

<b>MEETING</b>	<b>MINUTES OF MEETING - School Board</b>  <b>Venue: ORSHS Conference Room</b>
<b>DATE OF MEETING</b>	<b>7 March 2017</b> <b>3:30pm – 5:15pm</b> <b>To be followed by P&amp;C meeting 5:15-6:00pm</b>

<b>ATTENDANCE LIST</b>	Paul Blomley - Chairperson Karon Brookes – Principal Jayne Dawson – Manager Corporate Services Carolyn Butler – Staff Representative Alex Di Bartolomeo - Staff Representative Cathy Smith – Parent Representative Denise Jackson – Community Representative
<b>ABSENT / APOLOGIES</b>	
<b>DID NOT ATTEND</b>	Ian Goodenough - Community Representative Jan Norberger – Community Representative Jo Stephens - Community Representative

<b>AGENDA ITEM</b>	<b>ACTION POINT AGREED</b>	<b>WHO</b>	<b>Date / Follow Up</b>
1. Matters arising from previous meeting – Paul Blomley	<p><b>Business Plan</b> The bulk of the hard work is complete, currently working on the preamble and should be submitted to the printer in the next two weeks. A copy of the final document will be sent to school board members on completion. This should be at the end of this term.</p> <p><b>School board member profiles</b> <b>Action:</b> Paul encouraged all members to have completed their personal profile and email through</p>	All	16/5/17

This is a true copy of the Minutes \_\_\_\_\_

Chairperson

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Date

	<p>to Louise by the next meeting on Tuesday 16 May.</p> <p><b>Fencing update</b> The work of the new boundary fencing is progressing well. They are a little behind due to finding reticulation pipes and rock. It is blending well with the natural foliage and the main entrance frontage will be improved with strategically placed signage and planting.</p>		
2. Approval of previous meeting minutes	Previous meeting minutes dated 14 February were not ratified due to there not being a quorum.		
3. Composition of the school board – Paul Blomley	<p>The composition of the school board document was emailed prior to meeting for consideration by members. School board members asked to give some thought to who they may wish to invite onto the board to broaden community representation as per the suggestions provided.</p> <p>TAFE, RTO and Patrick Yong with his industry connection to mining were ranked the highest. Performing Arts, Marine and Police Academy were then ranked below. The following thoughts and suggestions made:-</p> <ul style="list-style-type: none"> <li>• TAFE and RTO could be combined.</li> <li>• Patrick Yong to fulfil the role as a community member with the added advantage of being a parent.</li> <li>• Performing Arts and Marine specialist invited to attend two meetings per year with a focus on those skills and expertise.</li> <li>• Cathy Smith’s input into the design of the new Arts building will be greatly appreciated.</li> <li>• An expression of interest to be placed in the latest newsletter / Connect notice.</li> <li>• Career coaching, HR, recruitment and/or non for profit community charity expertise agreed as relevant additions.</li> </ul> <p><b>Action:</b> As a result of discussion, it was agreed that an expression of interest will be placed in the newsletter and a Connect notice sent to parents seeking a community representative with knowledge, skills and experience in the following areas:-</p> <ul style="list-style-type: none"> <li>• TAFE or Registered Training Provider (RTO)</li> <li>• Industry</li> <li>• Careers / Human Resources Management or Recruitment</li> <li>• Community agency (charity, youth, mental health services etc.)</li> </ul> <p><b>Action:</b> The need for an email vote was agreed due to insufficient members in attendance to offer</p>	Karon	ASAP
		Karon	ASAP

	Patrick Yong a place on the school board. Patrick Yong previously put forward a request to be on the board and attended one meeting to observe. He has two children at the school. He works as an ICT Project Manager and Applications, Department of Mines and Petroleum.		
4. School Board Training – Karon Brookes	Principal's will deliver training to school boards across the state. Karon has volunteered to be part of this great initiative and can share the modules with this group. Paul highlighted the importance and encouraged board members to partake in training. Karon offered to provide members with a hard copy of the initial online modules and deliver face to face modules over a period of time at following meetings. It was suggested that these meetings would commence 15-20 minutes early to target the training. These modules replace previous training that members have undertaken.		
5. Finance Report – Jayne Dawson	<p>Jayne informed that the finance report is just an update and no approval required as final budget not yet advised by DoE. Report was emailed prior to this meeting for perusal.</p> <p>Appendix 1 represents the One Line Budget to Year End, December 2016 and shows variance of \$250,134. This is well below the DoE requirement to spend 96% of allocated budget for the year.</p> <p>Appendix 2 represents the 2017 preliminary budget and includes actual per student funding figures. Total student numbers are slightly less than original prediction. Decision made to increase current Year 7 and 8 enrolments to accept out of area students to allow for the 20% attrition rate during Year 10, 11 &amp; 12. Ideal Year 7 enrolment number is 220 with total number of 1250 to cater for diversity of courses. \$692,470.75 student and school characteristics funding is preliminary and will be finalised once DoE completes all school census figures. To confirm as per question raised autistic students are double funded, from the student characteristics funding and the autism program is additionally funded within the targeted initiatives.</p> <p>Appendix 3 represents the 2017 preliminary One Line Budge plan. Locally raised funds include money raised by the school such as bank interest, hire of facilities, booklist commissions and voluntary fees and charges payments. Confident that will have cash surplus and decision has been made to allocate learning area HOLA's with 100% of budget to assist with yearly planning and assist with other school projects such as the car park upgrade.</p> <p>Appendix 4 represents the 2017 preliminary cash plan including the breakdown of the locally raised funds. To date have collected over 85% of voluntary contributions in advance from parents.</p>		
7. Any Other Business	<p><b>Annual Report – Karon</b></p> <p>Currently working on the Annual Report and revising to a whole school document including the key elements required. Board members will be given the opportunity to provide input regarding the content as well as contribute to developing a report on behalf of the school board. The</p>		

	<p>additional information of the cultural and pastoral community of the school will be added to the new school website that will be developed. The Annual Report is due at the end of this term and in order for the school board to endorse the document Karon expressed the need for an additional meeting to discuss the draft document.</p> <p><b>Action:</b> Additional meeting will be held on Tuesday 28 March.</p> <p><b>Year 11/12 Career UWA evening - 22 March</b> Denise asked if this was university specific evening. Karon informed that this is a university specific evening and not the career expo that occurs in June where all universities, agencies and TAFE's attended. Karon informed that as of 2017 universities will be accepting students based on their projected ATAR.</p> <p><b>Consent 2 Go – Jayne</b> This is the new software package the school will be utilising to assist with streamlining communication, information and compliance requirements associated with school events and excursions. Will shortly be sending out the introductory profile to parents. Initially they will be required to enter medical information in order for this to be most current and up to date. From then on only relevant changes will be required. As a result of auditing of our parent data, we only have five parents who do not have or use an email address. Have the ability to track whether notices have been read and reports will be provided when changes are made in order for updates to be made.</p>	All	28/3/17
8. Close of meeting at 5pm	<p>Next meeting:</p> <p>Additional meeting – Tuesday 28 March, next scheduled meeting - Tuesday 16 May 2017.</p>		