



# SCHOOL BOARD MEETING MINUTES

Date: Monday 4 September 2023

Venue: Conference Room

Time: 6.00 pm – 7.00pm

## Attendance and Apologies

**Present:** Peter Lillywhite (Principal), Hannah von Ahlefeld (Chair), Traceyanne Mutua-Muasya (MCS), Vilko Poznovia (Community), Brendan Everett (Parent), Martin Flaig (Parent), Rebecca Newton (Parent), Michael Quirk (Parent), Paul Stone (Parent), Aaron Gibson (Teacher), Sasha Brennan (Teacher), Barb Kamarudin (Teacher)

**Apologies:** Louis Cheeseman (Student Services Manager), Jason O'Meara (Community)

**Minutes:** Jane Street

### 1. Acknowledgement of Country

Rebecca Newton 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 – 14 August 2023

The minutes of 14 August 2023 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Martin Flaig and Michael Quirk. All in favour.

### 4. Update from Aaron Gibson, Teaching and Learning Team on the progress in this Focus Area

The Teaching and Learning Team, Nicole Baker, Aaron Gibson, Sarah Feagan and Heather Valentine have been working on three key projects in 2023 to meet the focus area for Teaching and Learning:

- Quality Teaching and Innovative Practice (QTIP) course – a 5-day course of professional learning for new staff and involves classroom visits where current staff can model strategies and share best practice
- Designing and delivering PL for all staff
- Developing a whole school Instructional Framework development

The team will maintain an understanding of current research and developments in T&L, support staff in planning, research and delivery and support aspirant Level 3 teachers whilst working in collaboration with the ICT, Numeracy and Literacy and SAER teams.

They will also collect data to track the implementation of high-quality teaching and learning practice, provide resources for staff and establish networking with other schools.

The Board thanked Aaron and his team for the report, noting that the impact on student learning outcomes may still take some time as the Instructional Framework becomes embedded in practice.

## 5. Matters Arising

### a) Update on School Building Project

A Smoking Ceremony was held on Monday 28 August to acknowledge the commencement of building works. The elders felt that the timing of the ceremony was perfect as it was visually more impactful to show the clearing and damage to the land and the healing that needs to happen. They supported the development of the new build and the opportunities it will create for our students. Thank you to Hannah and Brendan for attending at such short notice.

A 'New Build' page has been set up on the school website. This gives details of the build, drawings and photographs. This will be updated as building works progress. Hard copy drawings are available to view in the Administration office.

25 plants were noted by the architect to be removed from the site temporarily for replanting at the completion of building works. Additional plants were also selected during the clearing of the land and these have also been taken away. They have also recovered wood to be used in the public art project.

Pete and Hannah met with Rachel Farley to discuss the clearing of the land and her letter of complaint. At the time of the meeting, she had not yet received a letter from the Minister in relation to the complaint. Pete gave her a copy of the letter and she was happy with the information provided.

### b) Updates on School Board Working Groups

#### Alumni

Alumni strategy meeting to be arranged for Term 4 to commence work on the Duncraig SHS Foundation.

#### Student Opportunities and Engagement

The Board discussed options for student exchange programs such as Rotary and Youth for Understanding. On Bianca's suggestion, Hannah will investigate what is on offer from Study Perth and the City of Joondalup.

#### Combined meeting with Senior Staff

Reminder - This meeting will take place on Monday 30 October at 4.30pm followed by the Board meeting at 6.00pm. Light refreshments will be provided.

#### Updates from Student Services

The second newsletter from Student Services team was released on Monday 4 September. Hannah emailed the Board's suggestions on the newsletter following the last meeting, many of which were kindly implemented. Kellie Ketteringham has won the substantive position of Year 7 and 8 Student Services Manager, and she has included information about herself in this edition of the newsletter.

### c) School reviews on Google

A Board Member received a complaint from a concerned parent about a negative school review on Google and the unjust shaming of a student from our Mock Trial team by a student from another school. Pete has contacted this school and the student has withdrawn the comment on Google. Pete explained that all schools have this problem. Only posters can remove reviews and most reviews are submitted by ex-students who are difficult to track down to request removal. The consensus was that prospective parents would not make decisions based on Google reviews. However, if any reviews are brought to the school attention, especially those impacting our students, the school will deal with this immediately.

d) **School uniform**

Following discussions at the last meeting regarding the school tracksuits pants, Pete met with Harvey Smithers from Uniform Concepts. They are investigating a new stretchy tracksuit pant design and will lower the school logo so it can be visible when long shirts and jumpers are worn. Harvey will come back with some samples soon. Navy fleece trackpants with an iron on logo is not acceptable. The Board agreed with this solution and thanked Pete for his quick and effective follow up.

e) **Traffic Safety Update**

The City of Joondalup has been sending regular Ranger patrols to the school and have been fining students for illegal parking on the verges. However, they are reluctant to consider parking restrictions (no stopping and no standing) around the school, including resident verges. Meanwhile, the traffic situation remains very congested. Michael will approach Chris Jansen, Manager Engineering Services at the City of Joondalup to see if he can do anything further. If he is unsuccessful, the school will launch the petition drafted by Hannah. In the meantime, the school should put in an application for a Traffic Warden. Michael Quirk will continue to liaise with Natasha Williams, Facilities.

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

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

Jane will organise School Board Training with the DoE for Bianca Galipo and Jason O'Meara.

6. **Correspondence:**

Letter from Minister Buti to resident regarding the Duncraig SHS building project.

7. **Committee Reports**

**Finance – Traceyanne Mutua-Muasya - Manager Corporate Services**

The School Board noted the Duncraig SHS Finance Report for September 2023.

- Finance Report - see Appendix 1
- The Chair requested that the budget be disaggregated in alignment with the Focus Areas in the School Business Plan
- Martin Flaig proposed the report should be accepted. This was seconded by Aaron Gibson. All in favour.

**Principal Peter Lillywhite**

The School Board noted the Duncraig SHS Principal's report for September 2023.

- See Appendix 2
- Barb Kamarudin proposed the report should be accepted. This was seconded by Michael Quirk. All in favour.

8. **Any Other Business**

**School Board Champions Award for Year 12 Presentation evening**

Following discussions, Hannah will provide the school with the award criteria and selection process at the next meeting for a student improvement related award for the Honours Assembly in February 2024. In addition, pending further investigation by the school, a Champion Award may also be given to a worthy students at the Year 12 Presentation evening following the proposal (Appendix 3). It was agreed that the student/s should receive a certificate and a cash prize of no more than \$300 in the form of a donation by each School Board member.

**Meeting closed at 8.30pm**

## 2023 Meetings - Mondays @ 6pm

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

## APPENDIX 1

### Manager Corporate Services – Traceyanne Mutua-Muasya

4 September 2023

#### Reserves

I want to acknowledge all cost centre managers and their commitment to refining the Asset replacement schedules to align with the Reserves. We will be ready shortly to a good plan for reserves budgeting.

#### Budget Planning 2024

Budget planning is progressing well, and we appear to be on track to commence collating for 2024 in week 9.

#### One Line Budget 2023

Surplus of the One Line Budget is \$717,582, being \$453,143 in salaries (31 Aug) and \$264,439 in cash (verified Jul).

#### Salaries (HRMIS)

The salaries surplus is still above the anticipated amount planned. This still being the case of the lack of available relief staff, the use of internal relief and not replacing staff due to absence.

#### Cash (cheque account)

End of Month August will be processed by early next week. This report is as at 30 August 2023.

Revenue received has increased slightly from 93% to 96% (\$2,106,946.79), and expenditure 67% spent (\$1,630,524.40), increased from 61%.

#### Voluntary Contributions and Charges 2023

Voluntary Contributions as at 31 July 2023 are as follows:

7 – 10	\$140,660	- 63.16% 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	\$216,179	- 64.64% collection rate
11- 12 Course and Subject Charges	\$204,784	- 71.17% collection rate

## Bank Account

As at 30 August 2023, bank balance is:

- Cheque account                \$1,099,344.62    (Previously \$1,137,007.53)
- Investment                    \$792,462.65     (Previously \$789,712.72)
- Building Fund                \$ 22,012.66     (Previously \$ 21,937.15)

## APPENDIX 2

### PRINCIPALS REPORT – Peter Lillywhite

4 September 2023

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

#### Building Project

After a bumpy start, we are finally underway. The land has begun to be cleared with various trees saved for the Art project or relocated to other sites. A smoking ceremony was completed (albeit a little later than we would have like) and a walkthrough was done by the representatives of the Aboriginal Heritage Council.

Hannah and I met with Rachel Farley, who at the time of our meeting had still not received her letter from the Minister, to discuss the land clearing and what was being done to preserve any of the trees and if any further projects were earmarked for that adjacent bushland. Rachel was very thankful of our time and once she saw the letter from then Minister, she was quite happy with the information provided.

#### Singapore Tour

Hannah and I enjoyed a very interesting and informative tour of Singapore schools and the National Institute of Education to learn all about the Singapore system and how they have moved up the PISA rankings in such a short period of time. I will present a PowerPoint at the meeting, but the essence of their success is the support shown to teachers and the huge financial commitment from their Ministry of Education. It is a very centralised system but with a clear direction of good practice. There are many lessons to learn from this experience and I hope I can influence some of our decision-makers to further improve our system.

#### Activities & Events

1. **Japanese Exchange:** Duncraig SHS hosted students and staff from Minato Education District from 11<sup>th</sup> August to 16<sup>th</sup> August. This exchange culminated in the evening BBQ event where our Japanese students spoke and performed a variety of dances and songs. It was a wonderful week with many of our families emotional during their farewells. A huge thanks to Darryl Deacon for coordinating this wonderful opportunity for our school community.
2. **Year 11 River Cruise:** Our Year 11 cohort and staff enjoyed a night on the Swan, celebrating a fantastic year. Our students danced the night away and came home very sweaty! As always, the behaviour of our students was outstanding.
3. **Class of 83 Reunion:** On Friday 11 August, Jane, Hannah and I hosted the Class of 1983 for a presentation and tour. It was a wonderful afternoon spent with our very first graduating class who shared stories of how the school was built and where the 'smoking spot' was. The feedback was overwhelmingly positive from all who attended.

4. **Book Week:** Book Week continues to go from strength to strength. This year's theme was Read, Grow, Inspire. There were loads of activities in class and the library culminating in the Fancy Dress Parade. Once again, our staff and students supported the parade with huge numbers of people getting into character.

### Upcoming events

- |                                         |                 |
|-----------------------------------------|-----------------|
| • <b>Interhouse Athletics Carnival</b>  | 6 September     |
| • <b>Year 11 OLNA</b>                   | Week 8-9        |
| • <b>Year 12 Exams / WPL</b>            | Week 9-10       |
| • <b>Year 12 WACE Practical Exams</b>   | School Holidays |
| • <b>Year 12 Final Assembly</b>         | 16 October      |
| • <b>Interschool Athletics Carnival</b> | 18 October      |
| • <b>Year 9 OLNA</b>                    | Week 3-4 T4     |
| • <b>Year 12 Presentation Evening</b>   | 25 October      |

## APPENDIX 3

### SCHOOL BOARD CHAMPION'S AWARD 2023

#### Description

The School Board is proud to announce a new Champion's Award in 2023. This award is for a Year 12 student who has been a **role model** for both staff and students by demonstrating **extraordinary resilience** throughout his/her/their school life, from Year 7 through to Year 12. The recipient of this award is simply a champion who should be celebrated for their **will to succeed and continually improve** in school. The exemplary efforts of this student reflect the "**Care**" element of our school's "Care, Engage, Excel" motto: Care for Oneself, Care for Others and Care for Country and the Global Community.

#### Criteria for selection

- **Resilience** is defined as The American Psychological Association (2014) as "the process of adapting well in the face of adversity, trauma, tragedy, threats or even significant sources of stress".
- Therefore, **an eligible student** must have overcome or developed ways to cope with chronic illness, disability, early academic failure, social anxiety, family tragedy or other adversity **over the course of their studies** to successfully complete schooling.

#### Selection process

- Between **5 and 10 students** will be selected by Year 11-12 Student Service Manager in consultation with Year Co-ordinator, School Psychologist and other staff, as deemed necessary by the Principal.
- **Brief documentation** (2-3 paragraphs per student) will be prepared on each student and made available to the School Board for discussion:
  - **Nature of challenges** faced in the students' life (1 paragraph).
  - **Testimonials** by one or two teachers – and students if appropriate - on how the student has overcome these challenges over the course of school life (1-2 paragraph), for example through establishing positive relationships with others, self-regulation, self-care, learning strategies, etc.

#### Evaluation criteria and adjudication process

- If the number of nominations is **greater than 5 students**, an **Evaluation Matrix** will be circulated to the School Board. An **Adjudication** Meeting will then take place via Zoom, Chaired by the Chair of the School Board. Based on the evidence, the matrix will address the following criteria:
  - To what extent has the student displayed resilience in the face of adversity?



- To what extent have the student's efforts reflected DSHS "**Care**" motto: Care for Oneself, Care for Others and Care for Country and the Global Community?
- **Conflicts of interest** must be declared in advance of the Adjudication Meeting. The School Board's decision must be unanimous.
- If the number of nominations is **less than 5 students**, only an Adjudication Meeting will be held to select the successful nomination.
- The **successful student and family** of the student will be notified of the School Board's decision in advance of the Award Ceremony. If the student and parent refuses to accept the award, the School Board will make another selection.

#### Prize

**Certificate and cash prize**, capped at \$300, in the form of a donation by each School Board member.

#### Awarding of Prize

Prize to be awarded by the School Board at the **Year 12 Presentation Evening**.