



# SCHOOL BOARD MEETING MINUTES

Date: Monday 19 February 2024

Venue: Staff Room

Time: 6.00 pm – 7.30pm

## **Attendance and Apologies**

**Present:** Nicole Baker (Principal), Hannah von Ahlefeld (Chair), Sophie Norman (Assoc Manager Corporate Services), Brendan Everett (Parent), Martin Flaig (Parent), Paul Stone (Parent), Aaron Gibson (Teacher), Barb Kamarudin (Teacher), Jason O’Meara (Community), Vilko Poznovia (Community), Sydney Kwetters (Head Girl) and Kai Spencer (Head Boy).

**Apologies:** Rebecca Newton (Parent), Michael Quirk (Parent), Justine Avenell (Manager Corporate Services)

**Minutes:** Jane Street

## **1. Acknowledgement of Country**

Sydney Kwetters, Head Girl, 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**

Hannah von Ahlefeld welcomed Board members to the meeting and in particular Nicole Baker, Principal, in place of Peter Lillywhite who is on long service leave, and to Sophie Norman, who was attending on behalf of Justine Avenell. Hannah warmly welcomed the new Head Boy, Kai Spencer and Head Girl, Sydney Kwetters to their first School Board meeting in their new roles!

## **3. Introduction of Head Boy and Head Girl for 2024:**

Kai Spencer and Sydney Kwetters introduced themselves to the Board and explained their pathway to gaining the positions as Head Boy and Head Girl for 2024. Both students were part of the Gifted and Talented Program, were Peer Support Leaders in Year 10 and were Student Councillors in Year 11.

Their goals for 2024 are to set clear and concise vision statements and long-term goals for each of the portfolios, Student Voice, Sustainability, Diversity, Media, School Culture and Canteen, and to establish more connection between year groups. Their main barrier to success to date has been communication between the year groups and between students and staff and this is an area they plan to improve within all portfolios.

Sydney and Kai will update the Board on a regular basis throughout the year on the progress they make.

The Board thanked them both for their presentation and offered to provide support to student leaders when needed. The Board were impressed by the evolution of the student leadership portfolio, especially the analysis of what worked and what didn’t work in the past, drawing on extensive feedback from staff and students.

#### 4. Minutes of Previous Meeting – 30 October 2023

The minutes of 30 October 2023 were proposed by Hannah von Ahlefeld to be signed as true and correct. This was seconded by Paul Stone and Martin Flaig. All in favour.

#### 5. Committee Reports

##### **2024 Budget – Sophie Norman - Assoc Manager Corporate Services**

The School Board approved the 2024 Duncraig SHS Budget. This was seconded by Martin Flaig and Barb Kamarudin. All in favour.

##### **Finance Reports - Sophie Norman - Assoc Manager Corporate Services**

The School Board noted the Duncraig SHS Finance Report for February 2024 and the Finance Committee minutes of 15 February 2024.

Hannah thanked Sophie Norman for presenting the ANNUAL Budget and finance reports in Justine Avenell's absence and acknowledged Justine for all her hard work in preparing and planning the budget.

- MCS Report - see Appendix 1
- Finance Committee Meeting Minutes – See Appendix 2

##### **Principals Report - Nicole Baker**

Nicole presented the 2023 Year 12 results to the Board. The Board agreed that results relating to each Focus Area of the School Business Plan would be presented at the Open Meeting.

Hannah thanked Nicole Baker, Peter Lillywhite and the Senior Leadership Team, led by Caroline Crosbie, for their exemplary efforts to support our students to obtain the highest WACE achievement rates in the school's history, strong ATAS average and excellent VET completions rates.

Hannah von Ahlefeld proposed the report should be acknowledged. This was seconded by Paul Stone and Aaron Gibson. All in favour.

- See Appendix 3

#### 6. Terms of Reference and Code of Conduct 2024

The School Board reviewed the Duncraig SHS School Board Code of Conduct and Terms of Reference 2023. No changes required. Jane will update the date to 2024.

#### 7. New School Board Members 2024

##### a. Staff nominations to School Board 2024 (NB)

There are two staff positions available. Louis Cheeseman has gained the position of Associate Principal at Belridge SHS and Sasha Brennan has stepped down due to family commitments. Following the call for nominations from staff, which closed on Friday 16 February, there are three members of staff interested in joining the Board. Therefore, this will go a staff vote, the details of which are to be confirmed.

##### b. Parent nominations to School Board 2024 (JS)

Bianca Galipo has decided to step down from the Board as her daughter is no longer attending the school. Martin Flaig and Rebecca Newtons come to the end of their terms on 31 March and Paul Stone's term will finish on 23 May.

Michael Quirk is struggling to attend meetings on a Monday. A discussion followed about changing the day to a Wednesday. All agreed that this was possible subject to Michael giving his full commitment to attend all

meetings from Term 2 onwards. Jane to prepare a list of new dates and Hannah will discuss with Michael and confirm back at the next meeting.

It was agreed that at the Open Meeting the Board, 18 March, to look at the Board Matrix and consider the profile for future parent members. A call for nominations will go out by the end of Term 1.

- c. Community nominations to the school Board 2024(HvA)  
No additional community members are required at this stage.

**8. Correspondence:**

Letters will be sent to all recipients of awards at the Honours Assembly 2024.

**9. Items to be carried forward to the next meeting.**

- a) Update on School Building Project
- b) Engagement and Alumni
- c) Student opportunities
- d) Student opportunities
- e) P&C news
- f) School Board Heads Up from Jane Street

**10. Any Other Business**

None

**Meeting closed at 8.00pm**



## APPENDIX 1

### Manager Corporate Services – Justine Avenell 19 February 2024

#### Budget Results 2023

The 2023 budget surplus were conservative compared to previous years with \$544 988 in salaries and \$570 505 in cash. Due to my clerical error, the cash rollover included \$174 740 in committed funds to reserves. As the cash budget for 2024 was being developed, it was discovered there were further funds committed from 2023 into 2024 estimated around \$100 000 to \$150 000. Our adjusted cash surplus \$295 765 to \$245 769.

Several cash budgets were overspent but of surprise was the Home Economic budget. The team are very careful with their purchases and usually spend under what is assigned. The results of 2023 were a \$8 867 overspend on \$65 211 budget. As no major equipment was purchased during 2023, it appears the pressure on grocery prices is the main cause of the overspend. A majority of learning areas overspent in 2023.

Please see the Supplementary Staffing report outlining \$470 817 spend against \$432 000 budget. Of major expense is relief for HPE events (\$90 845) followed by OLNA/NAPLAN \$58 886 and Teacher PD (\$47 152)

Please see the attached reports for the salary's expenditure for 2023, including the Casual Payments.

[2023 Salaries Report](#)  
[403 Salary Budget vs Expenditure 31 December 2023](#)

#### One Line Budget 2024

Our revenue is not yet secured as census is being finalised. Upon confirmation of our student numbers, we will firm up our revenue estimates through Student Centred Funding. Conservative enrolment figures of 1885 students have provided an estimated revenue of \$22 248 118.

The budgets will not be posted (into SRS) until after census has been audited. We can expect this on 26 March.

Our first payment of 25% of requested cash (\$1m) was transferred to our bank account last Friday (16 February), to allow school cash flow. The remaining 25% will be paid on 4 April with the final 50% on 18 July.

#### [2024 Preliminary OLB](#)

##### Salaries (HRMIS)

Planned expenditure on salaries is \$21 700 941 including \$563 727 for supplementary staffing (relief for PD, excursions, projects etc) and \$302 842 for recruitment of new staff.

Anticipated surplus is very low at \$92 165.

Anticipated spend on supplementary staff is \$545 000, accounting for the equivalent of 850 teacher days.

[403 Salary vs expenditure 2024](#)  
[2024 Preliminary Salaries Plan](#)

##### Cash (cheque account)

Anticipated Cash revenue from private sources is \$1 510 640 (contributions, charges, bank interest, transfer

from reserves \$297 000 etc.), with \$1 000 000 to be transferred from Salaries to allow the school to pay for services and resources. 2023 bought forward was \$570 505 as discussed earlier.

Budgeted Expenditure is \$3 029 876, including \$267 838 planned to moved to reserve accounts.

Reserve balance will be adjusted to \$902 031with a net movement of \$29 162. Our reserves are very healthy. Works on the replacement plans was completed in 2023 by the HoLA however no further action to refine these has taken place.

**The current cash surplus is very low \$51 269. All requests for additional cash, and budget use will need to be monitored carefully during 2024 to ensure we do not over draw the bank account.**

## FOR APPROVAL

### [2024 Preliminary OLB](#)

#### Voluntary Contributions and Charges 2023

Contributions and charges collection fluctuated in 2023 likely due to our families experiencing financial pressure which is widely reported and families continuing to pick up our payment plans:

	2022	2023	Change
Voluntary Contributions Collection Rate	72.01%	79.47%	7.46%
Subject Collection Rate 7-10	91.62%	86.69%	-4.93%
Subject Collection rate 11-12	95.95%	91.71%	-4.24%
Extra Cost Optional Charges 7-10	100.0%	100.0%	0.0%
Extra Cost Optional Charges 11-12	99.87%	99.07%	-0.80%

We are in the process of completing the 2023 Survey as required by central office.

### [Contributions and Charges Collection Rate 2023](#)

#### Bank Account

As at 19 February 2024, bank balance is:

- Cheque account \$1 043 891.52 (Previously \$856 086.32)
- Investment \$ 809 452.81 (Previously \$800 680.40)
- Building Fund \$ 23 854.36 (Previously \$23 219.68)

**APPENDIX 2**  
**FINANCE COMMITTEE MINUTES**

**UNCONFIRMED Minutes**  
**Finance Committee**

Meeting No.1/2024

Meeting location: Conference Room		Chair: Nicole Baker
Meeting time and date: 3:15pm, Thursday 15 <sup>th</sup> February 2024		Minutes: Sophie Norman
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Nicole Baker</b>
1.1	<b>Opening and Welcome:</b> Nicole Baker, Justine Avenell, James Buchanan, Amy Barry, Elizabeth Clark, Tiffany Annetts, Sophie Norman,	
1.2	<b>Apologies:</b> Stephen Galvin, Sally Murphy, David Kirk	
<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>		
<b>2.0</b>	<b>Endorsing of Previous Minutes</b>	<b>Nicole Baker</b>
2.1	<ul style="list-style-type: none"> <li>Minutes of 30<sup>th</sup> November 2023 to be endorsed. <i>Endorsed by: Amy Barry</i></li> <li><i>Seconded by: Liz Clark</i></li> </ul>	
<b>3.0</b>	<b>Business Arising from Previous Minutes</b>	<b>Nicole Baker</b>
3.1		
<b>4.0</b>	<b>School Financial Position</b>	<b>Justine Avenell</b>
4.1	MCS Report <ul style="list-style-type: none"> <li>2023 Financial Results</li> <li>2024 Preliminary Budget – FOR APPROVAL</li> </ul>	<ul style="list-style-type: none"> <li>Most departments over spent in 2023 – some of which was unusual.</li> <li>All department budgets have been increased on 2023 due to increased costs of goods and services</li> <li>All reports presented by MCS were noted</li> <li>2024 Cash Budget and 2024 Salaries Plan approved and endorsed by all committee members</li> </ul>
<b>5.0</b>	<b>Fundraising Application - indicate whether to be input taxed</b>	<b>Nicole Baker</b>
5.1	See attached 2024 Approved Fundraising Events	Refer to Appendix A (2024 Approved Fundraising Events) <b>NIL</b>
<b>6.0</b>	<b>Completed Fundraiser Review</b>	<b>Nicole Baker</b>
6.1		<b>NIL</b>

<b>7.0</b>	<b>Discussion Items</b>	<b>Justine Avenell</b>
7.1		NIL
<b>8.0</b>	<b>School Funding Requests</b>	<b>Justine Avenell</b>
8.1	<b>Harmony Week Performances</b> Seek \$1900 for Performances for Multicultural Week 2024. Taiko drummers (\$900), Indonesian Dancing (\$400), Indigenous Performance (\$600). Submitted by Christine Fontaine.	Whole school presentation.  Approved – For 2025 this activity / cost should be built into a standard budget request rather than an additional funding request
<b>9.0</b>	<b>DGR Reports</b>	<b>Nicole Baker</b>
9.1	<b>Financial Statements DGR Building Fund</b> for information to Building Fund Management Committee	NOTED  The financial position of the school Deductible Gift Fund (DGR) has been presented to demonstrate the reconciliation of the account and financial reporting.
<b>10.0</b>	<b>Other Business</b>	<b>Nicole Baker</b>
10.1	Additional funding announcement – impact for School / department	Currently unclear around State vs Federal funding percentages Details unclear around criteria.  WASEA investigating and further details to be clarified as released
<b>11.0</b>	<b>Next Meeting</b>	<b>Nicole Baker</b>
11.1	<b>Week 7 2024</b> 3.15pm Thursday 14 <sup>th</sup> March 2024	
<b>12.0</b>	<b>Meeting Closed at 3.51 pm</b>	

Signed: \_\_\_\_\_

Nicole Baker

Date: \_\_\_\_\_



**APPENDIX 3**  
**PRINCIPALS REPORT – Nicole Baker**  
**February 2024**

It is with pleasure and pride that I present this Principal’s Report.

The Year 12 Leavers from the Class of 2023 were excellent role models to our younger students, and they also managed to achieve very pleasing results in their studies, whether they were ATAR or VET students. Below is a summary of their achievements. Further details will be given during my presentation at the upcoming meeting.

As was the case last year, The West Australian was unable to publish League Tables as no Median ATAR or WACE achievement was made available to the public via the media.

The following is a summary of our achievements:

- **WACE Achievement**
  - 99.5% of our students achieved their Western Australian Certificate of Education.
  - This is the highest WACE Achievement our school has achieved since the new WACE was introduced in 2016.
  
- **Schools Curriculum & Standards Authority (SCSA) Awards**
  - 1 x General Exhibition
  - 1 x VET Certificate of Excellence
  - 11 x Certificates of Distinction
  - 27 x Certificates of Merit
  
- **ATAR Achievement**
  - Our Median ATAR was 84.40
  - 31% of our ATAR students achieved an ATAR over 90 (i.e. were in the top 10% of the State).
  - 59% of our ATAR students achieved an ATAR over 80 (i.e. were in the top 20% of the State) and were eligible for direct entry into UWA.
  - 72% of our ATAR generating students received an ATAR above 70, allowing them the choice of any university other than UWA.
  
- **VET Achievement**
  - 11 (8%) students achieved a Certificate IV, an excellent achievement.
  - 30 (22%) of our students achieved a Certificate III
  - 86 (63%) students achieved a Certificate II

These pleasing results are an absolute credit to the work of Ms Caroline Crosbie and her Senior School Team (Mr Cheeseman, Ms Marcon, Ms Hewitt & Mr Salpietro) throughout the year. I am extremely pleased with our high performing students with 26 of our ATAR students scoring 90+, however, there remains the concerns expressed in previous years regarding the performance of the lower portion of the cohort. We must continue to explore ways of motivating our students to achieve their best even with the Early Offer Programs for University that remain available.

**Our current 2024 Student Census numbers:**

Cohort:	<i>As of 12<sup>th</sup> Feb 2023:</i>	<i>As of 13<sup>th</sup> Feb 2024:</i>
	No. of enrolled students:	No. of enrolled students



Year 7	317	318
Year 8	344	322
Year 9	337	349
Year 10	308	333
Year 11	294	289
Year 12	216	275
Total Enrolments Attending	1816	1892

#### School Executive Structure for 2024:

Role:	Portfolio:	Staff:
Principal		Nicole Baker (T1) Peter Lillywhite (T2-4)
Associate Principal	Years 7/8 & ICT	Wade Norman
Associate Principal	Years 9/10 & HR/Operations	Stephen Galvin
Associate Principal	Senior School	Caroline Crosbie
Associate Principal	Curriculum & Engagement	Aaron Gibson (T1) Nicole Baker (T2-4)

#### New Staff for 2024:

Learning Areas/Teams:	Staff:
The Arts	Matilda Gregson, Cora Day, Georgina Isles.
English	Jacqui Haines, Deeandra Joubert, Sharne Pillar.
HASS	Chantal Bibis, Morgan twiss, Casey Tough, Alexandra Lekbunseng, Kate Bishop.
Health & Physical Education	Andrea Hopkin, Kate Mayvis.
Languages & Tourism	Miska Suryanita.
Learning Support (SAER)	Lin Zhang, Emma Hollis, Daisy Allen, Kyle Pegler, Charmaine Fong, Samala Marshall, Djahida Davidson, David Ford, Ethel Selda, Alicia Thomas,
Mathematics	Mary-Jean Simms, Andrew Mercer.
Science	Richelle Tiedtke, Renay Down, Andrew Humphreys.
Technologies	Gabrielle Cullinan, Matthew Farina.
VET & Workplace Learning	Karen Clark, Richard Gibson.
Student Services	Lauren Filippou, Nikita Krakaur, Tarryn Pittard.

**Business Plan Update:**

We are now one year into our current Business Plan (2023-2025). Reflections and details of how we are progressing in terms of the improvement targets and focus areas will be provided during my presentation at the meeting on the 19<sup>th</sup> of February.

**Activities & Events:****Year 7 Transition & Peer Support:**

All Year 7 students participated in a three-day Transition Program during the first week of term that included one day of fun, team building activities under the guidance of their Year 10 Peer Support leaders at the Joondalup Arena. Two of the three days involved students getting to know their Form, orientation activities, organising their Smart Rider and connecting their devices to the school network. The Peer Support days were well organised by the Year 7&8 Team of Wade Norman, Kellie Ketteringham & James Cutler. The structure of having these 3 days at the start of the year continues to prove to be very effective, enabling students to begin developing peer relationships and adjusting to the school environment before the impact of academic expectations is a factor.

**Senior School Information Evenings:**

These were conducted on Tuesday, February 6<sup>th</sup> & Wednesday, February 7<sup>th</sup> respectively. Associate Principal Mrs Caroline Crosbie, Mr Adam Taylor (Student Services Manager: Senior School), Ms Karen Clark (VET & Workplace Learning Manager), Ms Amy Barry (Equitable Access Adjustments Coordinator) along with the respective Year Coordinator (Ms Elena Rossi for Year 12 and Mr Anthony Salpietro for Year 11) presented a great deal of important information to the many parents and students who attended. Attendance at both events was much lower than anticipated. However, the parents who were in attendance were highly engaged and appreciative of these sessions. The Senior School Team will ensure that the key information covered during these sessions is made available to all parents via the SEQTA Senior School Bulletin Board and promoted through email communication from Ms Crosbie in the coming weeks.

**Honours Assembly for the Class of 2023:**

Thursday, February 8<sup>th</sup> was our Honours Assembly for the 2023 cohort. At this assembly, we recognised the significant achievement of our 2023 Year 12 Cohort. 43 students and their parents were invited to the assembly where students received a certificate identifying their achievement – of this number 34 were in attendance. Each of the award winners was announced by Associate Principal Senior School, Ms Crosbie, and invited to sign the DunCraig Scholars Book in front of staff, students, and their parents. Due to the hot weather forecast for the day the decision was made to only have Years 9-12 in attendance this year so that we could provide more space between students and prevent anyone sitting exposed to the sun. Given our now large school population, the Pavilion is no longer able to accommodate the whole school comfortably when the stage and guest seating is required. (The Years 7-8 students had an extended form period where they were introduced to the new Mental Health & Wellbeing program that will be running across all form programs this year).

At the assembly, we welcomed Mrs Carmel Ward from the DunCraig Lions Club who presented a scholarship award to one of our students (Amelie Erskine) and recognised our Senior School Councillors for 2024. We reduced the itinerary for this assembly this year to accommodate the forecast hot weather and shorten the amount of time students were seated in the Pavilion.

Following the assembly, the 2023 Honours students and their parents enjoyed morning tea with staff and the Executive Team.