days this year. The focus was on Years 8, 9 and 10 students as they completed their subject selections for 2022. This was the second time we have run an online or remote event. Although the numbers were down from both Semester 1 and last year, we believe this is still worth consideration post COVID.
6. **Achievement Assemblies:** Due to concerns over a new wave of COVID, Our Student Services held a pre-recorded assembly that was shown to students in their Form class to recognise the effort and achievement of our students in Semester 1. The awards given were Engage, Care and Excel in line with our school motto. It was fantastic to see so many students receiving recognition for their hard work and success.

Upcoming events

- | | |
|----------------------------------|------------|
| • Climate Crew 2040 Movie | 21 August |
| • Science Week | Week 5 |
| • Book Week | Week 6 |
| • OLNA | Week 7 – 9 |