

SCHOOL BOARD MEETING MINUTES

Date: Monday 20 February 2023

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), Barbara Kamarudin (Teacher), Sasha Brennan (Teacher), Martin Flaig (Parent), Rebecca Newton (Parent), Kristian Ravn (Parent), Christian Ravn (Parent), Vilko Poznovia (Community)

Apologies: Paul Stone (Parent), Louis Cheeseman (Student Services Manager), Brendan Everett (Parent), Aaron Gibson (Teacher), Jason O'Meara (Community)

Minutes: Jane Street

1. Acknowledgement of Country and Welcome

Kristian Ravn

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 first meeting of 2023.

2. Draft School Board Meeting Plan

Hannah proposed a draft plan for the 2023 meetings. Each term will include one Focus Area report from staff and one Student Councillor Portfolio report from students. There will be two combined meetings of the Board and the Senior Staff, one of which will be school led while the other will be Board led. The Board agreed with the plan going forward.

3. Literacy & Numeracy Focus Area Update – Nicole Baker, Associate Principal for Curriculum and Engagement

Nicole presented the draft Literacy and Numeracy Vision Statement and Focus for 2023 prepared by the Literacy and Numeracy Committee. The draft stated:

'At Duncraig SHS we aim to establish and promote a whole school literacy and numeracy approach, designed to equip students with the standards required for their success whilst at school and in future work, education and training'.

The Board discussed the statement and gave feedback to Nicole who will report back to the Committee when they meet again in two weeks' time. The final statement will be available for the next meeting to be held on 20 March. The Board also recommended that this statement should be embedded in the new School Business plan.

4. Minutes of Previous Meeting – 5 December 2022

The minutes of 5 December 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Rebecca Newton and Vilko Poznovia. All in favour.

5. Matters Arising

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

The building project remains in a holding pattern. We are still waiting for the Minister to endorse additional funding (with scope unchanged) to enable progression to tender and eventual presentation of the project to the school community. Hannah suggested we invite Hon Dr Tony Buti, Minister for Education, Aboriginal Affairs, Citizen and Multicultural Interests, via the Hon. Martin Pritchard MLC, North Metropolitan Region, and/or Caitlin Collins MLA, Member for Hillarys, to visit the school so he can see firsthand our issues and concerns.

Following presentations by three shortlisted artists for the Percent for Art Project on 9 December 2022, visual arts team Alan Meyburg and Shauna Narrier were selected. They propose four separate pieces incorporating banksia nuts engraved with First Nations artwork depicting different storylines acknowledging indigenous history and the environment. The banksia nuts will be made from reclaimed trees cleared from the land for the build.

b) Updates on School Board Working Groups

• Alumni (*Jane Street*)

Andrew Lu, class of 1995, visited the school and met with Pete for a chat and school tour. He is currently the president of the Mental Health Tribunal for State Government. He is also a highly experienced lawyer and patron of the Arts in WA. He has been researching his classmates and updating us on their achievements. Hannah will make contact again to investigate how he could assist us further and possibly become the Chair of our Foundation.

• Family Engagement Committee

Rob Fairholme, current president of the P&C, is due to step down from his role as his last child completed Year 12 at the end of 2022. The P&C are meeting on Wednesday 22 February, and it is expected that the Family Engagement Committee will merge with the P&C.

c) School Board Heads up – (*Jane Street*)

- Criminal checks still to be completed by Paul Stone, Vilko Poznovia and Jason O'Meara.
- School Board Training will be booked following the Board elections. It will be held at the school and other School Boards will be invited to attend.
- Paul Stone has not attended the last 3 meetings – 31/10/2022, 05/12/2022 and 20/02/2023. Hannah will call him to discuss.
- Kristian Ravn's term has come to an end. The Board Chair thanked Kristian for all his work over his term and wished him every success in the future.

6. Correspondence

Letters to be sent to the 35 recipients of awards at the Honours Assembly and Tricia Gilbert in recognition of the work she had done over several years with the AIC@D courses for staff. She laid down the foundations for the training courses we are offering staff via the Teaching and Learning Team.

7. Election of parent representative to the School Board

It was agreed that an election process should be run, in line with the Terms of Reference, to request nominations from the school community for a new parent representative for the Board to replace Kristian Ravn. Parents and nominees will be invited to attend the Open Meeting of the Board on Monday 20 March to ask questions.

8. Duncraig SHS School Board Terms of Reference and Code of Conduct 2023

The Terms of Reference 2023 was discussed. It was agreed to increase the number of parent representatives on the Board and to adjust wording to allow for greater flexibility to appoint a new Parent Member when there is

an additional vacancy so close to an election. Hannah to suggest wording. The Board approved the Code of Conduct 2023 which remains unchanged.

9. Business Plan 2023 – 2025 Draft

The draft Business Plan was presented to the Board who made the following suggestions:

- 'Context' section - The Board to be mentioned along with the P&C
- 'Wellbeing' Section – Add 'and the world around us' at the end of the first paragraph
- 'Leadership' Section – Add another point on student leadership
- 'Whole School Literacy and Numeracy' Section – Replace expository text with the new vision statement

The final Business Plan will be brought to the next meeting for approval.

10. Committee Reports

Finance *Justine Avenell*

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

- Finance Report - see Appendix 1
- One Line Budget – see appendix 2
- Finance Committee Report – see Appendix 3
- Martin Flaig proposed the reports should be accepted. This was seconded by Kristian Ravn. All in favour.

Principal *Peter Lillywhite*

The School Board noted the Duncraig SHS Principal's report of February 2023.

- See Appendix 4
- Barb Kamarudin proposed the report should be accepted. This was seconded by Sasha Brennan. All in favour

11. Any Other Business

Open meeting – 20 March 2023

The Student Councillors will be invited to attend to update of the Board on the student portfolios.

Meeting closed at 7.45pm

2023 Meetings - Mondays @ 6pm

TERM 1	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

APPENDIX 1

School Board Report – 17 FEBRUARY 2023

Manager Corporate Services – Justine Avenell

Budget 2022

Salary roll overs were the highest we have experienced due to the continue conservative management of surplus salary, and the late processing of COVID leave for staff over the December school holiday period. We did anticipate \$600 000 maximum however rolled \$912 883 in salaries to 2023.

Salary expenditure was \$18 044 762 of \$20 697 097 of Student-centered Funding.

Of the \$367 320 reserved for supplementary salary expenditure to cover relief staff for student and staff activities and school priorities, an overspend of \$62 562 occurred. Areas of impact include staff overtime, additional staff and NAPLAN.

We have for the last 3 years, been subsidised through COVID Cleaning relief funding. During 2021 and 2022 we abandoned the 4 extra staff due to the time-consuming nature of recruitment and the frequent turnover of contracted staff (we went through 12-16 staff in the first year). We recruited our existing staff to work extra hours to cover some of the cleaning requirements. However, we did not spend the allocation and in 2022 \$112 000 remained unspent.

Staff taking COVID leave equaled \$261 325.

Cash behaved as expected with a high volume of expenditure on credit card during November (\$65 000) and \$552 604 rolled into 2023.

A total of \$2.6m was expended from the bank account in 2022 including \$118 028 being moved into reserves to cover future purchases such as Bus, copiers and ICT.

As we progress to 2023 and a normal budgeting cycle we need to be mindful of:

- Loss of COVID Cleaning funding
- Potential future loss of COVID leave
- Reduction in roll over figures (salary in particular)
- Reliance on the school accessing extra days of staff assistance to assist complete projects.

One Line Budget 2023

The budgets will not be posted (into SRS) until after census has been QA. We can expect this in late March.

Our first payment of 25% of requested cash was transferred to our bank account on 17 February, to allow school cash flow. The remaining 25% will be paid late march and the final 50% in July.

Based on enrolments and reported Target Initiatives (i.e. VET and G&T), we anticipate \$20 464 414 in funding for 2023. With the addition of salary and cash rollovers (\$1 435 487), the total available budget of \$21 377 297 is expected. 2022 available funds were \$20 599 091 however an annual increase in funding has been applied.

Enrolments are based on 1814 at census despite very conservative budget funding estimates of 1820 students. As we have not met this threshold there is a resulting budget deficit which we continue to work with.

Salaries (HRMIS)

Planned expenditure on salaries is \$20 153 723 including \$280 000 for supplementary staffing (relief for PD, excursions, projects etc).

The deficit has been reduced to <\$1000 by reducing transfer of funds to the school's bank account of \$1.1m and reduction in funds allocated to Building Replacement reserves to help counter the effect on cash. Based on previous years, our surplus increased due to the way the staff leave is managed, by staff absent not always requiring replacement, therefore we are not charged for staff in this instance. However, the Department require us to commence the year with a surplus salaries budget.

The below report outlines our school's staff profile both in table and graph format. Additional information is included from our workings in relation to budget, staffing and cash expenses and predicted surplus in Salaries and Cash.

\$280 000 has been put aside for Supplementary Staff however this has not been finitely budgeted. Many of the budgets have been reduced due to our deficit situation. Our reliance on adding extra staff across the school to complete projects or additional support will need to reduce. There is hope with some signs of a staff shortage abating and the end of State's protocols on pandemic management, that staff well being will improve, therefore the additional support that has been put in place will be in less demand.

Please see the below for an outline of the expenditure we anticipate. This is updated regularly as information becomes available.

Cash (cheque account)

Anticipated Cash revenue from private sources is \$1 045 000 (contributions, charges, bank interest, ect), with \$1 100 000 (reduced from \$1.2m) to be transferred from Salaries to allow the school to pay for services and resources.

Budgeted Expenditure is \$2 566 204, including \$144 688 moved to reserve accounts.

The current cash surplus is \$159 200. This surplus can be used to further supplement the salaries to bring it to a breakeven point.

FOR APPROVAL

The Finance Committee recommends to the School Board, the approval of the 2023 Budget.

Voluntary Contributions and Charges 2022

Contributions collected in 2022 reached 75.91% and Charges 96.36%. We budget on 75% and 95% respectively therefore our actuals are within our targets.

We have completed our 2022 Survey as required by central office.

Bank Account

As at 10 February 2023, bank balance is:

- Cheque account \$676 384.61 (Previously \$857 036.85)
- Investment \$777 914.61 (Previously \$772 062.91)
- Building Fund \$ 20 918.15 (Previously \$20 298.60)

APPENDIX 2

One Line Budget Report

APPENDIX 3

Minutes

Finance Committee

Meeting No. 1/2023

Meeting location: Conference Room		Chair: Peter Lillywhite
Meeting time and date: 3:15pm, Tuesday 14 th February 2023		Minutes: Ines Rodgers
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Sally Murphy , James Buchanan, Elizabeth Clark, Danielle Edwards, Rebekkah Clarkson , Stephen Galvin	
1.2	Apologies: Justine Avenell	
	<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 25 October 2022 to be endorsed. <i>Endorsed by: Stephen Galvin</i> <i>Seconded by: Elizabeth Clark</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1		
4.0	School Financial Position	Justine Avenell (Ines Rodgers to present)
4.1	MCS Report	Refer to Appendix B MCS Report Finance Committee 14 February 2023.pdf Refer to Appendix C (<i>Salaries Plan issued on 2023</i>)
4.2	Comparative Budget Report / One Line Budget	Refer to Appendix D (<i>Comparative Budget Report dated 2023</i>)
4.3	2023 Budget Approval	Refer to Appendix E 2023 One Line Budget.pdf Refer to Appendix F Cash Budget 2023.pdf THE COMMITTEE RECOMMENDS APPROVAL OF 2023 DRAFT BUDGET TO THE SCHOOL BOARD
4.4		
5.0	Fundraising Application - indicate whether to be input taxed	Peter Lillywhite
5.1	See attached 2023 Approved Fundraising Events	Refer to Appendix A (<i>2023 Approved Fundraising Events</i>)
5.2	To be scheduled: Year 9 small business sausage sizzle Alive Week Cadet's fundraising – input taxed Athletics Carnival – input taxed R U Ok day	Listed are consistent events that occur each year and will likely happen again this year. Listed fundraising events are approved.
6.0	Completed Fundraiser Review	
6.1		

7.0	Discussion Items	
7.1		
8.0	School Funding Requests	
8.1	<p>Request for funding to purchase two-way radios for each department, a total of 22 handsets. OHS representative suggests mobile phones are not reliable in an emergency. With a lack of a strong cell phone signal inside some buildings, differing networks used by staff, unreliable batteries and the possibility of the network being busy during an emergency, mobile phones are not feasible. Various suppliers have been contacted. Transair (quote attached) who have installed in various schools recently, including Statewide Services, would be the most suitable supplier. Icom handsets quoted at \$420.00ea excl. GST. Transair will provide us with radios in the 400-470 MHz band, to accommodate the frequency issued in the government band.</p> <p>Extra costs: We need to secure a private channel. The Licence fee for this is \$755.00 +GST</p> <p>Annual renewal fee of secure private channel is \$90.00 +GST</p> <p>We do not need a repeater or a base station</p> <p>Battery replacement: The battery will last (and should be replaced) 5 years at a cost of approximately \$90 / handset.</p> <p>Funding request for a total of \$11,095.00 excl. GST which includes licence and programming fees</p>	<p>Refer to Appendix G – Funding request Two-Way Radios</p> <p>Funding of \$11,095.00 approved</p> <p>OHS Budget D1010. Funds sources from cash budget surplus.</p>
8.2		
9.0	DGR Reports	
9.1	Financial Statements DGR Building Fund for information to Building Fund Management Committee	The financial position of the school Deductible Gift Fund (DGR) has been presented to demonstrate the reconciliation of the account and financial reporting.

		<p>Refer to Appendix H (DGR balance January 2023)</p> <p>Appendix H - DGR Balance Jan 2023.pdf</p>
9.2	Annual DGR Status Review 2023	Next Review Due: October 2023
10.0	Other Business	
	<p>New Members – 4 positions to fill</p> <p>Constitution states:</p> <p>The Committee shall consist of:</p> <p>Principal (Mandatory)</p> <p>Manager Corporate Services (Mandatory)</p> <p>Three to seven members (consisting of staff and community members)</p>	<p>Chair: Peter Lillywhite (based on position)</p> <p>Executive Officer (ex officio): Justine Avenell (based on position)</p> <p>Deputy Chairperson: Steve Galvin (based on AP portfolio)</p> <p>Members: James Buchanan (Dec 2023), Elizabeth Clark (Dec 2023), staff 1, staff 2, staff 3, staff 4</p> <p>The Committee wishes to take this opportunity to thank Rebekkah Clarkson, Sally Murphy and Danielle Edwards for their contribution and time over their tenure.</p> <p>EOI went out within the last week to fill the vacancies. Seven people have nominated:</p> <ul style="list-style-type: none"> • Tiffany Annetts • Amy Barry • Katie Swetman • Heather Valentine • Clair Lang • David Kirk • Sally Murphy <p>The committee acknowledged the nominations. Steve is requesting a short bio from all nominees. Once received, a voting form will be emailed to all staff.</p> <p>1. TENURE OF OFFICE</p> <p>The election of incoming staff members will be done prior to the first Committee meeting for the year.</p> <ul style="list-style-type: none"> • The tenure of office will be two years • Vacancies caused by transfer or resignation shall be filled by by-election for a full term • Retiring members are eligible for re-election • In the event of an elected member not attending three consecutive meetings without reasonable explanation, his/her membership of the committee may be terminated • Any position declared vacant shall be filled by by-election for a full term <p>2. VOTING</p> <ul style="list-style-type: none"> • Voting at meetings shall be by a simple majority • Co-opted members have no voting rights • A proxy vote may not be recorded in a member's absence • The Chair shall have both a deliberative vote and, in the event of a tie, a casting vote

11.0	Next Meeting	
11.1	16/03/2023	
12.0	Meeting Closed at 3:55 pm	

Signed: _____

Peter Lillywhite

Date: _____



APPENDIX 4

School Board Principal's Report – February 2023

Peter Lillywhite

It is with pleasure and pride that I present the Principal's Report

The Year 12 Leavers have been excellent role models to our younger students and have also managed to achieve sound results in their studies, whether they were ATAR or VET students. Below is a summary. Further details will be given during my presentation.

This was the first year The West Australian was unable to publish League Tables as no Median ATAR or WACE achievement was made available.

The following is a summary of our achievements:

- **Median ATAR 80** - 24% of our ATAR students achieved an ATAR in the top 10% of the State.
50% of our ATAR students were in the top 20% of students in the State and were eligible for direct entry into UWA.
71% of our students received an ATAR above 70 allowing them the choice of any university other than UWA.
- **Vet Achievement:**
 - 12 students achieved a Certificate IV, an outstanding achievement.
 - 46 (28%) of our students achieved a Certificate III
 - 92 (55%) students achieved a Certificate II

I am extremely pleased with our high performing students with 27 of our ATAR students scoring 90+, however, I am disappointed with the middle and lower portion of the cohort. We must continue to explore ways of motivating our students to achieve their best even with the early offers available. Our WACE achievement rate was predicted to be 99% this year but 5 students failed to sit one or more ATAR exams and there did not gain WACE. This was a big shock but does not reflect the wonderful support Ms Nicole Baker and her Senior School Team provided every student in Year 12.

2022 Student Census numbers (as per Monday 13/2)

Year 7	317
Year 8	344
Year 9	337
Year 10	308
Year 11	294
Year 12	216
Total:	1816

These numbers are slightly less than last year at Census (1823), which is a little concerning. The forecasted numbers were predicted to grow for a few more years. We have also seen an increase in students leaving from Year 10 into 11.

School Executive Structure

Principal

Peter Lillywhite

Associate Principal (Years 7 & 8; ICT)

Wade Norman

Associate Principal (Years 9 & 10; HR)

Steve Galvin

Associate Principal (Years 11 & 12)

Caroline Crosbie

Associate Principal (Curriculum & Engagement)

Nicole Baker

New Staff for 2022

English:

Amy Barry

HASS:

Kelly Reynolds, Matthew Stelov, Tim Bestley, Rebecca Pauley, Sandy Wong

HPE:

Katie Swetman, Jeremy Boyle

Science:

Cameron Dean, Dipak Raghvani, Amanda Tana

Technologies:

Jenna Vermeltfort

Student Services:

Kellie Ketteringham (SSM 7/8)

Learning Support:

Martina Gilligan (Learning Support Manager)

Support Staff:

Jo-Anne Steel, Mary Zacharko, Ettienne Nel (IT)

A **new Business Plan** will begin this year with seven Targets and four Focus Areas. Our targets now reflect our focus on preparing students for Senior School success. We continue to invest in the classroom practice of teachers and will now add a new Focus Area; Wellbeing that reflects the post COVID era.

Activities & Events

1. Year 7 Transition & Peer Support:

All Year 7 students participated in a three-day Transition Program that included one day of fun, team building activities under the guidance of their Year 10 Peer Support leaders at the Joondalup Arena. Two of the three days involved students getting to know their Form, RACER activities, organising their Smart Rider and connecting their devices to the school network. The Peer Support days were well organised by the Year 7/8 Team of Wade Norman, Kellie Ketteringham, Connor Humm and Pam Konijn (outgoing SSM). The success of having these 3 days at the start of the year is very effective, enabling students to make friendships with students they may not otherwise have met for weeks.

2. Year 11 & 12 Information Evenings:

These were conducted on Tuesday, February 7 & Wednesday, February 8 respectively. Associate Principal Mrs Caroline Crosbie, Mr Louis Cheeseman (Senior School Coordinator), Ms Maree Marcon (VET Manager), Mr Chris Olsen (Learning Support Coordinator) and Year Coordinators Ms Elena Rossi and Mr Anthony Salpietro presented a great deal of important information to the many parents and students who attended. It was pleasing to see the high attendance at both presentations and the parents were most appreciative of these evenings. On Monday, February 13, Mr Peter Gasson and Ms Maree Marcon conducted a Workplace Learning Information evening for parents and Year 11 students. Students and parents participated in one-on-one interviews with WPL Officials to select their work placements for the year and to learn about what is expected of them as they undertake their work readiness program.

3. Honours Assembly:

Thursday, February 9 was our Honours assembly for the 2022 cohort. At this assembly, we recognised the significant achievement of our 2022 Year 12 Cohort. 37 students and their parents were invited to the assembly where students received a certificate identifying their achievement. Each of the award

winners was announced by Associate Principal Senior School, Mrs Crosbie, and invited to sign the Duncraig Scholars Book in front of staff, students, and their parents. It was a wonderful assembly, and I am sure many of our younger students have been inspired to aim high and to do their very best so that their names may one day be recorded in the Duncraig Scholars Book. At the assembly, we also recognised the top 10% of student achievement for Year 11 in the second semester of 2022, introduced our Senior School Councillors and announced our House Leaders and House Captains for 2023. Following the assembly, the 2022 Honours students and their parents enjoyed morning tea with staff and the Administration team.

