



SCHOOL BOARD MEETING MINUTES

Date: Monday 12 June 2023

Venue: Conference Room

Time: 6.00 pm – 8.00pm

Attendance and Apologies

Present: Hannah von Ahlefeld (Chair), Peter Lillywhite (Principal), Justine Avenell (Manager Corporate Services), Rebecca Newton (Parent), Vilko Poznovia (Community), Brendan Everett (Parent), Paul Stone (Parent), Louis Cheeseman (Student Services Manager), Aaron Gibson (Teacher), Martin Flaig (Parent), Kellie Ketteringham (Student Services Manager 7&8) and Hannah Wallace (Head Girl).

Apologies: Sasha Brennan (Teacher), Barb Kamarudin (Teacher), Michael Quirk (Parent), Jason O'Meara (Community)

Minutes: Jane Street

1. Acknowledgement of Country

Kellie Ketteringham 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 Board members, Kellie Ketteringham, Student Services Manager 7&8 and Hannah Wallace, Head Girl, to the meeting.

3. Introduction to Kellie Ketteringham, Student Services Manager 7&8 and the strategies and initiatives employed to keep our students safe.

Student safety is a priority and Kellie has been working with the local primary schools to manage students' expectations of high school. We are currently experiencing negative bystander behaviours especially in our younger students. To counteract this, Kellie has arranged for external providers to visit the school to teach students the skills they need, e.g. Y safe and cyber bullying. Kellie and the Student Services Team are also working closely with local police, including the new OIC at Hillary Police, Senior Sergeant Mark Stoneman, who will visit the school and speak with students on a regular basis as this would be beneficial on multiple levels.

The Students Services team has reached out to parents to assist the school in educating students about road safety, riding rideables and wearing helmets and have provided parents with links for further assistance whilst at the same time reinforcing these messages with students through the form program and health curriculum.

Schools TV, accessible via the Parent Essentials page on the website, is a valuable source of information for parents and the school will again be offering the Triple P presentations to parents in Term 4 and again in Term 1, 2024 and vaping information sessions and workshops for parents later in the year. The group suggested surveying parents to find out topics of interest for future parent information sessions. Hannah to draft survey.

Hannah thanked Kellie for her presentation and, on behalf of the Board, welcomed her to the Student Services Team.

4. Minutes of Previous Meeting – 20 March 2023

The minutes of 22 May 2023 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Paul Stone and Vilko Poznovia. All in favour.

5. Matters Arising

a) Update on School Building Project

The tender process has been closed and the school is waiting to be advised who has been awarded the contract. The school will then follow up again with the Department to request when plans and drawings can be presented to the community.

Pete and Hannah met with Tony [Krsticevic](#) on 29 May to discuss various issues. To assist us going forward he will need to hear our concerns via residents.

Hannah has been in touch with Albert Jacobs, Mayor, City of Joondalup, to discuss the possibility of a partnership with them and the Department of Education and other agencies to design and construct new shared-use facilities such as our Performing Arts and Sports Centre. The City currently has shared use sporting ovals which are owned by them and the Department of Education makes a maintenance contribution in return for their use. She would like to schedule a meeting with Albert Jacobs, Caitlin Collins, Rob Thomson (Department of Education), the school and Board members, Mick Quirk and Bianca Galipo. Jane will schedule a meeting before the end of term.

b) Updates on School Board Working Groups

Alumni

Reunions booked and all Board members are welcome to attend if available

- Class of 1993 - 30th Reunion - Friday 28 July 2023 at 3.30pm
- Class of 1983 - 40th Reunion - 11 August at 4.00pm

Alumni strategy meeting to be arranged for Term 3 to commence work on the Duncraig SHS Foundation.

P&C Association

Several P&C fundraisers are in the works, including sports and chess, and funding was approved for the WHITS Survey, Year 12 Graduation and ALIVE Festival. A social catch-up was held for the Family Engagement Committee, which will merge with the P&C going forward.

c) School Board Heads Up from Jane Street, including School Board training

National Coordinated Criminal Check

Thank you to Bianca Galipo and Michael Quirk for completing their National Coordinated Criminal Check.

Board Training

Thank you to Michael Quirk, Brendan Everett and Aaron Gibson (with Hannah) for completing the School Board training at Hillarys Primary School on Wednesday 7 June. Jane will investigate additional training dates for Bianca Galipo and Jason O'Meara who were unable to attend.

We have also been advised that all board members should complete the Department's Aboriginal and Torres Strait Islander Cultural Awareness Training. All school staff have completed training. Jane will send a link to parent and community members to complete training as soon as possible.

6. Correspondence:

- Letters will be sent to the three students who attended last School Board meeting.
- Letters will be sent to students who have done well in sporting events.

7. Committee Reports

Finance Justine Avenell

The School Board noted the Duncraig SHS Finance Report and the Finance Committee Minutes of 8 June 2023.

- Finance Report - see Appendix 1
- Finance Committee Report - see Appendix 2
- Louis Cheeseman proposed the report should be accepted. This was seconded by Bec Newton. All in favour.

Principal Peter Lillywhite

The School Board noted the Duncraig SHS Principal's report of 15 May 2023.

- See Appendix 3
- Aaron Gibson proposed the report should be accepted. This was seconded by Martin Flaig. All in favour.

8. Senior School Good Standing Policy - Update

Louis Cheeseman explained the minor changes made to the Senior School Good Standing Policy to reduce the opportunities for students to miss out on large school events.

The School Board was invited to approve the changes. Martin Flaig proposed the changes be accepted. This was seconded by Bianca Galipo. All in favour.

Hannah thanked Louis Cheeseman and the Student Services Team for their work.

9. Discussion 1: School Board Award 2023

The Board would like to present an award to lower school students for showing the biggest improvement in an assessment and/or attitude. The following was agreed:

- Nominations for the award should be made by staff or students and presented to the Board for a decision.
- Several awards for each group can be awarded
- To be presented at the twice-yearly achievement assemblies

Louis will draft a proposal for students and staff and present to the Board at the next meeting.

10. Discussion 2: Senior Secondary Metrics

Following the presentation by Peter Lillywhite at the last meeting, the Board has had time to reflect of the information given and all agreed that the new metrics does not recognise student success and was given a thumbs down. Pete advised that we will continue to develop ourselves as a school and ensure all our students achieve WACE. A task force is looking at various pathways and we will wait to see how these progresses.

11. Any Other Business

RAP Shirts available now. If you would like to purchase a shirt, please email Jenny Bibard at jennifer.bibard@education.wa.edu.au

Next meeting will be a combined meeting with the Senior Staff. Please arrive at 4.00pm for light refreshments. Meeting will commence at 4.30pm to 6.00pm followed by the Board meeting to 7.30pm

Meeting closed at 8.15pm

2023 Meetings - Mondays @ 6pm

TERM 3	7 August – Combined meeting with Senior Staff 4 September
TERM 4	30 October - 2023 Charges and Contributions and Booklists approval 27 November - Draft 2024 Budget review

School Board MCS Report – 12 June 2023

Manager Corporate Services – Justine Avenell

Purchase of Golf Buggy for Gardening Team

Further to our last meeting, we were able to secure a Golf Buggy at a cost of \$10 000 rather than the anticipated cost of \$20 000 quote. The unit is second hand and has a large tray back and the gardening team have reported that the buggy is fantastic and are adjusting to its capabilities. It is being safely stored in the rear shed. The cost has been offset by the sale of some items (\$2 300) with the remaining funds (\$7 700) being sourced from the Plant and Equipment Reserve. Balance of this account once the transactions are completed will be \$34 027.

Photocopier Replacement

Seven copiers are now 7 years old. We have been gradually replacing and increasing the fleet of capable copiers across the school to ensure productivity is improved and retained. Additional units have been installed in English and Maths due to the high volume of copies each department makes. Each new copier has been colour and booklet enabled allowing staff the flexibility to produce the materials they require for their classes.

Funds have been allocated each year to 'save' for the replacement of copiers and bear no burden on the schools recurrent financial position. Current reserve balance is \$64 760.

Prices are being sought from Fuji Xerox for machines to replace SAER and Student Services units, with a second unit being added to the library and the existing unit to be retained. The most recent units purchased in 2022 cost \$6 500 each however the units have increased to \$7 694 each. We are seeking the approval of the Finance Committee for the purchase of Asset items under the Finance and DGR Committee Constitution, section 8 Terms of Reference '*to review and approve.... Supplementary funding requests*'.

Finance Committee has approved this purchase for a cost of \$24 341 including 1 Papercut license.

ICT Reserves

Further refinement of the needs of the school in relation to ICT infrastructure is being made to the ICT replacement plans.

There are a number of staff desktop units that are in need of replacing given they were purchased in 2014 and now inhibit staff ability for efficiency and the occasional complete breakdown of the units.

Data on the use of the desktops in student labs is being reviewed as many students do not log into the computers, preferring to use their BYOD.

The current lease of 105 units expires in October 2024. These units were initially identified to be used to replace staff units however an additional student lab was created for 2023. In 2024 we can seek a purchase price for these units. Currently we have:

- 52 Apple Mac (\$61 000 invested in 2021)
- 105 leased student desktops (total cost over 5 years \$141 700)
- 16 student desktops
- 82 staff desktops
- 53 staff laptops of which 19 will be replaced
- 102 student loan laptops with many (56) not due for replacement until 2030 due to the mass theft we experienced in 2022

Optimal reserve balance is \$533 595 however we have access to \$300 000 therefore further works with the ICT committee and Arts Learning area is required to ensure we have the current stock fully utilised, and not idle in the classroom.

One Line Budget 2023

Surplus of the One Line Budget is \$315 932, being \$248 098 in salaries and \$67 834 in cash. A further \$391 515 is budgeted in planning however requires significant reduction for funds expended and positions filled (approx. \$195 000).

Salaries (HRMIS)

The Salaries surplus is well above what was anticipated at the beginning of the year. A brief assessment of the cause revealed the lack of available relief staff, the use of internal relief and not replacing staff due to absence has contributed to the surplus. Once adjustments have been made to the budgeted Future Planned Expenditure, the surplus will increase further.

Cash (cheque account)

Revenue received has increased slightly from 55% to 60% (\$1 324 391), and expenditure 47% spent (\$1 174 704), increased from 36.9%. A further \$60 810 in purchase card expenditure is to be bought to account for May expenditure.

Voluntary Contributions and Charges 2023

As only 4 weeks have gone by since our last meeting and staff are currently gathering May financials for end of month reporting, therefore up to date figures are not available for this meeting.

Bank Account

As at 6 June 2023, bank balance is:

- | | | |
|------------------|--------------|---------------------------|
| • Cheque account | \$716 662.02 | (Previously \$778 495.87) |
| • Investment | \$787 092.67 | (Previously \$779 876.45) |

- Building Fund \$ 21 647.64 (Previously \$ 21 069.38)

MCS Report School Board 12 June 2023

APPENDIX 2

Finance Committee Minutes 6 June 2023

Minutes

Finance Committee

Meeting No. 4/2023

Meeting location: Conference Room Meeting time and date: 3:15pm, Thursday 8 th June 2023		Chair: Peter Lillywhite Minutes: Sophie Norman
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Justine Avenell, Stephen Galvin, Sally Murphy, James Buchanan, David Kirk, Elizabeth Clark	
1.2	Apologies: Tiffany Annetts, Amy Barry,	
	<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 11 th May 2023 to be endorsed. <i>Endorsed by: David Kirk</i> <i>Seconded by: Stephen Galvin</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	Event: Sausage Sizzle To be held: 5 th September 2023 Request submitted by: David Clark Who is holding the event: The HPE Department / Adam Ridgway Reason for the event: To raise funds for the interschool athletic t-shirts to give to participants to keep.	David Clark (HOLA HPE) attended as requested at last Committee meeting. David presented an alternative for using funds raised in that HPE would purchase DSHS warm up / training tops for students to use for interschool athletics but retained by school. APPROVED There was considerable discussion around the equity of one department receiving proceeds from a fundraising event which requires support and staffing from all departments. Potential alternatives were discussed however Committee agreed the Sausage Sizzle could

		<p>remain with HPE in 2023 and a broader discussion around fundraising for Learning Areas will be undertaken at Senior Staff.</p> <p>APPROVED.</p>
3.2	Golf Buggy purchase complete	<p>Purchased for \$10,000 Toro 2015 Model Workman Buggy. S/N 07299TC-315000144</p> <p>NOTED</p>
3.3	Gumtree listings	<ul style="list-style-type: none"> • ASC Mach One Sweeper (Honda Engine) still listed for \$1,000.00 ONO • 2021 Edge Trax III Off Road Cart – for \$2500 (Joel Birch requested) Gumtree ad Edge Trax II Cart 20230601.pdf • Honda Billy Goat MV Vacuum (Honda Engine) and Hose Kit SOLD for \$1,500.00 ONO • Quadbike Loncin 150CC Farn Auto – Blue SOLD for \$800.00 ONO <p>NOTED</p>
4.0	School Financial Position	Justine Avenell
4.1	MCS Report	<p>Refer to: MCS Report Finance Committee 8 June 2023.pdf</p> <p><u>Some discussion around need to transfer some funds from salaries to cash to cover projected shortfall for IT equipment replacement program (approx. \$300k)</u></p> <p><u>A question was raised around staffing in upper levels and class sizes. Current student numbers are lower than anticipated (1800 actual vs 1850 projected) with the main slippage in yr9/10 transition. Plan is to increase intake in Yr7 to offset this in future.</u></p> <p>NOTED.</p>

4.2	Comparative Budget Report / One Line Budget	Refer to: Cash Report 6 June 2023.pdf 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 (2023 Approved Fundraising Events) NOTED
5.2	Event: Containers for Change To be held: Remainder of 2023 Request submitted by: Elena Rossi Who is holding the event: Student Services – Senior School Reason for the event: To raise funds for the School Ball Fundraiser to be Input Taxed	Refer to: Fundraising Proposal Containers for Change 310523.pdf Instruction to be provided to applicant about not using existing CfC DSHS code which is for Cadets. APPROVED
5.3	Event: Lollies in the jar To be held: Remainder of 2023 Request submitted by: Elena Rossi Who is holding the event: Yr 11 Student Council Reason for the event: To raise funds for the School Ball	Refer to: Fundraising proposal Lollies in Jar 20230608 APPROVED
6.0	Completed Fundraiser Review	
6.1		
7.0	Discussion Items	
7.1		
8.0	School Funding Requests	
8.1	Replacement of three (2) copier machines: <ul style="list-style-type: none"> SAER s/n 145193 Student Services s/n 557536 Retain Library s/n 601633 and add another unit due to increase in student population and issues for students accessing the unit.	Refer to: Copier replacement 020230601.pdf Fujifilm MFP & Papercut Proposal - Duncraig SHS.pdf \$24 341 (\$7 694 per unit) ex gst 1 extra papercut licence \$1 259 Copy costs remain the same <ul style="list-style-type: none"> Colour \$0.05 Mono \$0.005 Budgets are charged this amount APPROVED
8.2		

9.0	DGR Reports	
9.1	Financial Statements DGR Building Fund for information to Building Fund Management Committee	Refer to: DGR Bank Balance May 2023.pdf The financial position of the school Deductible Gift Fund (DGR) has been presented to demonstrate the reconciliation of the account and financial reporting. NOTED by committee via email 13 June 2023
9.2	Annual DGR Status Review 2023	Next Review Due: October 2023
10.0	Other Business	
11.0	Next Meeting	
11.1	Thursday 3 rd August 2023 3.00pm	
12.0	Meeting Closed at 4.17 pm	

Signed: _____

Date: _____

APPENDIX 3

School Board

Report – 22 May 2023

Principal – Peter Lillywhite

It is with pleasure that I present the June School Board Report for 2023

Year 10 Arts night

Our first Year 10 Arts night was held on Wednesday 24th May showcasing our many of our talented students with performances from Dance, Drama and Media as well as live visual art demonstrations. A huge thank you to all the staff, student and parents who attended this event to celebrate the Arts at Duncraig.

Year 10, 11 & 12 Exams, weeks 5 - 8. Term 2 is always busy for our staff and students. Our Senior School students completed their examinations in Weeks 5 & 6 and our Year 10 students are in the middle of completing their exams in Week 7 & 8. Year 10 examination results play an important role in subject selection for Year 11, which will be the major focus over the next few weeks for our Year 10 students and will be completed early in Term 3.

Upcoming events

- | | |
|------------------------------|--|
| • Year 8 Lightning Carnival | Monday 12 June |
| • Cadets Pedal Prix Bunbury | 18 th June |
| • Year 7 – 12 Winter Concert | 20 th June |
| • ALIVE Festival & NAIDOC | Week 10 |
| • Reports published | S/S 22 nd June, L/S 29 th June |
| • Term 2 HOLIDAYS | 3 rd – 17 th July |
| • School Development Day | 17 th July |
| • Careers Expo | 18 th July |

- **Year 10 to 11 Subject Selection Parent night** 18th July
- **OLNA** 24th July – 4th August
- **Year 7 Lightning Carnival** 27th July
- **Open Reporting Day** 28th July

