

## MINUTES OF MEETING

<b>DATE OF MEETING</b>	<b>20 November 2024</b>
<b>ATTENDANCE LIST</b>	Patrick Yong – Chairperson/Community Representative James Kent – Principal Kristy Moore – Manager Corporate Services Leigh Hannah – Staff Representative Robert Edwards – Community Representative Andrew Jones – Community Representative Jan Norberger – Community Representative, Andrew Jones – Community Representative, Melissa Gillespie – P&C Representative, Joh Gatti - Parent Representative, Toby Wright - Parent Representative Igor Zivkovic - Student Representative
<b>ABSENT / APOLOGIES</b>	Marley Tropiano – Student Representative, Alex Di Bartolomeo – Staff Representative, Samantha Bickell – Community Representative

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>WHO</b>
0. Welcome	Welcome and introductions made to the 2025 School Captains.	Patrick Yong
1. Welcome Approval of last meeting's minutes	<b>MOTION:</b> Approval of the meeting minutes dated 4 September 2024 <b>Proposed:</b> Andrew Jones <b>Second:</b> Melissa Gillespie	Patrick Yong
2. Matters Arising from previous meeting	Nil	
3. Specialist Learning Program (SLP) - Autism	Presenter: Debra MacDonald, Head of Specialist Learning Program - Autism  Debra MacDonald provided the board with an overview of the Specialist Learning Program (SLP) for Autism. Her presentation included: <ul style="list-style-type: none"> <li>• A detailed explanation of the application process.</li> <li>• Current student enrolment numbers and the factors influencing total enrolments.</li> <li>• The structure of the program, including the facilities available to students.</li> <li>• Student timetables and staffing arrangements.</li> </ul>	Debra MacDonald

	<ul style="list-style-type: none"> <li>The ways in which SLP staff support mainstream teachers.</li> </ul> <p>Debra also outlined the program’s objectives and shared success stories, highlighting the unique, individualised approaches used to support each student’s learning journey.</p> <p>The school maintains a strong reputation for supporting students with Autism, both within the SLP and in mainstream settings.</p>	
4. Finance	<p><b>Finance Update:</b> Board members reviewed the Finance Reports and noted key points:</p> <ul style="list-style-type: none"> <li>Salary carry forward: \$350,000</li> <li>Cash balance: \$50,000</li> <li>Contributions and charges: collection rates are down, with payment plans assisting. This has put some pressure on the cash budget. Many schools are facing similar challenges.</li> <li>Reserve Accounts: funds have been allocated to major works, with a new five-year cycle planned to replenish reserves.</li> </ul> <p><u>2025 Student Resource Lists</u> The lists have been approved by the Heads of Learning Area and the School Finance Committee. Pending board approval, they will be distributed to families by 1 December 2024.</p> <ul style="list-style-type: none"> <li>Supplier options: Campion is a suggested supplier; however, families may purchase from any supplier of their choice.</li> <li>Instrumental Music School Services (IMSS) resources: required items will be issued directly from IMSS.</li> <li>Campion feedback: concerns regarding the lack of click-and-collect and alternative payment options were discussed, with feedback provided to Campion. Officeworks was cited as an example of a supplier offering click-and-collect services.</li> </ul> <p><b>MOTION:</b> The board endorsed the 2025 Student Resource Lists. <b>Proposed:</b> Jan Norberger <b>Seconded:</b> Toby Wright</p> <p><u>Preliminary Budget 2025</u> At the first meeting in 2025 the board will be provided with a draft preliminary budget.</p> <p><u>Hire of Facilities – new schedule of charges.</u></p> <ul style="list-style-type: none"> <li>The Sports Hall will be available for hire from 2025. Community and external groups must follow an application process and meet requirements before entering into a licence agreement with the school.</li> <li>The hire policy and charges have been revised based on market research and legal advice. The hire fee accounts for administration, paperwork, keys, cleaning, supplies, etc.</li> <li>Board member query was raised regarding vendors taking photos within school facilities and publishing them on social media. There is currently nothing in the licence agreement preventing this. Kristy will explore this matter with the Department.</li> </ul>	Kristy Moore



	<ul style="list-style-type: none"> <li>The school is accepting expressions of interest and has extended the opportunity to existing vendors.</li> <li>Both gyms will be available for hire. The Performing Arts Centre is not available due to its specialised equipment.</li> </ul> <p><b>MOTION:</b> The board endorsed the 2025 Hire of Facilities schedule of charges.  <b>Proposed:</b> Jan Norberger  <b>Seconded:</b> Melissa Gillespie</p>	
5. Building and Grounds	<ul style="list-style-type: none"> <li>STEM Building – progressing well, with internal fit-out and landscaping underway. Classroom is designed to accommodate 32 students.</li> <li>Additional Projects – finishing off areas around new builds.</li> <li>Scooter Compound – constructed next to Student Services and monitored by CCTV, funded by the P&amp;C.</li> <li>Secure Bike Compound – now relocated outside the Sports Hall and monitored by CCTV.</li> </ul>	Kristy Moore
6. Principal Report	<p>The Principal provided an update on key events and school matters:</p> <ul style="list-style-type: none"> <li>Year 12 Presentation Night – a huge success.</li> <li>Year 11 – last day today.</li> <li>Upcoming Community Events – Transition Information for Year 6 families, Alumni event in the Sports Hall, a family movie night, and the Music Program’s Christmas Carols concert.</li> <li>Enrolments – 218 Year 7 students are enrolled for next year and we are no longer accepting cross-boundary applications due to current capacities.</li> </ul> <p><u>Enrolments</u>  The school is under significant enrolment pressure. While all local families can be accommodated, out-of-area applications cannot be accepted.</p> <p><u>Board Meeting Dates 2025</u>  The board agreed on the proposed meeting dates for 2025.</p> <p><u>Board Presentations</u>  Two policies will be reviewed and presented to the board in 2025, following the school’s internal review process:</p> <ul style="list-style-type: none"> <li>Senior School Assessment Policy – reviewed every two years.</li> <li>Positive Behaviour Management Policy – last reviewed four years ago.</li> </ul> <p>Additionally, Technologies, The Arts, and Academic Extension have been selected for board presentations throughout 2025.</p> <p>The Literacy and Numeracy committee have also been selected to present to the board in 2025.</p>	James Kent
7. Business Plan	<p><u>Business Plan Progress:</u>  Revisions from the last version include:</p>	James Kent

	<ul style="list-style-type: none"> <li>• Design – front and back covers reflect the school's key focus areas.</li> <li>• Mission, Vision, and Values – page design reworked.</li> <li>• Focus Areas – layout reviewed, with language adjustments underway. These points outline the school's workflow and are under review by our committees.</li> <li>• Target Page – ATAR target adjusted based on Andy's feedback.</li> <li>• Certificate target – revised to 30% as enrolments rebuild, with current attainment at 10%. Certificate II and III are offered in school; Certificate IV is offered externally.</li> <li>• General Course target also adjusted.</li> <li>• New Page – a timeline for data analysis added, following the Plan, Act, and Assess model.</li> </ul> <p>The second board meeting (public meeting) in 2025 will include the request to endorse the Business Plan.</p> <p>The Workforce Plan has also been provided to the board and is a tool to help the school achieve the targets set in the Business Plan.</p> <p><u>Staff Wellbeing Plan</u></p> <ul style="list-style-type: none"> <li>• This is the first plan being released in the new planning cycle with the focus on whole-school wellbeing.</li> <li>• The first target is to empower staff to prioritise their own wellbeing, with included strategies to support this goal.</li> <li>• Board feedback on the plan is welcome.</li> </ul>	
8. Other business	<p><u>Junior Students on E-Scooters in School Car Parks</u></p> <p>Concerns were raised regarding the speed of junior students riding e-scooters within school car parks.</p> <ul style="list-style-type: none"> <li>• The school continues to work with students on this issue.</li> <li>• Collaboration with the P&amp;C has been ongoing, but greater family engagement is needed. Many families have not read the information provided or attended the workshops. The school is open to suggestions on how to improve communication and engagement in this area.</li> <li>• The school remains committed to educating students and providing information to promote safe practices.</li> </ul> <p><u>Traffic Warden at Hodges</u></p> <ul style="list-style-type: none"> <li>• The school frequently advertises the position.</li> <li>• Emily Hamilton has written to the police minister requesting a traffic light crossing, with no progress to date.</li> </ul>	Patrick Yong
Close of meeting at 6.49pm	Next meeting: Term 1 – Wednesday, 5 March 2025	Patrick Yong

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

  
Chairperson

05 / 03 / 2025  
Date