

SCHOOL BOARD

MINUTES OF MEETING

DATE OF MEETING	2 August 2023
------------------------	----------------------

ATTENDANCE LIST	Patrick Yong – Chairperson/Community Representative James Kent – Principal Patrick Atkins – Student Representative Tori Patterson - Student Representative Jayne Dawson – Manager Corporate Services Andy Jones – Community Representative Samantha Bickell – Community Representative Alex Di Bartolomeo – Staff Representative Toby Wright - Parent Representative Vicki O’Raw - Parent Representative
ABSENT / APOLOGIES	Leah Crawford – Staff Representative Melissa Gillespie – P&C Representative Jan Norberger – Community Representative

AGENDA ITEM	DISCUSSION	WHO
1. Approval of last meeting’s minutes	MOTION: Approval of the meeting minutes dated 24 May 2023 Proposed: Andy Jones Second: Samantha Bickell	Patrick Yong
2. Matters arising from previous meeting		
3. General Business	Welcome to Toby Wright as a Parent Representative to the School Board (class of '96 at Ocean Reef and currently a teacher at another school). Welcome to Jan Norberger as a Community Representative for a further 3 years. Welcome back to Jayne Dawson as Ocean Reef SHS Manager Corporate Services. School survey will be launched on 14 August to close 28 August to parents and students to complete during class time. Additional questions are welcomed and James will raise it at the P & C to encourage parents to complete.	Patrick Yong James Kent
4. Specialist Marine Studies Presentation	Hannah Ashe, Teacher in Charge of Specialist Marine Studies, presented the elite program offered at the school. Highlighting the activities and learning structures for each year group and highlighted that Ocean Reef SHS is the only government school that offers this program at an ATAR and general level.	Hannah Ashe
5. Student Captains Report	Captains reported on recent activities such as the drone photo the day before on the oval, highlighting the professionalism of the photography team. The Education Minister was due for a visit to the school on 3 August.	Tori Paterson

	<p>Student council is looking forward to lunch at Parliament House during week 4 and during week 6 will also be visiting Joondalup Council Civic Chambers for a tour.</p> <p>The students are looking forward to RU OK? Day with all the activities planned as well as Wear it Purple day, highlighting diversity in our community.</p> <p>James thanked Tori and Patrick as this would be the last Board meeting that they would be attending.</p>	Patrick Atkins
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"> Income variance of \$82,849 of locally raised funds such as predicted voluntary contributions and charges, Secondary Assistance P&C donation and bank interest. All predicted Student-Centred Funding has been received within the July Gateway along with the balance of the planned funds to be transferred from salaries to cash. Current review of salaries and positions to be filled before year end is being finalised to support initiatives. We will move surplus funds from salaries into cash throughout the year. Bids for additional funding to be discussed at the Finance Committee. Collection rates for charges are showing to be above income compared to last year. The voluntary contributions Year 7-10 is lower than expected but further follow up requests are being sent to parents this term. Majority of income from Secondary Assistance claims have now been received. C1042 (Education Program Allowance) and C1043 (Clothing Allowance). Account budgets will now be adjusted to reduce the projected income in line with current collection rates. <p>Points of Note - Expenditure :</p> <ul style="list-style-type: none"> D1026 Insurance claims for ICT – income has now been received D2491 & D2505 Purchase of additional laptops order has been placed and delivery awaited -\$25,500. Review of ICT Replacement Plan is being finalised and approval of remaining purchase to year end. D4920 School Ball- Remaining overspend of \$691 is to be cleared from unallocated funds. D6225 Cadets Surf Lifesaving- currently overspent - Semester 1 grant received and SEM 2 grant application to be processed. Most learning areas should expend their budgets by the end of Term 3 so resources are utilised by this year's students. Several HOLAs have been requested to review spending plans and complete orders. Current total of unallocated funds \$73,737. D9965 Transfer to Reserve (General) and D9966 Transfer to Reserve (Bus) - Our Cash Plan to transfer \$25,000 towards Bus Reserve and \$10,000 towards Photocopier Reserve is to be actioned now our July SCF July Gateway has been received. <p><u>Sports Hall update</u></p> <p>New contractor – Universal Construction Pty have been awarded the contract to complete the build project. A revised schedule of works is still being finalised due to the need to order materials and anticipated deliveries. Anticipated completion is late April 2024.</p> <p><u>Building Projects Update</u></p> <ul style="list-style-type: none"> Vape detectors in H block toilets have been ordered \$14,000 – awaiting confirmation for installation invoice. 	Jayne Dawson

	<ul style="list-style-type: none">E Block student toilet refurbishment (individual cubicles) – Order confirmed for works to take place at end of Term 3. Cost -\$45,000.Bus compound and store shed – Estimated \$180,000. Plans to be finalised for approval and quotations.Year 11 / 12 Area landscaping project – quotes to be obtainedPlans for replacement of Year 11 / 12 lockers and possible common room space – Estimates awaitedAdministration Reception / front counter improvements – Plans and quotes to be obtainedMusic Technology room relocation – Data and power supply E9. Quotes to be obtainedBike store area – improve surface and replacement of bike racks to support STEM build. Estimates to be obtained.D1731 – Fencing - Garrison fencing from oval cricket nets to emergency access way \$52,860 – Order placed and date for install awaited. Costs to be covered by reserve account N1555Line marking of basketball courts & out of bounds areas & portable hoops - \$29,480 – completed. Awaiting invoice.Classroom furniture for D1 & D2 - \$12,000 quotationChairs for school assembly – Est \$30,000 (Storage options to be explored). <p><u>STEM – New Build</u></p> <p>The location of the new building is to be where the current Marine Bus Shed is at the back of Science Blocks. The Architects and Project Management Team will be presenting the school with the outline Design Concept plans to develop the project scope. Current anticipated start for this build to commence is early January 2024.</p>																													
7. Principal’s Report	<p>Principals Report discussed, noting:</p> <ul style="list-style-type: none">Request to add Community Member, Chris Brackenreg, Principal of Beaumaris Primary School to the Ocean Reef SHS Board. Endorsed by all members.2024 Predicted Enrolments – We have enrolled 215 year 6 students at this stage and are on track to reach the estimate of 235 students. Our year 10 students have completed their subject selection meetings and we estimate 242 students will stay with us for 2024. In the next few weeks, we will conduct our subject selections for year 8 and 9 students. Once this has been done, our timetable will be constructed2024 proposed School Development Days <table><tr><th>TERM</th><th>DAY</th><th>DATE</th><th>NOTES</th></tr><tr><td>1</td><td>1</td><td>Monday, 29 January</td><td>Mandated First Day for Staff</td></tr><tr><td>1</td><td>2</td><td>Tuesday 30 January</td><td>Mandated</td></tr><tr><td>1</td><td>3</td><td>Friday, 1 March</td><td>Flexible Year 12 Ball</td></tr><tr><td>2</td><td>4</td><td>Friday, 31 May</td><td>Flexible OREN agreed date</td></tr><tr><td>3</td><td>5</td><td>Friday, 9 August</td><td>Flexible High Schools network</td></tr><tr><td>4</td><td>6</td><td>Friday, 13 December</td><td>Mandated Staff can trade off</td></tr></table> <ul style="list-style-type: none">Ministers Statement “Stand together against violence”<ul style="list-style-type: none">Principals are now able to take action and suspend students who attack other students, start fights or share and promote violence.Abusive parents to staff may result in a warning letter, if continued can then issue a Prohibition Order which can then escalate to Legal Services.40th Anniversary – enquired that all members received their invitation for the event. Including the following promotions for the event:	TERM	DAY	DATE	NOTES	1	1	Monday, 29 January	Mandated First Day for Staff	1	2	Tuesday 30 January	Mandated	1	3	Friday, 1 March	Flexible Year 12 Ball	2	4	Friday, 31 May	Flexible OREN agreed date	3	5	Friday, 9 August	Flexible High Schools network	4	6	Friday, 13 December	Mandated Staff can trade off	James Kent
TERM	DAY	DATE	NOTES																											
1	1	Monday, 29 January	Mandated First Day for Staff																											
1	2	Tuesday 30 January	Mandated																											
1	3	Friday, 1 March	Flexible Year 12 Ball																											
2	4	Friday, 31 May	Flexible OREN agreed date																											
3	5	Friday, 9 August	Flexible High Schools network																											
4	6	Friday, 13 December	Mandated Staff can trade off																											

	<ul style="list-style-type: none"> ○ Mural – under the direction of Gemma Elliott ○ ORCA drone photo – all staff and students ○ All staff photo ○ 4 September formal event after the whole school Family Engagement <p>Post the event, will be creating an Alumni group going forward for future celebrations and reconnections. 2023 Yearbook will feature photos and a write up of the evening.</p> <ul style="list-style-type: none"> • House system <p>Student created logos were displayed to the board members and was well received with feedback of considering using the aboriginal names for the marine animals and redesigning of some of the creatures to stand out a bit more.</p>	
8. Other Business	Plan the Open Board meeting held once a year. The meeting would be open to the public who are observers only. The agenda items would be considered as to not discuss confidential items and date of meeting to be considered.	Patrick Yong
9. Close of meeting at 6.38pm	Next meeting: Term 3 – Wednesday, 13 September 2023 at 5.00pm	Patrick Yong

This is a true copy of the Minutes _____

Chairperson

13 / 09 / 2023
Date