

# SCHOOL BOARD

## MINUTES OF MEETING

DATE OF MEETING

29 March 2023

### ATTENDANCE LIST

Patrick Yong – Chairperson/Community Representative  
James Kent - Principal  
Melissa Gillespie – P&C Representative  
Vicki O'Raw - Parent Representative  
Jan Norberger – Community Representative  
Patrick Atkins – Student Representative  
Tori Patterson - Student Representative  
Melissa Maio – Manager Corporate Services  
Andy Jones – Community Representative

### ABSENT / APOLOGIES

Louise Shankly – Community Representative  
Natasha Harvey – Manager Corporate Services  
Leah Crawford – Staff Representative  
Alex Di Bartolomeo – Staff Representative  
Samantha Bickell – Community Representative  
Jade Maybury – Parent Representative

AGENDA ITEM	DISCUSSION	WHO
1. Approval of last meeting's minutes	Patrick Yong cited the acknowledgement of country.  <b>MOTION:</b> Approval of the meeting minutes dated 1 March 2023 <b>Proposed:</b> Jan Norberger <b>Second:</b> Melissa Gillespie	Patrick Yong
2. Matters arising from previous meeting	<u>Board Chair</u> Board discussion regard in position of Board Chair. Board consensus achieved - Patrick Yong to continue as Board Chair.  <u>Board training</u> List of training courses available to Board members detailed on the 29 March meeting agenda. Develop a plan to work through the training, potentially work with other schools. <b>Action:</b> Discuss training requirements further at the next meeting. <b>Action:</b> James to make further enquiries regarding the listed mandatory training courses.	James Kent
3. Finance and Building Update – 2023 Funding Agreement	<u>Finance Report</u> Overview of the school's financial position at the end of 2022 was provided noting a Salaries underspend of \$271,000 plus \$260,000 of unallocated funds for the Cash budget. Our school successfully met the 96% minimum expenditure requirement spending 99.41% of our 2022 budget.	Melissa Crews

	<p>The collection rate for 2022 was 82%. Collection rates were slightly down in comparison to previous years due to a change in subject selection process. Administrative processes have been revised to improve collection rate processes. Improvements are already evident with the 2023 collection rates over the 2022 data.</p> <p><u>2023 Preliminary Budget</u> 2023 Preliminary Budget was discussed, noting:</p> <ul style="list-style-type: none"> <li>• Per student funding down approximately \$50,000</li> <li>• Additional six students (increasing total to 67 at Census) with 'Student Characteristics' combined with a review of students entitled to funding by the Learning Support Co-ordinator, will increase funding to an additional \$340,000 in funding.</li> <li>• Targeted initiatives includes \$30,000 for graduate teacher modules and \$12,000 for Level 3 aspirant teachers.</li> <li>• Surplus of \$370,000 to be moved from Salaries to Cash to support spending plans in 2023.</li> <li>• Recent increases in interest rates has meant the school is returning to collecting additional funding via this method. To date in 2023 almost \$10,000 in interest has been collected. Predicted revenue to be increased to \$50,000.</li> <li>• Current projected underspend is \$115,000 (includes \$20,000 predicted P&amp;C revenue and \$35,000 not yet transferred to reserve accounts for bus and photocopier).</li> <li>• New funding codes introduced this year – Principal Initiative for special projects and Equipment Replacement for Science and Design and Technology.</li> </ul> <p><u>Building Projects Update</u></p> <ul style="list-style-type: none"> <li>• Building Infrastructure reserve account was deliberately built up to \$535,000 to cover potential additional costs for the Sports Hall, such as sporting equipment and a covered walkway. As compensation for the disruption the Department of Education may now pay for these items. School to review funds held in Reserve accounts. The current total is over \$900,000 however should be around \$600,000. School will develop a list of projects for potential funding and discuss with the Board. Refurbishment of toilets could be an option.</li> <li>• Vape Detectors are now being funded by the school and will be installed in selected toilets over the April school holidays.</li> <li>• Architect is progressing on the plans for the refurbishment of the E Block toilets.</li> <li>• Line marking occurring for Basketball courts and portable hoops to be purchased.</li> </ul> <p><u>Sports Hall update</u> No information available at present on who won the bid.</p> <p><b>Motion:</b> The 2023 One Line Budget and Cash Plan was endorsed by School Board. <b>Proposed:</b> Jan Norberger <b>Second:</b> Vicki O'Raw</p>	
4. Annual Report Draft	<p>The draft 2022 Annual Report was presented to Board members. An overview on the structure and content was discussed, noting the inclusion of Behaviour, Attendance and Finance data is mandatory in the Annual Report. Further discussion included the schools decision to provide an update on the schools progress against Performance Targets, outlined in the schools Business Plan, as it is a great opportunity for the community to be aware of the schools ongoing progress.</p>	James Kent



	<p>Board members were invited to provide feedback on the Annual Report. Members commented on the length of the document and discussed the format of the figures in the financial report along with ATAR data.</p> <p><b>Motion:</b> General consensus received from all Board members endorsing the 2022 Annual Report.</p>	
5. Principal's Report	<p>Board members referred to the Principals Report with the following discussion points noted:</p> <ul style="list-style-type: none"> <li>• COVID is having very little impact on students.</li> <li>• Issues with Vaping.</li> <li>• NAPLAN testing ran seamlessly.</li> <li>• OLNA has been completed.</li> <li>• Primary School engagement discussed.</li> <li>• Enrolments – currently declining out of area applications at the campus is at capacity.</li> <li>• Board effectiveness survey – ideally conducted every two to three years and provides feedback to the school. Propose the survey to be emailed out shortly and to be completed before the next meeting. Board members agreed to participate in the survey.</li> </ul> <p><b>Action:</b> Board effectiveness survey to be distributed to Board members.</p>	James Kent
6. Student Captains Report	<p>Student Captains reported on the recent Student Council Leadership Day and how appreciative they were of the opportunity. Student Councillors in attendance heard from guest speakers, learnt about public speaking and working together as a team. The days activities brought the Student Council closer together and created an opportunity to have some big discussions at the end of the day.</p> <p>Student Captains also discussed the Worlds Greatest Shave which raised over \$3,500 for the Leukemia Foundation.</p>	Tori Paterson Patrick Atkins
7. Other Business	<p><u>Jade Maybury – Parent Representative</u> Jade has submitted her resignation to the Board. The school will need to run an election process in Term 2 and appoint a new parent representative for the remainder of the elected term. There may be the option to appoint from previous nominations, James will investigate.</p> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. James to investigate options for appointing a new parent representative and if previous nominations can be utilised.</li> <li>2. Call for nominations (if needed)</li> <li>3. Run election process (if needed)</li> </ol> <p><u>Progress on Faction names</u> No update on names for Factions.</p> <p><u>Proposed 2023 schedule of presentations to the Board</u> Board members agree to the 2023 presentation schedule.</p> <p><u>Soccer</u> Woodvale Secondary College has given back the Specialist Soccer Program to the Department of Education. Discussed option for our school to apply for this endorsed specialist program. It would make our position stronger and give our program and staff more opportunity.</p> <p><b>Action:</b> Board to give consideration to the school pursuing the Specialist Soccer Program.</p>	

	<u>Additional discussions</u> <ul style="list-style-type: none"> <li>• Andy Jones mentioned Ocean Reef SHS is in the top three schools for enrolments at ECU. Discussed changes in campus location and structure for ECU.</li> <li>• Vicki O'Raw mentioned she received a phone call from the Department of Education seeking information on what Daisy was doing after Year 12. Vicki queried if the school receives the information collected - the school confirmed it does not.</li> </ul>	
Close of meeting at 6.30pm	Next meeting: Term 2 - Wednesday, 24 May 2023 at 5.00pm	Patrick Yong

This is a true copy of the Minutes

  
Chairperson

24 / 05 / 2023  
Date

