

SCHOOL BOARD MEETING MINUTES

Date: Monday 30 October 2023
Venue: Staff Room
Time: 6.00 pm – 7.00pm

Attendance and Apologies

Present: Peter Lillywhite (Principal), Hannah von Ahlefeld (Chair), Traceyanne Mutua-Muasya (MCS), Louis Cheeseman (Student Services Manager), Vilko Poznovia (Community), Brendan Everett (Parent), Martin Flaig (Parent), Rebecca Newton (Parent), Paul Stone (Parent), Aaron Gibson (Teacher), Barb Kamarudin (Teacher)

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

Minutes: Jane Street

1. Acknowledgement of Country

Hannah von Ahlefeld 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 feedback from Combined meeting with Senior Staff

Hannah von Ahlefeld welcomed Board members to the meeting. Board members were happy to meet with the Senior Staff of the school and to work with them and to see how they can assist in supporting them and provide networks for partnerships and synergies.

3. Minutes of Previous Meeting – 4 September 2023

The minutes of 4 September 2023 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Paul Stone and Vilko Posnovia. All in favour.

4. Matters Arising

a) Update on School Building Project

The Minister for Education Hon Dr Tony Buti MLA visited the school on 30 October to 'turn the sod' on the building project. Students from the Junior Leadership Team along with the outgoing and incoming Head Girls and the Schools Executive team were in attendance.

The building projects is on schedule. The project manager and site manager are very accommodating and we look forward to a great working relationship with them.

b) Updates on School Board Working Groups

Alumni

Alumni strategy meeting to be arranged for Term 1 2024 to commence work on the Duncraig SHS Foundation.

Discussion on student exchange opportunities and Student Awards 2024 was deferred until the next meeting.

c) Updates from Student Services

The Student Leadership Camp, normally held at the beginning of the year, will be held later in Term 4. This will ensure our student leaders are trained and ready for the beginning of the new term.

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

A friendly reminder to Bianca Galipo, Brendan Everett and Jason O'Meara to complete the Cultural Awareness training.

An election will be organised for the beginning of the year to replace Martin Flaig (01/04 2024), Rebecca Newton (01/04/2024) and Paul Stone 25/05/2024. Louis Cheeseman's term will also end at the beginning of the year. Expressions of interest will be sent out to all staff at the beginning of Term 1. Bianca Galipo indicated that she may step down as a Parent Member in 2024 if her child is no longer at the school. Hannah von Ahlefeld and Peter Lillywhite expressed hope that she would remain on the Board as a Community member.

School Board Training will be organised for Bianca Galipo, Jason O'Meara and new board members following the election process.

5. Correspondence:

Letters of thanks to be sent out to the Year 12 Student Councillors and to the Year 12 Sports and House Captains. We will also send a letter to the Perth Bahai Community for supplying a lovely morning tea for our staff for World Teachers Day's on Friday 27 October.

6. Committee Reports

Finance – Traceyanne Mutua-Muasya - Manager Corporate Services

The School Board noted the Duncraig SHS Finance Report for October 2023 and the Finance Committee minutes of 26 October 2023. The 2024 Charges and Contributions, Booklists and Additional Costs were all endorsed unanimously by the Board.

- Finance Report - see Appendix 1
- Paul Stone proposed the report should be accepted. This was seconded by Louis Cheeseman. All in favour.

Principal Peter Lillywhite

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

- See Appendix 2
- Bianca Galipo proposed the report should be accepted. This was seconded by Rebecca Newton. All in favour.

7. Any Other Business

Initial Results of the Staff Wellbeing Survey

People Sense carried out a Staff Wellbeing Survey in Term 3. Overall, the data was very positive, staff feel well supported by their line managers and colleagues and they have good role clarity. However, some staff are feeling fatigued and on the verge of burnout, which is of great concern. This data has been shared with Heads of Learning Areas. People Sense are meeting with the Executive Team, to discuss their recommendations and action plans later this week and this will be reviewed by the Wellbeing Committee. The Board agreed to revisit the recommendation of the survey in early 2024 following internal review.

Meeting closed at 7.20pm

2023 Meetings - Mondays @ 6pm

TERM 4 27 November Draft 2024 Budget review

APPENDIX 1

Manager Corporate Services – Traceyanne Mutua-Muasya

October 2023

One Line Budget 2023

Surplus of the One Line Budget is \$551,275, being \$286,133 in salaries (verified September) and \$265,142 in cash (verified September).

Salaries (HRMIS)

The salaries surplus has reduced due to the \$150,000 approved transfer to cash.

Cash (cheque account)

End of Month October will be processed by late next week. This report is as at 30 August 2023. Revenue received is at 96% (\$2,461,656.96), and expenditure 76% spent (\$2,005,341.71). Our minimum expenditure overall is on track with combined Salary and Cash expenditure.

Voluntary Contributions and Charges 2023

Voluntary Contributions as at 26 October 2023 are as follows:

7 – 10 \$157,219 - 70.59% collection rate

7 – 10 EPA \$ 30,315 - 65.15% collection rate

Extra Cost Optional (ECOC) 7 – 10 \$ 34,921 - 100% collection rate

Extra Cost Optional ECOC 11-12 \$ 73,183 - 100% collection rate

7 – 10 Course and Subject Charges \$248,747 - 74.30% collection rate

11- 12 Course and Subject Charges \$231,274 - 79.38% collection rate

Bank Account

As at 24 October 2023, bank balance is:

- Cheque account \$1,196,277.19 (Previously \$1,099,344.62)
- Investment \$ 795,222.16 (Previously \$ 792,462.65)
- Building Fund \$ 22,162.44 (Previously \$ 22,012.66)

APPENDIX 2

PRINCIPALS REPORT – Peter Lillywhite

October 2023

It is with pleasure that I present the October/ November Board report for 2023.

Staffing

We are in the process of recruiting teaching staff in all Learning Areas through a range of different processes. This is due to a small growth, LSL, LWP and retirement. We are also seeing across the sector, people looking for a change of profession. This has been less evident in our school, but still a factor none the less.

As you all know, I am taking LSL Term 1 next year, which has staffing implications. Nicole Baker will cover as Principal whilst I'm away. Aaron Gibson will act in Nicole's role and Clair Lang will remain as the HOLA of Arts.

We are currently finalising our teaching positions for 2023 but are experiencing some challenges in filling our fixed term roles. There simply isn't the expertise out there or a willingness to take fixed term with so many jobs on offer to so few.

Current enrolment figures for 2023

We are below our predicted Year 7 enrolments for 2023. We currently have 301 students enrolled with hopes of 330. We traditionally pick up the additional 30 students over the next 3 months as part of the normal flow of enrolment but the team this year has done an amazing job in chasing up in-area families, I don't believe the enrolment over the summer will be as high.

Year 12 Leadership

A large field of high-quality students stood for election to become Year 12 Student Councillors for 2021. The successful candidates were Amelie Erskine, Sophie Stewart, Amarlee Scott, Sydney Kwetters, Allura Predovnik, Sophia Amsha, Tobias Von Ahlefeld, Cameron Everett, Dylan Gilchrist, Nicholas Edey, Kai Spencer, Ashraf Merchant. 10 of the 12 Councillors then applied for the positions of Head Girl and Head Boy. This year, we had 5 boys and 5 girls apply, all of very high quality. I am pleased to announce the Head Boy is Kai Spencer and Head Girl is Sydney Kwetter.

Activities & Events:

Minister's visit: As I write this, the event is still one week away so I will brief everyone at the meeting.

Inter-house Athletics Day:

On Wednesday September 6, we conducted our annual Inter-House Athletics Carnival. Following the traditional entertaining and unique Year 12 'Dress-up Parade' onto the oval, students from all years participated in a series of track and field events as well as some fun novelty events. It was a keenly fought competition all day between the Houses with Trojans / Kwilena winning the cup. The effort and spirit displayed by all students was excellent.

Dance Night: Saturday October 14

The concert was held at Kingsway Christian College to allow more than 180 students from Year 7 to Year 12 showcased their incredible talents entertaining family and friends. It was wonderful to see the students on stage, working to precision choreography and timing. A huge thank you to Claire Darling and Clair Lang. There were many outstanding performances across all the year groups. The dedication of the staff who assisted was greatly appreciated. Without the team effort that Duncraig so often displays, shows like this could not go ahead.

Year 12 Final Assembly

On Monday October 16, we farewelled our Year 12 students at our traditional final assembly. Head Girls Hayzel Coertse and Hannah Wallace both made wonderful speeches and handed over the leadership of the student body to the incoming Head Boy and Girl. I commend Mr Anthony Salpietro on his work with this cohort over the last 4 years. All students then joined their family and teachers for a morning tea in the PA generously provided by the P&C and left the school in a dignified and friendly manner. My thanks go to the P&C for their continuing generous support of this event.

Visual Arts Exhibition

Throughout week 2, student's work was on display in the Arts block. It was a fantastic representation of the amazing art produced by our students over the course of the year. A huge thanks to Marnie Brown, Danielle

Edwards, Brandon Hosa, Nathan Blakeley, and Ben Chapman, for coordinating the event and supporting our kids to be creative.

Music Gala Night: Tuesday 17th October

A huge thank you to Peter Smith, and all the Instrumental Music School Services staff for coordinating this event and preparing our kids for their performances. It was great to see so many students performing and working hard on improving their skill. The grand finale with every student performing at once was a welcome and exciting new addition to the program.

Inter-school Athletics Carnival: Wednesday October 19.

Head of Learning Area Mr David Clarke and the Physical Education staff are to be commended for their work preparing and organising the Inter-School Athletics Team. This year we competed in B division and finished 1st. This means we once again move back up to A Division and attempt to hold our place in 2024. The spirit and effort demonstrated by the team was outstanding.

Cadet Promotion Evening: Tuesday October 25

Year 12 Presentation Evening: Wednesday October 19

As with the Minister's visit, both these events will take place after writing this report and before our meeting. I will brief you on both on the night.

Upcoming Events:

- **Year 12 WACE Examinations** commence Monday 30 October.
- **P&C Meeting** – Wednesday November 1, at 7pm in the Conference Room of the Administration Building.
- **Year 11 Exams** commence Monday November 6.
- **Year 9 & 10 Exams** commence Monday November 13.
- **Year 11 Final Assembly** – Friday November 24
- **Year 6 Orientation Day** – Tuesday November 28.
- **Year 6 Orientation Evening (parents only)** – Tuesday November 28, 7pm in the gymnasium.
- **Final Board meeting** – Monday November 27, 6:00pm
- **P&C Twilight Tour/Meeting** – Wednesday November 29, 5:30pm.