

SCHOOL BOARD

MINUTES OF MEETING

DATE OF MEETING	24 May 2023
ATTENDANCE LIST	<p>Patrick Yong – Chairperson/Community Representative Melissa Gillespie – P&C Representative Patrick Atkins – Student Representative Tori Patterson - Student Representative Melissa Maio – Manager Corporate Services Natasha Harvey – Manager Corporate Services Leah Crawford – Staff Representative Andy Jones – Community Representative Samantha Bickell – Community Representative Leah Crawford – Staff Representative Ella Harrington – Staff Holly-Jay Dean – Staff</p>
ABSENT / APOLOGIES	<p>Louise Shankly – Community Representative Alex Di Bartolomeo – Staff Representative Vicki O'Raw - Parent Representative James Kent – Principal Jan Norberger – Community Representative</p>

AGENDA ITEM	DISCUSSION	WHO
1. Approval of last meeting's minutes	<p>Patrick Yong cited the acknowledgement of country.</p> <p>MOTION: Approval of the meeting minutes dated 29 March 2023 Proposed: Melissa Gillespie Second: Andy Jones</p>	Patrick Yong
2. Matters arising from previous meeting	Board training – addressed in the Principals Report.	Patrick Yong
3. English Learning Area Presentation	<p>Ella Harrington, Head of Learning Area, and Holly-Jay Dean, Second in Charge, introduced the structure of the English Learning Area and subjects currently offered.</p> <p>An overview of NAPLAN results from last year were presented noting success in Year 9 Reading and Writing in comparison the like schools, along with improved results for Year 7 students. Data demonstrates the school is tracking above like schools consistently.</p>	<p>Ella Harrington Holly-Jay Dean</p>

	<p>Holly and Jay provided information on how their team provide structure to support student achievement including expectations of rigor through analytical tasks, consistent framework of assessment structure across the years (with modified conditions and increasing complexity) and consistent communication of the expectations of students across the Learning Area. All English staff set high expectation and provide high support. Within the framework, teachers prepare meaningful tasks for students with engaging texts and cross curricular priorities. Examples of work across various years was provided with the Sustainability Expo noted as a popular project for Year 9 students.</p> <p>2022/2023 Achievements: Academic Extension classes were discussed noting the impact on A grades with a comparison from 2019 when the program began the number of A grades currently in 2023.</p> <p>Achievements in Year 12 General data were also reported to the Board with comparative data with like schools provided noting an increase in A grades and a decrease in D and E grades. Grades awarded are validated by high marking accuracy as determined by SCSA.</p> <p>2022 ATAR results:</p> <ul style="list-style-type: none"> - nine students 75+ for English - 61% of students had English as their 1st or 2nd best score <p>2023 ATAR students are currently being supported with targeted feedback sessions with the top five students. Fosters friendly competition and collective efficacy. Another initiative is celebrating student achievements with student of the week awards.</p> <p>The English team are currently working on Formative Assessment and developing an 'English Style Guide.'</p>	
<p>4. Pathway Planning for Senior School 2024</p>	<p>Pathway Planning links to the schools vision 'every student is on a pathway to success' and our focus area of engaged families and communities.</p> <p>WACE requirements for Senior School were detailed noting that the school constantly reviews WACE tracker to ensure students are on track to receive their WACE.</p> <p>Pathways available to our students are ATAR (University Pathway), General (leading to further education or employment), Vocational (Certificate and WPL leading to employment). Combinations of courses are available, for example, a minimum of four ATAR courses can be combined with General or Certificate courses, or five General courses in combination with a Certificate.</p> <p>Changes to 2024 course offerings:</p> <ul style="list-style-type: none"> • HOLA's are tasked with ensuring the school is catering for students wants and needs in terms of course offerings. • The courses added for 2024 are Year 11 Drama, General Marine & Maritime, Integrated Science will be replaced with Cert III in Laboratory Skills, Digital Technologies course/cert (to be confirmed), Cert II in Building and Construction (removing General Engineering), with the school currently deciding between Cert II or III in Tourism. An external Cert in Cyber Security is also being added. 	<p>Leah Crawford</p>

	<p>The Pathway Planning team and their roles and responsibilities were detailed to the Board, along with the Pathway Planning process including:</p> <ul style="list-style-type: none"> • Pathway Planning process begins with a meeting between all HOLAs, Student Services team, VET Co-ordinator and Associate Principals to discuss every student and determine their pathway recommendation. • The option to become a Pathway Facilitator is open to all staff with a Professional Learning session provided for each Planner. • Pathway Planners sit with each student and family to discuss pathway and course selections. Every student has a meeting with 78% of families attending these meetings. <p>After the Pathway Planning process is complete the Year 10 students begin on their pathway from Semester 2 to prepare for senior school.</p> <p>Board discussion around the Pathway Planning process included a note that it is important to make the families aware of how all pathways integrate and that the universities prefer the rigour of an ATAR pathway to prepare students for university.</p> <p>The school is assisting to build a team environment amongst ATAR students with open discussions helping students to achieve greater understanding and to become comfortable with sharing ideas. School has also introduced the 90s ATAR aspirant club to help students come together.</p>	
5. Student Captains Report	<p>Captains reported on recent activities of the Student Council including the Push-up Challenge which creates a spotlight on Mental Health. Students were able to pick their level of involvement and choose their exercise. Was an activity that brought students together for break time activities.</p> <p>Environment Week - student councillors organised various activities across the week.</p> <p>Students have been invited to provide feedback on areas around the school including creating common room for Year 12s. Senior students have been asked to provide input on what they would like in the common room. Students have also been asked for suggestions to improve the Canteen Area as it can become crowded and uncomfortable with feedback being provided to the Grounds Committee. The P&C also echoes the sentiment about the Canteen Area and need for improvements to the space.</p>	<p>Tori Paterson</p> <p>Patrick Atkins</p>
6. Finance and Building Update	<p><u>Finance Report</u></p> <p>Finance Report to Board discussed with the following points noted:</p> <ul style="list-style-type: none"> • Finance overview provided as at 11 May. Variance of half a million in Salary and \$80,000 in cash. Due to the large surplus in salaries, we are looking to move funding over to cash however the amount has not been confirmed. • Collection rate - Years 7-10 are in a good position however voluntary contributions are slightly down. This could be impacted by Secondary Assistance and a potential change in demographics (alternatively COVID conditions may have increased Secondary Assistance claims in preceding years) • \$13,000 donation from the P&C has been approved. • C3205 Student Centred Funding Allocations – transferred \$475,000 into cash, now require \$575,000 with the additional \$100,000 required to cover the cost of venue hire and bus transport due to the delay in the Sports Hall. This is an unforeseen cost to us with \$26,000 spent already. We will be asking the DoE to reimburse for these expenses but there is no guarantee that they will. 	<p>Melissa Crews</p> <p>Natasha Harvey</p>

	<ul style="list-style-type: none"> • Current expenditure progress discussed referencing the graph in the Finance Report. • Reserve account – refer the reserve plan which provides a detailed plan for each N account. • N1455 Bus replacement – looking at replacing the second bus earlier than the planned 2024 as there are issues with the older bus. School will then move to a ten year replacement plan. • N1555 balance after committed funds is approximately \$400,000. <p><u>Sports Hall update</u> Tender has been awarded but the school has not been informed of who the builder is however we expect to find out in the next few days. A prestart meeting is also anticipated within the next two week followed by a 36 week build time. Expected completion is Term 2 2024. \$100,000 has been set aside for the internal fit out of the Gym. \$250,000 for the relocation of the bus carpark, undercover bike rack and undercover walkway.</p> <p><u>Building Projects Update</u></p> <ul style="list-style-type: none"> • E block toilet refurbishment – quote received for \$350,000 which is not affordable. Potential affordable solution is adding mesh above and below the toilet cubicles. Vape detectors will still work through the mesh. • Common room – quote to be sourced as soon as possible after student feedback received. • Resurfacing of oval – on hold and will begin after completion of the Sports Hall. • Update to Administration and Student Services buildings – Student Services is growing rapidly and requires more office space. • Vape detectors installed in one toilet block. School has now decided to install vape detectors in all toilets. • Fencing of oval has been approved. Oval does have to be accessible to the public and a small entry way for public will be included. Plan for the bush behind oval to be regenerated. • External Gym equipment – looking at installing by the end of Term 3. 	
7. Statement of Expectation	Board noted that the Statement of Expectation 2021 – 2024 has been signed by James Kent, Principal and Patrick Yong, Chair of the School Board.	Patrick Yong
8. Principal's Report	<p>Principals Report discussed noting:</p> <ul style="list-style-type: none"> • Specialist Soccer Program – our Phys Ed department are currently discussing this option for the school. Does the Board endorse pursuing this program for the school? The Board confirms its support of the school pursuing the Specialist Soccer Program. • Scheduling of Assessments – Senior School staff are reviewing the plotting of assessments and where there may be flexibility in scheduling. There is not an easy solution. Period 0 may be an option for senior school students. 	Leah Crawford
9. Other Business	Jayne Dawson confirmed as returning to the Manager Corporate Services role in Term 3. Natasha and Melissa have done an outstanding job and have received praise from across the school for their hard work. The Board acknowledges the work of Natasha and Melissa.	Patrick Yong
10. Close of meeting at 6.20pm	Next meeting: Term 3 - Wednesday, 2023 at 5.00pm	Patrick Yong

This is a true copy of the Minutes _____

Chairperson

Date

02, 08, 2023