



SCHOOL BOARD OPEN MEETING MINUTES

Date: Monday 20 March 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), Sasha Brennan (Teacher), Martin Flaig (Parent), Rebecca Newton (Parent), Vilko Poznovia (Community), Paul Stone (Parent), Louis Cheeseman (Student Services Manager), Brendan Everett (Parent), Aaron Gibson (Teacher), Jason O'Meara (Community), Ben Grummels, Tia Tutti, Bianca Galipo, Nicole Everett, Brian Sova, Vinh Nguyen

Students: Cameron Everett, Courtney Ridgewell, Holly Pethrick (student voice, canteen)

Apologies: Barbara Kamarudin (Teacher), Jane Street

Minutes: Justine Avenell

1. Acknowledgement of Country

Courtney Ridgewell gave the Acknowledgement of Country. "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. Welcome and Icebreaker

Hannah von Ahlefeld welcomed all members to the Open Meeting, including new parents and Student Counsellors in Years 11 and 12.

3. Report from student counsellors on Student Voice and Canteen portfolios

- **Student Voice** (Cameron Everett and Courtney Ridgewell). This portfolio was established in 2022 by Student Counsellors. Currently, Year 11 and 12 Counsellors and the Junior Leadership Team lead this work. Their role is to represent all students and assist with implementing students' ideas, including requests for change collected through a SEQTA link to Microsoft Forms. In 2022, there were 37 suggestions. Student leaders review each request as "achievable", "workable" and "to be worked on". Students then delegate each request to the appropriate portfolio, with a plan of action. The Student Voice portfolio plans to advertise again to build interest, though the submission process could be improved. School Board members suggested the use of surveys and focus groups to help collect information on students' needs.
- **Canteen** (Holly Pethrick). Currently, this group is looking at the organisation of the queuing system in the canteen, which is always very crowded. The group suggested using coloured lines and relocating benches so that the canteen is not used as an area for sitting and students do not use the area if not ordering or picking up orders. The group is also considering theme days, for example Mexican Mondays,

cultural days, and surveying students to find out what they would like added to the menu. The group is looking to promote the menu on the school website; collect data on what students are buying; and add a menu board outside. Some students feel intimidated in such a crowded area.

- Ben asked if there were plans to decentralise operation of the canteen, for example, separating services and meal delivery. Pete replied that the current facility was only built for 1200 students and also services surrounding primary schools. Hopefully, there will be a purpose-built modern facility as part of another building phase.
- Hannah suggested looking at the WA Government Healthway's Healthy Communities grant to fund student initiatives.

4. Duncraig SHS School Board Report 2022 by Chair, Hannah von Ahlefeld

The School Board noted the School Board Chair report for 2022 by Hannah von Ahlefeld.

- See Appendix 4
- Jason O'Meara proposed the report should be accepted. This was seconded by Paul Stone. All in favour.

5. Revisions to the School Board's Terms of Reference 2023

- Proposed revisions to the Terms of Reference to allow for the following - "in the case of a vacancy for a Parent Member within 6 months of an election, the School Board may appoint a candidate(s) from that election, in order of voting preference. If there is a vacancy for a Parent Member more than 6 months following an election, then a new election must be held" - were unanimously rejected. Jason O'Meara pointed out that the State Education Regulations (SER) requires an election for a Parent vacancy so a new election must take place. Nominations opened on 16 March 2023.
 - Board accepted
- Proposed revision to increase the maximum number of Parents on the School Board by 2 people (so 8 in total) was modified to 1 person in line with the SER, which states that the maximum number of School Board members is 15. Jane to send a note out to all parents to advise that there will be an additional parent appointment to the School Board.
 - Board accepted
- Proposed revisions to allow for regular attendance of students at School Board meetings was discussed. This is permitted in the SER, though students must be over 15 years of age. Currently, once per term, a group of students, usually student counsellors, update the School Board on their portfolios. Concerns were raised about the burden on a single student to attend every meeting and that the Terms of Reference would have to be modified again.
 - Board not accepted – not in favour

6. Minutes of Previous Meeting – 20 February 2023

The minutes of 20 February 2022 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Martin Flaig and Rebecca Newton. All in favour.

7. Matters Arising

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

- No update. The school is awaiting news on the publication of the Call for Tender for the Build by the Department of Education. The Percent for Art Scheme is also on a holding pattern.

b) Updates on School Board Working Groups

- **Alumni (*Jane Street*)**
 - Hannah reached out again (unsuccessfully) to DSHS Alumnus Andrew Lu following his meeting with Pete to ask him to reconsider a role in the proposed DSHS Foundation.
- **Student Opportunities and Engagement Committee**

- 2023 Combined meeting with senior staff. Ideas discussed included asking staff how the School Board can help realise their ambition for the school/learning area/program, for example by better harnessing/engaging networks, expertise and knowledge, and helping promote and attract top talent to the school. What skillset can the School Board, other parents and its Alumni offer, and what connections can we facilitate to business, industry and university? Alumni is enabling community contact and data on the industry links. Other leading questions for staff are “What make this school really stand out from a teacher’s point of view?”, “Why are you proud to work here?”, “Why do you want to stay here?”, “What differentiates our school from other schools?” and “Why do students come to Duncraig SHS?”
- P&C Association. New P&C Vice-President Tia Tutti called for more community participation and funding support through grants. Hannah and another parent, Kim Harris, can assist with grant applications. There will be a P&C meeting on Wednesday 22 March 2023 at 6pm.

c) Final Vision Statement, Literacy and Numeracy Committee

- i. Feedback on the Committee’s mission statement was received by Heads of Learning Areas, and the School Board will be updated in due course.

d) Report on student dropout

- i. Peter provided data on student destination over 2 years due to an unpredicted reduction in student enrolment in 2023, especially in the Year 10 cohort in 2022. On the tail end of COVID, there has been a large move to home schooling, SIDE and online schooling (offered by Swan Christian College), and increased anxiety levels amongst students and parents. Some students may return. In addition, students have left to take up opportunities in TAFE and employment/apprenticeships. SEDA College WA, an independent school for Years 11 and 12, have expanded their offering to construction as well as sport certificates to gain WACE.
- ii. Interviews were conducted with parents of children who left. Some families were looking for alternatives to engage their children, while some felt school wasn’t safe post Covid. Only two families indicated they were not happy with the school and the service we provided.
- iii. The school does accept out of area students, with the exception of Gifted and Talented Program and some Triathlon students.

e) Inviting Hon Dr Tony Buti, Minister for Education; Aboriginal Affairs; Citizenship and Multicultural Interests to the school

- i. A meeting will be requested through Caitlin Collins for Term 2 or 3.

f) School Board Heads Up from Jane Street, including update on SB nominations

- i. An update will be provided at next School Board meeting following the election.

8. Correspondence

- Letter of thanks to Kristian Ravn, former School Board parent member
- Letter of thanks to Connor Humm and the Arts team for the production of Annie the Musical
- Letters to Heads of Learning Areas in appreciation of their data analysis of Year 11-12 data for strategic planning

Suggestions for letters

- Three Student Counsellors who attended the School Board meeting

9. Committee Reports

Finance *Justine Avenell*

The School Board noted the Duncraig SHS Finance Report and the Finance Committee Minutes of 20 March 2023.

- Finance Report - see Appendix 1
- Finance Committee Report – see Appendix 2
- Sasha Brennan proposed the report should be accepted. This was seconded by Martin Flaig. All in favour.

Principal *Peter Lillywhite*

The School Board noted the Duncraig SHS Principal's report of 20 March 2023.

- See Appendix 3
- Louis Cheeseman proposed the report should be accepted. This was seconded by Vilko Poznovia. All in favour.

10. Any Other Business

a) Draft proposal for School Board-Senior Leadership Combined Meeting, Term 2, 2023.

Initial discussion on the Combined Meeting was covered under Matters Arising. A more in-depth proposal is to be presented at the next meeting.

b) Final Duncraig SHS School Business Plan 2023-25.

Hannah proposed additional edits to the School Business Plan, regarding context and details in focus areas. The document needs to more effectively highlight "what makes our school unique".

- Brendan supported Hannah's changes. He pondered how the School Business Plan could guide parents' decisions when selecting a school, given that parents decide on their child's secondary education as early as Year 4/5. Potentially, this document could be used as a tool.
- Louis noted that in the future, ATAR will not be used as the parents' measure of school choice.
- Paul suggested that parents listened to word-of-mouth recommendation.
- Tia suggested contacting primary School Boards. Hannah explained that a Transition Network Meeting was held two years ago with Year 6 teachers, principals, School Board Chairs and P&C Presidents of our feeder primary schools. This will be organised again in Term 3 with the new Year 7-8 Student Support, Kellie Ketteringham.
- Final version of the School Business Plan 2023-25 to be approved at the next School Board meeting.

c) Any Other Business:

Meeting closed at 7.39 pm

2023 Meetings - Mondays @ 6pm

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 – 20 March 2023 Manager Corporate Services – Justine Avenell

One Line Budget 2023

Our 2023 budgets are not yet available until later this month which will be based on the February 2023 census data.

Enrolments are based on 1811 students however initial estimates were conservative at 1820. We have not met this threshold and as a result our budgets are in deficit.

Our budgets overall are under duress due to smaller than expected student numbers (which create annual revenue) vs the expenditure of staff to support a school of 1850 students.

Salaries (HRMIS)

Our planning system pulls information directly from HRMIS. As we are not charged the salary for any staff on leave, our surplus is over specified as the replacement/relief have not been contracted in some cases.

We have built in extra expenses to balance this up however our most accurate tool is our projected staffing spreadsheet used by Steve Galvin, Josie Boadle, Peter Lillywhite and myself.

Combined we have all FTE and costs of staff allocated, anticipated revenue for student-centred funding and contributions and charges, as well as the expenses of salaries, supplies and services.

Current Projected Salary deficit is \$32 480.

This will quickly be recouped through staff relief where we will not always be able to or need to replace absent staff, thus not expending that day's salary. (The staff member continues to be paid).

We are however in a situation where care needs to be taken when assigning additional staff for projects and relief.

Cash (cheque account)

Due to the deficit in salaries, the cash transfer to the school bank account has been reduced by \$115 376 (from \$1.1m) resulting in a very low cash surplus of \$32 729.

Revenue for subjects and expenditure against learning areas has been adjusted for the lower enrolments.

Total anticipated revenue is \$2 088 399 and anticipated expenditure is \$2 387 770. A further \$190 504 is being transferred to reserves including \$100 000 to ICT replacement and \$45 816 from learning areas to ICT replacement.

ICT replacement indicates funds required in the next 2-3 years are far beyond what the school can provide. Staff are working with central office to discuss the mandatory CUA in replacing some items and the high value contracted price that we must pay for example in 2024 our plans advise we require \$300 000 to replace leased computers and infrastructure (WAP). The balance of reserved funds will be \$301 234 including the \$145 816 to be deposited later this year.

Voluntary Contributions and Charges 2023

At the end of each year, student contributions are cancelled as required by the Department.

The value of unpaid Voluntary Contributions from 2022 was \$60 591 (25%) and Voluntary Approved Requests (Chaplain, Library & Technology) \$126 202 (43%).

Debts, for student activities and electives, are written off and reported to central office after attempts via debt collectors have been made. Last year we reported \$33 740.16 as debt write off for the years 2015-2022, to the department with the breakdown being:

Year	Amount Written-Off
2015	\$37.00
2016	\$356.00
2017	\$1,256.00
2018	\$3,884.82
2019	\$8,213.34
2020	\$7,778.30
2021	\$7,031.50
2022	\$5,183.20
Total	\$33,740.16

2023 voluntary contribution collection below includes projected Educational Program Allowance which will be processed early next term. Actual receipts are 28.37% of budget (of 75% total charged).

Charges for subjects and electives received for years 7-10 is 35.15% and years 11-12 is 47.15% again inclusive of anticipated EPA based on the applications we have received and processed. These figures below are a comparison between 2023 and 2022 rates:

- Year 7-10 Voluntary Contribution 35.5% (vs 2022 48.67%)
- Year 7-10 Charges 35.15% (vs 2022 45.82%)
- Year 11-12 Charges 47.15% (vs 2022 43.75%)

Since preparing this data, we have a further \$92 816 to apply to contributions and charges.

There has been a jump in the number of parents who are taking up the instalment plans. This will impact how our data is reported and potentially skew the lower years collection as parents 'save' more that is required to meet their current year's expenses.

We have also noticed a downturn in the amount of families eligible for EPA which is reflective of the low National unemployment statistics. As the current economic conditions (interest rates) put further financial pressure on families, we could see a reduction in Contributions and Charges received.

Statements for year 11 and 12 students have been sent this week due to continuing late subject changes. Our 'invoicing' program is reliant on subject changes being finalised to bill families. To apply the statements earlier and then process subject changes requires double and triple handling and with over 1800 customers on the database, is not efficient and would result in additional FTE needs.

Bank Account

As at 13 March 2023, bank balance is:

- | | | |
|------------------|--------------|---------------------------|
| • Cheque account | \$778 495.87 | (Previously \$676 384.61) |
| • Investment | \$779 876.45 | (Previously \$777 914.61) |
| • Building Fund | \$ 21 069.38 | (Previously \$ 20 918.15) |

APPENDIX 2

Minutes Finance Committee

Meeting No. 2/2023

Meeting location: Conference Room		Chair: Peter Lillywhite	
Meeting time and date: 3:15pm, Thursday 16 th March 2023		Minutes: Ines Rodgers	
1.0	Welcome and Apologies		Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Justine Avenell, Stephen Galvin, Sally Murphy, James Buchanan, David Kirk, Amy Barry, Tiffany Annetts		
1.2	Apologies: Elizabeth Clark		
	<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 14 February 2023 to be endorsed. by: Peter Lillywhite		Endorsed by: James Buchanan Seconded
3.0	Business Arising from Previous Minutes		Peter Lillywhite

3.1	<p>New Members – 4 positions to fill</p> <p>Constitution states: The Committee shall consist of: Principal (Mandatory) Manager Corporate Services (Mandatory) Three to seven members (consisting of staff and community members)</p>	<p>Chair: Peter Lillywhite (based on position) Executive Officer (ex officio): Justine Avenell (based on position) Deputy Chairperson: Steve Galvin (based on AP portfolio) Members: James Buchanan (Dec 2023), Elizabeth Clark (Dec 2023), staff 1, staff 2, staff 3, staff 4</p> <p>EOI went out on 13th February 2023, five people have nominated. Vote sent by email 17th February 2023.</p> <p>EOI received from:</p> <ul style="list-style-type: none"> • David Kirk • Sally Murphy • Amy Barry • Tiffany Annetts • Heather Valentine <p>Congratulations to David Kirk, Sally Murphy, Amy Barry and Tiffany Annetts, who have been voted by Duncraig SHS to be elected to the Finance Committee until December 2024.</p> <p>1 March 2023: All staff email was sent to advise of the election results.</p> <p>8 March 2023: Email sent to the new members on behalf of the chair, inviting them to the meeting.</p>
4.0	School Financial Position	Justine Avenell
4.1	MCS Report	Refer to Appendix B (<i>MCS Report dated 16 March 2023</i>)
4.2	Comparative Budget Report / One Line Budget	Refer to Appendix C (<i>Cash Report dated 13 March 2023</i>) - NOTED
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	<p>Multicultural week free dress day 5/4/23 (submitted by Christine Fontaine)</p> <p>Free Dress Day to celebrate multiculturalism and fundraising for existing 2x students sponsored through World Vision and managed by Student Services.</p> <p>Gold coin donation for World Vision Sponsor Children</p>	<p>Refer to Appendix D (Fundraising Proposal Christine)</p> <p>Free Dress Day and Gold Coin Donation to benefit World Vision sponsored students - APPROVED</p> <p>Suggestion from the committee to consider a standalone multicultural free dress day to raise multicultural awareness and run a different event</p>

		to raise funds to support World Vision, which might result in a better donation outcome.
6.0	Completed Fundraiser Review	
6.1	N/A	
7.0	Discussion Items	
7.1		
8.0	School Funding Requests	
8.1	<p>Performances for Multicultural Week (submitted by Christine Fontaine)</p> <p>Seeking approval for additional funding for Taiko Drummers (\$900.00), Lion Dancing (\$650.00) and Indigenous Performance (\$600.00) during Multicultural week (Funding total: \$2,150.00)</p> <p>Purpose:</p> <ul style="list-style-type: none"> • Raising multicultural awareness • Promoting languages • School engagement increasing sense of community which promotes attendance • Engagement in extra-curricular activities increases well-being 	<p>Refer to Appendix E – Additional Funding Multicultural Week</p> <p>APPROVED</p> <p>Covered by surplus budget</p>
8.2	<p>Gymnasium Floor Sand and Seal (submitted by Natasha Williams)</p> <p>Seeking approval for additional funding for sanding and sealing the Gym floor (School Funding total: \$14,457.20). The attached quote shows a total of \$27,457.20 ex GST. DoE has agreed to contribute \$13,000.00 towards these costs.</p> <p>Scope of Works:</p> <p>Sand floors back to bare timber using a coarse to a fine grit</p> <p>Sandpaper, rotary sand, sand edges, vacuum and apply 4 x coats of Dual Coat (Oil Base finish) and light sanding between coats</p> <p>Line Marking (Painted on after the second coat of polish and 2 x more coats of polish will be applied on top of the lines)</p> <p>Basketball Court x1 Volleyball Court x3 Badminton Court x8</p> <p>The flooring is useable although has not been coated for 7 years (it is recommended</p>	<p>Refer to Appendix F – Gymnasium Floor Quote</p> <p>APPROVED</p> <p>Recommendation to use funding from the Building Improvements Reserve account</p>

	to complete resurfacing to ensure the safety and excellent performance every 5-10 years). After several years of heavy use, the timber is exposed, chipped and damaged which can create problems with dirt, water and influences the result of training which should be free of injuries and accidents.	
8.3	<p>Mobile phones with basic plans for Year Coordinators (submitted by Louis Cheeseman)</p> <p>Seeking approval for additional funding of \$1607.68 to purchase 6 Samsung A13 phones with basic plans for the Year Coordinators.</p> <p>Ongoing monthly costs of \$16.00 per phone to be covered by Student Services budget. Total for 6 phones per year \$1,152.00</p> <p>Purpose:</p> <ul style="list-style-type: none"> Year Co's are the first contact. We also request Year Co's contact parents for sensitive issues. Confidentiality is a priority. More effective communication between parents and Year Coordinator. Year Co's can make confidential phone calls in a private space. They no longer have a workspace outside of LA office. We are striving to enhance the wellbeing of both staff and students. Creating more time for Yr Co's to communicate with staff & parents <p>3 quotes have been submitted and range from \$1,085.45 to \$1,630.91 excluding GST.</p>	<p>Refer to Appendix G – Additional Funding Year Co phones</p> <p>NOT APPROVED</p> <p>Encourage Year Co's to use their own phone, block caller ID for calls and claim costs on tax. If this does not achieve the desired outcome, a new submission, highlighting the shortfalls of private phone use, could be considered at a later stage.</p>
9.0	DGR Reports	
9.1	Financial Statements DGR Building Fund for information to Building Fund Management Committee	<p>Refer to Appendix H (DGR Balance February 2023)</p> <p>The financial position of the school Deductible Gift Fund (DGR) has been presented to demonstrate the reconciliation of the account and financial reporting.</p>

		NOTED
9.2	Annual DGR Status Review 2023	Next Review Due: October 2023
10.0	Other Business	
11.0	Next Meeting	
11.1	11/05/2023	
12.0	Meeting Closed at 4:10 pm	

Signed: _____
Peter Lillywhite

Date: _____

APPENDIX 3

Principal's Report, March 2023

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

Data Analysis meetings

Throughout Term 1, I met with each HOLA to discuss their 2022 Year 12 results. As discussed in the first Board Meeting, we as a school want to improve on our results as we are trending downwards post COVID. The meetings were extremely productive with all Learning Areas motivated to find areas for development. It is clear that our students reduced their effort post early offers which is an area we will need to address with our school community.

Annual Report

A draft of the Annual Report will hopefully be available for our meeting. All articles are now collected and waiting on editing and final design.

Activities & Events

1. Interhouse Swimming Carnival Tuesday 21 February

The carnival was held at HBF Arena Joondalup with almost 250 students attending. A huge thanks to the PE department for running the event and to Kevin Fisher for overseeing the data collection and scoring. The carnival was a great success with Trojans winning the event.

2. Colours Evening Tuesday 21 February

The annual Colours Evening was held in the school gym to celebrate student achievement. Colours are awarded for Academics, Performance, Citizenship and Sport. It was a wonderful evening with musical performances and light food and refreshments catered through our Home Economics classes. This evening celebrates our most active and engaged students with their families. This has become a fantastic school tradition.

3. OLNA

OLNA testing commenced Week 5 for all Year 11 - 12 students who have not reached Band 8 in Year 9 NAPLAN in Reading, Writing and Numeracy. The testing finished at the end of Week 6. All students must reach the required standard in each of the three tests to become eligible for the WACE Certificate when they complete Year 12. Students will have two opportunities every year from Year 10 to sit and pass these tests. Once they have reached the required standard, they do not have to sit the OLN again. Support is being offered by the English and Mathematics departments to students who are required to re-sit these assessments in Year 11 and/or 12.

4. Annie Production

A wonderful production from Arts team over four sold out nights. A huge cast and crew involved in a brilliant show that even saw past students return to be involved. A massive thanks to Connor Humm for coordinating the production. Connor has worked tirelessly this year to prepare for this event as well as begin his new role as Year Coordinator.

Upcoming events

Positive Parenting Program	15 March
NAPLAN	Week 7-9
Year 12 Breakfast club	17 March
School Photos	20-21 March
Progress Reporting Online	28 March
Interschool Swimming Carnival	29 March
Year 7 Immunisations	30 March
School Development Day	31 March
School Ball	31 March

APPENDIX 4

Duncraig SHS School Board Chair's Report 2022

Hannah von Ahlefeld

Introduction

It is my pleasure to provide you with a summary of the School Board's work in 2022. I would like to thank every member for their contributions to the team and to our school in 2022.

This report is organised in four parts. The first part presents the composition of the Board in 2022. The second part explains the context of another challenging year, beset by COVID. The next two parts describe our work within the context of the Board's role in the school: to provide strategic direction and financial oversight and to promote the school in the community.

There were some changes to the composition of the School Board in 2022. Aaron Gibson, Head of the Arts, joined the Board in April 2022, and staff members Sasha Brennan and Barb Kamarudin were welcomed back to the Board following a staff nomination process after their terms ended in February 2022. Jason O'Meara, a DSHS Alumnus, special legal counsel and mentor of the school's Mock Trial team, became a Community Member in September 2022. This filled an important gap in the team's skill set, which is regularly reviewed as part of a School Board Competencies Matrix exercise. In the same month, a School Board Election was held as the terms of two parent members: Hannah von Ahlefeld and Vilko Poznovia, ended. More than 10 nominations for Parent Members were received, although only 5 put their names forward for the election. Two parents were elected,

Hannah von Ahlefeld and Brendan Everett. Vilko Poznovia, whose children had left the school, took on the role of Community Member. Once the parent nominations to the Board were finalised, the Board approved Hannah von Ahlefeld's (re-)nomination as Chair. To ensure compliance, from Term 3, updates were provided at each meeting by Jane Street on urgent Board-related issues such as deadlines for documentation such as Working with Children checks and duration of terms for all members.

The composition of the Duncraig SHS School Board as of December 2022 was as follows:

Hannah von Ahlefeld, Chair
Peter Lillywhite (Principal)
Justine Avenell (MCS, ex-officio)
Sasha Brennan (staff)
Louis Cheeseman (staff)
Aaron Gibson (staff)
Barb Kamarudin (staff)
Brendan Everett (parent)
Martin Flaig (parent)
Rebecca Newton (parent)
Kristian Ravn (parent)
Paul Stone (parent)
Jason O'Meara (community)
Vilko Poznovia (community)

Further information about the School Board can be found on the web site at <https://www.duncraigshs.wa.edu.au/community/school-board/>.

Impact of COVID on the work of the School Board

Despite the disruptions caused by COVID at the start of the 2022 school year, face-to-face School Board meetings were held twice per term as usual, although many members chose to join meetings on-line.

However, some of the Board's work could not proceed due to COVID restrictions. "Combined Meetings", in which the School Board, Senior Leadership (i.e. the School Executive and Heads of Learning Areas) and student leaders all participate, were not organised due to COVID restrictions. Although significant work was undertaken through Combined Meetings in May and September 2021 to reflect on the former School Business Plan and develop the new Plan, the Department of Education permitted schools to delay new School Business Plans until 2023 due to COVID. Similarly, schools were not required to submit an Annual Report in 2021, although the school did prepare this document, which was approved by the School Board at its 5 September meeting. In addition, the annual Open Meeting, which usually takes place in Term 1, did not take place until 5 September 2022. The Primary School Transition Meeting, first run in 2021, involving Year 6 teachers, principals, School Board chairs and P&C Presidents from Duncraig SHS's 7 partner schools could also not take place.

Strategic Direction and Financial Oversight

In 2022, despite COVID, the School Board continued to perform its regular function of approving Financial Reports at each meeting, in addition to the 2022 Annual Budget, and the 2022 Annual Voluntary Charges and Contributions and Booklists, as prepared by Justine Avenell, Manager of Corporate Services. The School Board regularly acknowledged the exemplary work of all staff during this difficult period, who worked tirelessly to support the work of the Board, all students and their families.

School Business Plan targets and related data from 2021 were reviewed at the commencement of 2022, with the Board's Terms of Reference and Code of Conduct. The Board welcomed staff to its meetings once per term to report on progress in each focus areas in the School Business Plan 2019-21: the High Quality Teaching and Learning Team (Peter Lillywhite) reported at the Board's 15 August 2022 meeting; the Literacy and Numeracy team (Trinda Mills) reported at the Board meeting on 31 October 2022; and the Student Support Team (Louis Cheeseman) reported on student attendance, behaviour and related matters (the Anti-Bullying and Harassment Plan was approved by the Board on 24 May 2021) during and in the wake of COVID at its 14 June 2022 meeting. The School Board valued the participation of student counsellors, who reported each term on the health and well-being of students during COVID, in addition to presenting the development of their Student Leadership Portfolios on School Culture, Sustainability and Student Voice. The School Board also welcomed the new Head Girls at its final meeting of 2022.

In 2022, the School Board approved the following school policies:

- Responsible Use of Technology Policy and Mobile Phone Policy: 14 June 2022
- Lower School Assessment Policy (revised): 15 August 2022

The School Board was pleased to approve the new House Names at its meeting on 16 May 2022, presented by Sally Murphy, the school's Indigenous Support Officer, which will come into effect in 2023. The names are the result of collaboration and consultation with students and Aboriginal artists, drawing on the work of the Reconciliation Action Plan Committee. The school's Reconciliation Action Plan was approved by the Board in June 2021.

The delay of the new School Business Plan allowed the school to complete additional work in the form of appointing a Care-Engage-Excel Committee, which was tasked with reviewing the articulation the school's vision and values for the next Plan. The final output from the Committee was approved for inclusion in the new School Business Plan at the Board's meeting on 5 December 2022.

Promoting the school in the community

In an effort to maximise the knowledge and expertise of School Board members, three working groups were formed, progress on which is reported at each meeting. The work of these groups in 2022 can be summarised as follows:

- **School Building Project.** Peter Lillywhite, Hannah von Ahlefeld and Justine Avenell attended every fortnightly meeting of the Project Control Group (PCG) for the School Building Project and reported progress at each School Board meeting. The PCG is composed of officials from the Department of Education Planning Division, Department of Finance, architects (With_Studio Architecture) and school. Progress with the Percent for Art Scheme, a \$90 000 grant for public artworks in the school, associated with the school build, was also reported to the School Board. The school continued to advocate for strong consultation with staff about both projects. The architects and Department were very willing to conduct additional consultation meetings with staff and create an Arts Advisory Group composed of staff and students, thereby ensuring appropriate consultation. However, the school is waiting for the Department's approval to show the design to the school community.
- **Engagement and Alumni.** Although efforts to create a Duncraig SHS Foundation have not yet born fruit due to the challenge of recruiting a high-profile DSHS Alumnus to Chair the Foundation, considerable progress was made this year by the school (Jane Street) to collect data on Alumni using past yearbooks and a dedicated Alumni page, QR code and form on the school's web site; host an afternoon tea for the Class of 2002 on 24 October 2022; and make plans for 40th and 50th anniversary reunions.

- **Student Opportunities.** The group agreed that school staff must be consulted to help identify the student opportunities to target in each learning area, also taking into consideration their professional aspirations. This will be the subject of the first Combined Meeting in 2023.

Members of the Board were also able to draw on their networks and contacts to contribute to school life and provide opportunities for students and staff through the Careers Evening, Climate Crew, Vaping Presentation, IT, and Staff Well-being and Family Engagement work.

All School Board members are encouraged by the Chair to be visible, engaged and knowledgeable about what is going on in the school. For example in 2022:

- A summary of progress with the **P&C and its Family Engagement Committee (FEC)** was presented at each meeting by the School Chair, who is the school liaison for the FEC. Several fundraisers and other events took place in 2022 to support and engage staff and families, for example Treat the Teachers each term, Junior Interschool Chess Tournament, after-school Auslan course, etc.
- Each term, the Chair writes a column in the **school newsletter with the President of the P&C Association** and prepares social media posts on upcoming Board-related events and meetings.
- Members of the School Board feature in the **new school video** on the school's new web site.
- The Chair and some Board members attended events, activities and special presentations like the Vaping Presentation (for parents), NAIDOC events, Year 7 Orientation evening, Year 7 BBQ, Arts and athletics events, Colours Awards, language events, Year 12 Graduation, Cadets events, Alumni events, and others.

The Board also continued to 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, Have Sum Fun winners, Mock Trial participants), and arrange internship opportunities (With_Architecture Studio), etc. The Chair and Principal wrote more than 100 such letters in 2022.