



# SCHOOL BOARD MEETING MINUTES

Date: Monday 5 December 2022

Venue: Conference Room

Time: 6.00 pm – 7.00pm

## Attendance and Apologies

**Present:** Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Justine Avenell (Manager Corporate Services), Louis Cheeseman (Student Services Manager), Aaron Gibson (Teacher), Sasha Brennan (Teacher), Martin Flaig (Parent), Rebecca Newton (Parent), Brendan Everett (Parent), Jason O'Meara (Community), Vilko Poznovia (Community),

**Apologies:** Paul Stone (Parent), Kristian Ravn (Parent), Barbara Kamarudin (Teacher)

**Minutes:** Jane Street

## 1. Acknowledgement of Country and Welcome

Hannah von Ahlefeld welcomed all members to the final meeting of 2022.

**Peter Lillywhite** - 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 asked the School Board to reflect on its plans for 2023 for further discussion over dinner, for example developing a student scholarship or award.

## 2. Introduction to Head Girls – Hannah Wallace and Hayzel Coertse

Hannah Wallace introduced herself to the Board. Unfortunately, Hayzel was unable to make the meeting. Hannah and Hayzel are both very excited for the year ahead. Hannah reported that their main task for 2023 is to enforce the student portfolios established by the Head Boy and Girl in 2022 and to 'market' the portfolios to students, parents and staff. Each portfolio will make a presentation to the Board during the year. They are also looking for to welcoming the new year 7 students.

The Board thanked Hannah for attending the meeting and wished both Head Girls the best of luck for 2023.

## 3. Minutes of Previous Meeting – 31 October 2022

The minutes of 31 October 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Martin Flaig and Vilko Poznovia. All in favour.

## 4. Draft School Business Plan 2023 – 2025

Three of the **Targets** have been updated for the new plan (in italics)

- The percentage of Year 12 students achieving WACE to be 98% or above
- *Percentage of Year 12 students who achieve an ATAR score higher than the minimum entrance requirement for university in WA (70 ATAR) to be 75% or greater*

- *The Year 12 Gifted and Talented Cohort will show, on a three-year moving average, an increase in median ATAR*
- The percentage of Year 9 students achieving Band 8 or above in NAPLAN Reading, Writing and Numeracy to be same or above that of like schools
- The mean progress from Year 7 to Year 9 in NAPLAN Reading, Writing and Numeracy to be greater than that of like schools
- The regular attendance rate for all year groups to be at least 20% higher than the State's regular attendance rate
- *Positive school survey data around perception of the level of connectedness, the supportive nature of the school community and the sense of being valued.*

### Focus Areas

Four focus areas have been identified as a whole school focus that will assist in meeting the targets. These areas broadly reflect the Department of Education's *Focus 2023* document. Underneath each focus area sits an operational plan, which provides the details and the resourcing required.

1. High Quality Teaching and Learning
2. Whole School Literacy and Numeracy
3. Leadership
4. Wellbeing

The Board discussed the targets and focus areas and sought clarification where needed and provided some suggestions for the school to consider. The Board agreed to endorse the new Business Plan 2023 – 2025.

The Board were also presented with the final output from the Care-Engage-Excel Committee for inclusion in the Business Plan.

### 5. Draft Budget Review

The 2023 budget will be finalised at the beginning of Term 1. Further details will be supplied at the first Board meeting in 2023.

### 6. Matters Arising

#### a) Update on School Building Project, including the School Building Project Risk Assessment Plan and Percent for Art Scheme (*Peter Lillywhite*)

- The building project is in a holding pattern at present. Having received the pre-tender estimate, the DoF are now asking the Minister to endorse an approach to Treasury's Cost Escalation Steering Committee for additional funding (with scope unchanged) to enable progression to tender and eventual presentation of the project to the school community.
- The Department of Finance provided the Board with the current School Building Project Risk Assessment Plan. While the Board understood the Department of Education is responsible for the governance and management of documented risks, they expressed concern about the ACM (asbestos) removal and its possible impact on the school community. The School Board Chair suggested writing a letter to the Department requesting further clarification on the status of ACM assessment and removal.
- A meeting of the three shortlisted artists in the Percent for Art Scheme will be held at the school on 9/12/2022. Pete and Hannah welcomed the opportunity to speak with the artists and show they around the school.

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

- Jane spoke with the organiser, Letricia Taylor, for the Class of 1983 and suggested some dates in August 2023 (Term 3). Letricia to discuss options with her classmates. She explained that although the group

has had many reunions over the years, they would like to be recognised by the school as the original graduating class for their 40<sup>th</sup> reunion.

#### **Family Engagement Committee**

- **Chess competition** – The 2022 Junior Interclub Chess Tournament was held at the school on 19 November. 126 students from 55 schools took part and together played 648 games of chess. Thanks to sponsors and special guests Chess FIDE Master Patrick Gong, Caitlin Collins, MLA, Member for Hillarys, Jessica Stojkovski, MLA, Member for Kingsley and Linda Sweeney, President, Rotary Hillarys - and to our P&C, student volunteers, parent volunteers and Paul and Kim Harris from the Kingsley Chess Club for all their support. All funds raised will be donated to Mr Buchanan's Chess Club at Duncraig SHS.

#### **School Board Heads up – Jane Street**

- National Criminal Check still required from Jason O'Meara, Vilko Poznovia, Paul Stone and Kristian Ravn
- Board term end dates - Kristian Ravn 24/02/2023

### **7. Correspondence**

#### **None in or out**

Louis Cheeseman advised the Board that feedback from the student messages and gelato truck organised by the P&C and students on World Teachers Day on 28 October 2022 was excellent. Staff were very pleased with the acknowledgements from students.

### **8. Committee Reports**

#### **Manager Corporate Services - Justine Avenell**

The School Board also noted the Finance Report. See Appendix 1. There was no meeting of the Finance Committee.

#### **Principal - Peter Lillywhite**

The School Board noted the Principal's report of December 2022. See Appendix 2  
Thank you for your hard work over the last year.

### **9. Any Other Business**

- Meeting Dates for 2023

TERM 1	20 February – 2023 Budget Approval 20 March AGM (Open Meeting)
TERM 2	15 May 12 June
TERM 3	7 August 4 September
TERM 4	30 October - 2023 Charges and Contributions and Booklists approval 27 November - Draft 2024 Budget review
- Meeting closed at 7.00pm

## APPENDIX 1

### School Board Report – 5 December 2022

**Manager Corporate Services – Justine Avenell**

#### **Budget 2023**

Total Student-centered Funding for 1800 students is \$20.1m with anticipated expenditure on salaries of \$19 353 955 and \$1 100 000 being transferred to the school bank account. Rollovers are expected as \$500 000 for salaries and \$500 000 roll over for cash. Anticipated surpluses are lower than in previous years with \$82 755 in salaries and \$122 689 in cash.

Our estimates at this time of year are running in deficit while we firm up our student numbers. Currently 1850 are on our books however we can anticipate losing 30 through attrition in the new year. We are budgeting on 1800. Once the 2023 school year commences, we will budget on actual numbers as well as having actual rollover figures for salaries and cash.

The final draft budget being presented for Finance Committee and School Board approval prior to being implemented in 2023.

#### **One Line Budget 2022**

Current operating funds are \$21 830 679 with forecast surplus of \$489 366. Surplus in Salaries \$460 742 plus unspent planned expenditure of \$383 595. Cash surplus as per EOM October is \$28 625 although this has increased in actual funds (see cash below).

#### **Salaries (HRMIS)**

Planned expenditure on staff salaries remains stable at \$18 472 750. Salaries to date are \$16 680 759.

No further revenue has been received with exception of relief payments to cover our expenditure for staff to attend Induction or PD programs.

Surplus remains high at \$460 742 plus unspent casual \$383 595. Actual surplus is \$844 337 however predictions for rollover into 2023 are conservative at \$500 000.

#### **Cash (cheque account)**

Cash Budget Report as at 21 November 2022 surplus remains low at \$69 891 however has increased from \$25 669 reported last month.

Budgeted revenue is \$2 423 333 (increase from previous meeting \$2 275 524 and not including the 2021 rollover of \$609 007) of which \$2 488 189 has been received (102%). It is normal practice to adjust the revenue budgets if income surpasses original anticipated figures. The revenue is usually balanced with offset expenses such as excursions or project funding. The 'Fixed Budget column captures the estimates calculated at the beginning of the year.

#### **Voluntary Contributions and Charges**

Collection of Voluntary Contributions is slightly increased to 74.5%. Our estimates are at 75%. Charges are 92% being above anticipated 90% however this will include outstanding debts from previous year (approximately \$45 000).

Parents are beginning to receive a statement outlining their child’s subject selection for 2023 and the costs per subject approved at our last meeting. Additionally, parents are being provide with their 2023 Booklist and a schedule of Additional Costs.

**Bank Account**

As of 23 November, bank balance is:

- Cheque account \$857 036.85 (Previously \$889 397.14
- Investment \$772 062.91 (Previously \$770 382.84)
- Building Fund \$ 20 298.60 (Previously \$20 156.54)

Interest is now being received (2.75%) on the accounts which is predicted to earn the school approximately \$40 000 in 2023



## APPENDIX 2

### Principals Report – 31 October 2022

**Principal – Peter Lillywhite**

#### Staffing

We are in the process of finalising many of our recruitment processes. We will be adding some new staff to cover a growth in student population, as well as the following positions to support our priorities:

- Literacy and Numeracy Coordinator to increase to full time
- Additional Associate Principal - Curriculum and Engagement (name still a work in progress)
- Learning Support Manager

The following permanent staff are moving on or taking leave in 2023. These include:

**Admin** – Owen Goyder (retirement),

**Teaching & Learning** - Sarah Money Penny (Maternity Leave)

**Student Services** - Pam Konijn (stepping down but may remain at the school)

**English** – Kelly Roberts (LWOP)

**HASS** - Meg Downes (LWOP), Justine Hay (LWOP), Maddie Schrauth (LWOP)

**Science** – Fabienne Munoz (Maternity)

**PE** – Stuart Denton (Cape Nat), Nick Devellerez (LSL / Retirement) Trianda Hyde (Maternity from Term 2)

**Technologies** – Chloe Bourdon (Shenton)

#### Enrolments for 2023:

Currently the enrolments are as follows:

Year 7                325 projected (currently 316 enrolled)

Year 8                344

Year 9                340

Year 10 307

Year 11 314

Year 12 225

Total                1855

This figure is a little higher than our earlier forecasts. However, I anticipate our Year 11 and 12 numbers will reduce slightly into the new year.

#### Business Plan update

The draft to be shared at the Board Meeting. Once the draft is agreed upon, we will create a glossy design version for the website.

#### Principal Performance Review

I completed my review on Tuesday 22<sup>nd</sup> November. The reviewers were happy with my self-assessment and agreed I was working at a high level. A report from the DG will be provided soon.

#### ECU UniPrep Course collaboration

I am pleased to announce that we have agreed to partner with ECU to run a Uni Preparation Course beginning in 2023. We are in the process of selecting students to form one class of Year 12's. It will be taught by David Kirk and overseen by the HASS department. We believe this will be a fantastic addition to our Senior School Pathway options.

### **Focus 2023**

The Director General's Focus document has been shared with the Board. There is a heavy focus on Aboriginal education and cultural awareness, which we will continue to monitor and support. The remaining areas of focus are already well entrenched at Duncraig, putting us in a great position.

### **Thank you**

I would like to thank the Hannah and Board for their support during this busy year. It is wonderful to be the principal of a school with such amazing staff, students, parents and community. Both the Board and P & C have made valuable contributions to the school, and I wish everyone an enjoyable summer break.

