



SCHOOL BOARD MEETING MINUTES

Date: Monday 14 August 2023

Venue: Conference Room

Time: 6.00 pm – 7.00pm

Attendance and Apologies

Present: Hannah von Ahlefeld (Chair), Sophie Norman (Assoc MCS), Vilko Poznovia (Community), Jason O'Meara (Community), Brendan Everett (Parent), Rebecca Newton (Parent), Michael Quirk (Parent), Paul Stone (Parent), Aaron Gibson (Teacher), Barb Kamarudin (Teacher), Martin Flaig (Parent)

Apologies: Peter Lillywhite (Principal), Louis Cheeseman (Student Services Manager), Justine Avenell (Manager Corporate Services), Sasha Brennan (Teacher)

Minutes: Jane Street

1. Acknowledgement of Country

Sophie Norman 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 to the meeting.

3. Minutes of Previous Meeting – 12 June 2023

The minutes of 12 June 2023 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Paul Stone and Aaron Gibson. All in favour.

4. Matters Arising

a) Update on School Building Project and Initial Discussion on Shared-Use Facilities at DSHS

Pete, Hannah, Michael, Bianca and Traceyenne (DSHS MCS) met with Cr Russ Fishwick CoJ, Chris Leigh, Head of Planning CoJ, Caitlin Collins, MLA, Member for Hillarys and Rob Thomson, Infrastructure DoE to discuss possible shared use of school facilities, specifically for sports and performing arts, in a Phase II building project. Although Rob Thomson and Caitlin Collins re-iterated the Minister of Education's support for shared-use facilities in schools as a policy priority, to which many Councils are responding, there seems to be little appetite at the City of Joondalup. Caitlin and Bianca expressed the local community's need for performing arts facilities, and Rob Thomson cited a drastic shortage of sports facilities everywhere, especially basketball courts. Chris Leigh agreed to share the City's Social Needs Analysis (July 2022), which also reports a "major need" (the highest level) for "cultural infrastructure such as live entertainment theatres, auditoriums, amphitheatres and art galleries". Mick suggested following this up by e-mail to re-iterate the need. Hannah to draft.

Whilst at this meeting, Pete mentioned to Rob Thomson that we had missed out on an application for funding from Ian Goodenough's Stronger Communities Programme. The submission proposed adjusting the fencing to open up the pavilion to the local community and installing drinking fountains next to the pavilion to avoid children from the local community jumping over the fence to use the fountains in the school. Rob said that he

would be in contact with Capital Works and Maintenance to deliver the water fountain and fence as this would be of benefit to students and the community. Jane will chase up to see how this is progressing.

b) Updates on School Board Working Groups

Alumni

We have had two reunions at school this term. The Class of 1993 had their 30th Reunion on Friday 28 July and the first graduating class, and the Class of 1983 had their 40th Reunion on 11 August. Both events were very well received with the past students sharing their memories and experiences with lots of humour. We will remain in contact with the organiser of the first graduating class as they are willing to share photos and memories in preparation for the 50th anniversary celebrations in 2029.

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

c) Combined meeting with Senor Staff

Hannah organised a meeting of parent School Board members to discuss the Combined meeting agenda on Sunday 13 August. She thanked the group for their contribution, circulated a slightly revised agenda, and encouraged other Board members to provide additional comments. This meeting due to be held on Monday 7 August has been postponed to Monday 30 October. The agenda will remain the same (Appendix 1).

d) Update from Student Services

Student Services sent out the first Student Services newsletter to parents on 2 August 2023. The newsletter will be sent to parents twice a term to help reduce the amount of correspondence parents receive. The Board thought this was a great initiative with the first edition giving information on uniforms, vaping, Smarttrider, road safety and bathroom rules. It also had information about the new house system and how house points are awarded. The Board suggested including the house totals in each newsletter as well as displaying them in Student Services; introducing our friendly Student Service Managers; and creating a Share A Win item to celebrate success (e.g. ALIVE Day). Hannah to pass these suggestions on to Kellie Ketteringham.

e) Survey on Parent Information Session Topics

Following on from the discussion at the last meeting on developing a calendar of parent information events and list of topics of interest, such as those offered by the Triple P programme, vaping etc., Hannah drafted a parent survey with the objective of ascertaining the interest of parents in different topics and how they would like this delivered. Student Service Managers and the School Board have kindly provided input, and the Board suggested sending the survey to all parents including the incoming Year 6 students following the Parent information evening on the Orientation Day.

f) School Board Heads Up from Jane Street, including School Board training and Cultural Awareness Training

The following members terms come to a completion early in 2024. We will at plan for an election in 2024 to cover all three positions

Rebecca Newton	01/04/2024
Martin Flaig	01/04/2024
Paul Stone	25/05/2024

Cultural Awareness Training

Thank you to Paul Stone, Michael Quirk, Martin Flaig and Rebecca Newton for completing the Cultural Awareness Training for School Boards. A friendly reminder to Bianca Galipo, Brendan Everett, Hannah von Ahlefeld, Jason O'Meara and Vilko Poznovia to complete training.

5. Correspondence:

- A letter and petition has been drafted by Hannah to address the ongoing concern of traffic safety. Despite the concerted and protracted efforts of the school, this has not been resolved. The situation has worsened as Sullivan and part of Gilbert Road has been fenced off due to the school building project.

The school met with CoJ in October 2022 to discuss traffic concerns and student safety. We finally received a reply to our requests on 21 June. We had requested a solid yellow line adjacent to residential verges on Readshaw Road which they decided would be problematic. However, they agreed to place the school of the City's parking schedule to enforce any illegal parking. We requested additional speed zoning road markings to which they responded would not be supported by Main Roads WA. We requested more regular visits from the local rangers to move cars out of the bus bays and they responded that this was a police issue.

Hannah has worked with Year 11 students to collect data on the number cars, buses, bikes and pedestrians on Readshaw and Gilbert Roads at 8.30 am and 3.00pm each day. These data will be used to apply for a traffic warden for the school. Unfortunately, Main Roads informed Hannah that this process can take up to 2 years. To try to speed up the process, Hannah would like the Board, parents and students to send letters to the COJ requesting the need for a traffic warden. Caitlin Collins would like to become more involved in the school and will also assist where she can. Michael Quirk has offered his assistance. Jane will liaise with Natasha Williams to contact Michael.

- Letter from resident regarding Imminent Development of Duncraig SHS – still waiting from a response from the Minister
- Letter thanking Caitlin Collins, MLA, Member for Hillarys for hosting Hannah Wallace and Tilly Griffiths on 3 July 2023 at her offices

6. Committee Reports

Finance - *Sophie Norman, Associate Manager Corporate Services*

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

- Finance Report - see Appendix 2
- Finance Committee Report - see Appendix 3
- Vilko Poznovia 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 August 2023.

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

7. Any Other Business

- Finance Self-Assessment Audit – For Information only. Sophie explained that the Control Self-Assessment questionnaire was completed by all schools to support school improvement across 5 control areas: Human Resources, Asset Management, Governance and Accountability, Purchasing and Payment, and Receipting and Banking.
- T&L Team report - Agenda item next meeting. At the request of the Board, Aaron will present a report on the progress made to date.
- School uniform – A proposal by a Board Member regarding uniforms entailed allowing students to wear navy trousers with an iron-on logo rather than the current trousers, which fall apart, logo is not visible and style is not flattering for most. Agenda item next meeting.
- School reviews on Google – Is it possible to remove some of the negative school reviews on Google? A Board Member received a complaint from a concerned parent about the unjust shaming of a student from our

Mock Trial team by a student from another school on Google Review. Rennae from marketing team, Jane and Hannah to investigate removing the offensive post and report back.

- **Re-zoning of Duncraig SHS.** According to the 2023 proposed boundaries for Western Australia's electoral district, Duncraig SHS is now located in the new proposed Padbury electorate, with Craigie, Beldon, Padbury, Carine and part of Gwelup. The Carine electorate no longer exists. The Hillarys electorate no longer cover Beldon, Craigie or Padbury. Pete and Hannah will keep the Board informed as both electoral seats are likely to be contested.

Meeting closed at 7.15pm

2023 Meetings - Mondays @ 6pm

TERM 3	4 September	
TERM 4	30 October	Combined Meeting with Senior Staff
		2023 Charges and Contributions and Booklists approval
	27 November	Draft 2024 Budget review

APPENDIX 1

AGENDA

Combined Meeting: *Partnerships and Synergies*¹:

How the School Board Can Support Learning Areas

Monday 30 October 2023, 4.30-6.00 pm, Staff Room

The **purpose of the School Board** as defined in its Terms of Reference is to “enable parents and members of the community to engage in activities that are in the best interests of students [and staff] and will enhance the education provided by the school”.

To achieve this end, the School Board is keen to understand **where and how** it can provide **strategic support** to the school during this School Business Plan cycle, drawing on its **expertise and professional networks**, through the lens of **partnerships and synergies**¹. Now is an opportune time for this discussion in view of the school’s new School Business Plan and reflections by learning areas on new Operational Plans and Strategic Intent.

This work will feed into the Order of Business and discussions at School Board meetings, and the possible development of a School Outreach Strategy.

4.30 - 4.50	TIME FOR FOOD, DRINKS AND INTRODUCTIONS
Acknowledgement of Country, Principal and Chair’s Welcome Meeting’s Purpose, Objectives and Outcomes Quick Introductions Slido Icebreaker: <i>Write 1 or 2 important characteristics of an effective partnership involving your learning area?</i>	
4.50 – 5.20	WORKING GROUP SESSION: PARTNERSHIPS AND SYNERGIE
<ol style="list-style-type: none">1. Briefly share progress and reflections on your current Operational Plans and Strategic Intent, and directions for the next Business Plan cycle (3 minutes each).2. Talk about existing partnerships (e.g. industry, university, business, NGOs, etc.) in your learning area (1 minute each).3. Explore each learning area’s needs and interest regarding future external partnerships and expertise; and reflect on how to get there (3 minutes each).4. Map these partnerships on a large sheet of paper.5. Are there obvious opportunities for synergies across learning areas? Discuss, time permitting. Composition of Working Groups Group 1 Staff HOLAs: Science, Arts and VET with SSM Danielle Edwards (9/10), AP Steve Galvin School Board WG Leaders: Bianca Galipo and Paul Stone Group 2 Staff HOLAs: HASS, Health and Physical Education and English with AP Caroline Crosbie School Board WG Leaders: Hannah von Ahlefeld, Martin Flaig and Jason O’Meara Group 3 Staff HOLAs: Languages, SAER and T&L with AP Nicole Baker School Board WG Leaders: Rebecca Newton and Brendan Everett Group 4 Staff HOLAs: Technologies and Math with SSM Kellie Ketteringham (7/8), AP Wade Norman School Board WG Leaders: Mick Quirk and Vilko Poznovia	
5.20 – 5.40	REPORTING BACK
A member of each working group is asked to share outcomes of discussions on partnerships and synergies	
5.40 - 5.50	REFLECTION ON SYNERGIES ACROSS LEARNING AREAS
Pete will identify synergies across learning areas, with further input from staff.	
5.50 - 6.00	WRAP UP
The School Board will identify areas of (strategic) need/priority/interest/opportunity and next steps.	

1. A **partnership** is defined as an agreement between organizations, people, etc. to work together. A **synergy** is defined as the combined power of a group of things when they are working together that is greater than the total power achieved by each working separately. (Cambridge Dictionary)

APPENDIX 2

MCS REPORT – Sophie Norman

3 August 2023

Manager Corporate Services – Traceyanne Mutua-Muasya

Reserves

Progress is being made on the refinement of the needs of the school in relation to all the asset and resources replacement plans around the school. This review comprises of identifying all assets and resources on the Asset Replacement Plan and updating the items no longer on site/in use and adding items to the list. This then allows for more accurate planning in budgets to allow for transfer to reserves figures.

Budget Planning 2024

Budget planning has commenced for 2024. I have been working with Learning Areas meeting with them to prepare the budgets. Budget drafts will need to be done by Week 8 so the overall school budget and Contributions and Charges can be commenced for 2024.

One Line Budget 2023

Surplus of the One Line Budget is \$531,425, being \$417,976 in salaries (3 Aug) and \$113,449 in cash (verified Jun).

Salaries (HRMIS)

The salaries surplus is still above the anticipated amount planned. 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)

End of Month July has just been processed.

Revenue received has increased slightly from 60% to 93% (\$2,056,969.81), and expenditure 61% spent (\$1,493,037.51), increased from 47%.

Voluntary Contributions and Charges 2023

Voluntary Contributions as at 31 July 2023 are as follows:

7 – 10	\$135,762	- 60.96% collection rate
7 – 10 EPA	\$ 30,315	- 65.15% collection rate
ECOC 7 – 10	\$ 12,955	- 100% collection rate
ECOC 11-12	\$ 48,064	- 100% collection rate
7 – 10 Course and Subject Charges	\$204,077	- 61.51% collection rate
11- 12 Course and Subject Charges	\$195,712	- 61.82% collection rate

Bank Account

As at 31 July 2023, bank balance is:

- Cheque account \$1,137,007.53 (Previously \$716,662.02)
- Investment \$789,712.72 (Previously \$787,092.67)
- Building Fund \$ 21,937.15 (Previously \$ 21,647.64)

APPENDIX 3

Minutes of Finance Meeting

Agenda

Finance Committee

Meeting No. 5/2023

Meeting location: Staff Room Meeting time and date: 3:15pm, Thursday 3 rd August 2023		Chair: Peter Lillywhite Minutes: Sophie Norman
1.0	Welcome and Apologies	Peter Lillywhite
1.1	Opening and Welcome: Peter Lillywhite, Traceyanne Mutua-Muasya, James Buchanan, David Kirk, Amy Barry, Tiffany Annetts, Elizabeth Clark; Sophie Norman	
1.2	Apologies: Stephen Galvin, Sally Murphy,	
	<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 8 th June 2023 to be endorsed. <i>Endorsed by: David Kirk</i> <i>Seconded by: Tiffany Annetts</i>	
3.0	Business Arising from Previous Minutes	Peter Lillywhite
3.1	Gumtree listings	<ul style="list-style-type: none">• ASC Mach One Sweeper (Honda Engine) SOLD \$1,000 20/06/23• 1987 LN65 Hilux Single Cab \$6000 ONO SOLD \$5000 15/06/23 NOTED
3.2		
4.0	School Financial Position	Traceyanne Mutua-Muasya
4.1	MCS Report	Refer to: Attachment in agenda NOTED
4.2	Comparative Budget Report / One Line Budget	Refer to: Attachment in agenda NOTED

4. 3	Contributions & Charges Report	Refer to: Attachment in agenda 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 <i>Approved Fundraising Events</i>)
5. 2	Event: Climate Crew Film Night To be held: Sunday 13 th August 2023 Request submitted by: Hannah v Ahlefeld / Jenny Bibard Who is holding the event: Climate Crew Reason for the event: Fundraising and raising awareness Who will benefit: 4 Charities: 3 For the Sea; Sea Shepherd; WOW and Turtle Watch	Refer to: Attachment in agenda APPROVED
5. 3	Event: Raffle To be held: Monday 14th August 2023 Request submitted by: Kelly Reynolds Who is holding the event: Our Wellness Mission (Yr10 UN Hass) Reason for the event: Fundraising for the Blue Tree Project Who will benefit: The Blue Tree Project	Refer to: Attachment in agenda NOT APPROVED. <ul style="list-style-type: none"> - More information is required inc upfront costs for prizes, schedule for ticket sales, price of tickets, number of tickets available etc - Also require confirmation that money will be donated to The Blue Tree Project – not used as a way to fund a blue tree at DSHS.
5. 4	Event: Wear it Purple Bakesale To be held: Friday 1 st September 2023 Request submitted by: Connor HUMM Who is holding the event: A22 (LGBTQIA Advocacy Group) Reason for the event: Fundraising and raising awareness Who will benefit: Minus 18	Refer to: Attachment in agenda NOT APPROVED. <ul style="list-style-type: none"> - Bake Sales must be conducted under the supervision of HomeEc to meet Food Standards Guidelines - With further information and confirmation of supervision this event can be submitted for reconsideration.

APPENDIX 4

PRINCIPALS REPORT – Peter Lillywhite

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

Building Project

We finally have a builder! PS Structures have been awarded the contract for the construction of our two new blocks and the refurbishments of the old blocks. They have already taken possession of the bushland area to the north-west of the school. The timeline for the project suggests completion by March 2025. We have lost one carpark now, but everyone seems to be coping. There is additional traffic and pick-up time which is concerning.

Shared facility use meeting

Hannah, Mick, Bianca and I met with representatives from the City of Joondalup, Department of Education and our local MLA, Caitlin Collins on a potential project into the future to create a shared use arrangement with some new facilities. We pitched the idea for a new Performing Arts Centre and Gymnasium, however, the CoJ wasn't overly interested. We did though manage to secure \$40k to put water fountains out on the pavilion basketball courts.

Singapore Tour

Hannah and I will be visiting schools and other educational training facilities in Singapore to inspire and help with our direction into the future. The trip is for 4 days later this month (20th-24th August). Hannah is also working with other countries to attend the trip.

Activities & Events

1. **Yr 10 Exams and Subject selection:** Our Year 10s have now completed their exams and are finalising their subject selections. There was a change in the prerequisites for ATAR English which, red flagged many students. This has been rectified but we still need to address some concerns with our English performance leading into Senior School
2. **Winter Music Concert:** Our Winter concert was a wonderful evening, showcasing our music students and their hard-working teachers. It was beautifully organised with a few new adaptations and improvements.
3. **NAIDOC Week / ALIVE Festival:** For the first time, NAIDOC and ALIVE were combined through the week to celebrate both Aboriginal culture and Duncraig staff and student health and wellbeing. It was a brilliant week full of amazing events and presentations. We had Dr Noel Nannup address the students and announce our new house names. We finished the week with a celebration day of food trucks, bouncy castles and silent discos. A huge thanks to the RAP committee and the Student Services team for their organisation.
4. **Career Expo:** The Expo was back to full strength this year after a poor showing in 2022. There were loads of exhibitors and plenty of families asking plenty of questions.
5. **Lightning Carnivals:** The Year 7 Carnival was held on the 27th July. All the events were well supported by our students, participating in a variety of team sports such as Basketball, AFL, Volleyball, Netball and Soccer. As always, our students represented Duncraig with maturity and fully engaged in their team events.
6. **Open reporting Day:** This was the second of our two Open Reporting Days this year. The focus was on Years 8, 9 and 10 students as they completed their subject selections for 2023. This was the third time we have run an online or remote event. Our appointments have now returned to pre COVID numbers.

7. **Achievement Assemblies:** We returned to achievement assemblies this year to recognise the effort and achievement of our students in Semester 1. The awards given were; Engage, Care and Excel in line with our school moto. It was fantastic to see so many students receiving recognition for their hard work and success. Additional students were awarded this year with a new Excel process using a benchmark GPA to qualify.

Upcoming events

- | | |
|---------------------------------------|-----------|
| • Year 11 River Cruise | 9 August |
| • Class of 83, 40-year reunion | 11 August |
| • Science Week | Week 5 |
| • Year 12 Breakfast club | 17 August |
| • Book Week | Week 6 |

