

**MINUTES
BELRIDGE SECONDARY COLLEGE
IPS COLLEGE BOARD MEETING
Meeting No. 33**

**HELD ON MONDAY 14 NOVEMBER 2016
LOCATION: CONFERENCE ROOM**

PRESENT:

Mario Pisano (Acting Principal)
Janine Espey (Chair & community representative)
Lisa Manning (BSC representative)
Andrew Doran (Community representative)
Cathryn Curtin (Community representative)
Jan Norberger (MLA and community representative)
Kirsten Lambert (BSC representative)
Fiona McDonald (Parent representative)
Scott Amy (Parent representative)
Nicola Harris (minutes)

APOLOGIES:

Michael Mischin (MLC and community representative)
Heather Broadway (BSC representative)
Tolla Anderson (Community representative)

MEETING OPENED: 7:05PM

1. **WELCOME & APOLOGIES**

Mario Pisano standing in as Acting Principal whilst John Burke is on LSL for remainder of Term 4.

2. **MINUTES OF MEETING**

Minutes of Meeting No. 32

Examined, accepted and endorsed by board.

Moved Lisa Manning

Seconded Andrew Doran

Passed unanimously

3. **ACTIONS ARISING**

Action List examined.

- PAC/Whole School improvements – ongoing
- Executive Leadership Program Principal report – complete
- Like Schools Data - complete

4. **BUSINESS ARISING**

- None

5. **FINANCIAL REPORT (*issued 8 November 2016*)**

Principal presented comparative budget report and data comprising:

- Cash vs. Expenditure, Cash Book, Salary – Budget vs. Expenditure.
- Census data promotes gateway payment.
- Voluntary contributions set at \$140K – collected \$62K to date. Shortfall of voluntary contributions may impact on school programs.
- Various cost centres discussed
- \$2.755M forecast income / \$145K shortfall, various other cost centres over budget and scenarios explained.

- D2640 Chaplaincy \$20K over budget questioned. Funding covers 0.4FTE. School covered balance as it is felt that this area is essential to students' welfare. Balance of school funds not transferred into cost centre to date.
- Noted that overspend occurs in practical subject areas, rather than core subjects.
- Recommended cost centres have a maximum 10% tolerance variance on fixed budget. Addressed in internal governance report.
- Cash book balance in credit and on target.
- Staffing extra expenditure 0.8FTE x 4 ≈ 3.5 extra teachers to be employed to reduce class size. Since first introducing this strategy our Year 9 NAPLAN results have shown an improvement.
- \$200K allocated for future investment in ICT.
- Interest can only be received from monies in school bank account. Salary budget is held by DOE and not by school.
- Staff leave for Term 4 discussed. Able to cover with suitably qualified relief teachers.

Action

- ***C1510 / C1705 Board requires explanation in differences between these two cost centres – MP***
- ***Proposed that if there is a 10% variance to a cost centre – explanatory report must be presented to board in dot point notes.***

Action

Move for financial report dated 8 November – as presented by Acting Principal on 14.11.16 by those present to be voted for at next meeting.

6. **DATA REVIEW**

Suspensions

- Summary data on number of suspensions presented for Years 7-12 for Semester 1 and Semester 2 (up to 8 November) and year to date. Reasons, codes and resources currently set place discussed.

Attendance

- School encourages 90% attendance – no more than one day per fortnight off.
- Semester 1 (62.5%) and Semester 2 (55%) compared. Drop in Semester 2 is common.
- Regular attendance compared to Semester 2, 2015 (47.7%) to Semester 2, 2016 (55%)
- Scenarios discussed and sickness over winter months questioned.
- SBP target in 2018 aim 65% regular attendance - on track.
- BSC attendance sits within acceptable range compared to like schools.
- Investment in Student Services with Chaplain/Psychologist/Admin and x 2 HOSS

Action

Suspension data to be presented in analysis form/graph format and, if possible, broken down by gender at December meeting - MP

7. **BOARD MEETING DATES 2017**

Operational planner distributed prior to meeting. Proposed dates for 2017:- 6 February, 20 March, 15 May, 19 June, 31 July (open meeting) 4 September, 13 November and 4 December.

Board unanimous in agreement with proposed dates and to continue with same number of meetings per annum.

8. **STAFF DEVELOPMENT DAYS 2017**

Monday 30 and Tuesday 31 January, Friday 3 March, Friday 27 May, Monday 7 August and last day of academic year Friday 15 December (trade off day subject to staff completing sufficient PD to offset).

Board unanimous in agreement

9. **WA EDUCATION AWARDS**
- Sue Deane listed as finalist Education Assistant of the Year.
 - Mario Pisano and Carlos Notarpietro to attend awards presentation breakfast on 28 November.
 - School visit and interview by panel now completed.

10. **AUDIT**
- Internal Audit Report (November 2016) circulated to board members prior to meeting. JB volunteered for an internal governance review on current practices as part of a trial pilot program.
 - Recommended improvements with five areas highlighted; 3 as low risk, 2 as medium risk.
 - Finance Committee's Mandate and Role – Medium
 - Board – review charter and representatives on board. Currently Principal is only school executive on board. Consider if two executives are necessary.
 - Consider Executive Leadership Team (LT) meetings be minuted and included in Principal's report to board in general terms.

Action

- ***Board to draw up a strategic planner to address items addressed in audit report.***
- ***Consider summarised report of LT minutes to be presented to Board in general terms. Review at next meeting.***
- ***Consider if two BSC Executives are required on board.***

11. **DELIVERY & PERFORMANCE AGREEMENT**
- Final version now signed off by Director General. Copy provided to board members.

12. **APEX TEENAGE FASHION AWARDS**
- Report from A Dyer (HOLA Arts). Students' artwork on display in conference room. Work was carried out in students' own time. Funding for next year's student entries will be met by BSC. Excellent exposure for BSC. Board acknowledged the creative, fantastic work and achievements by students.

13. **ARTIST IN RESIDENT**
- K Lambert advised students were receiving master classes from Scott Corbett from the Theatrical Response Group as part of the Intensive Forum Theatre project.

14. **STAFFING / TIMETABLING 2017**
- Chris Urschitz (Chaplain) left October and replaced by Phil Ashton till end of Term 1 in role as Student Support Officer. Phil has knowledge of local area and some of BSC students through Youth Care.
 - HOSS Middle School appointed for 2017 – B Lafferty.
 - K Tennakoon to cover Maths HOLA's LSL for Semester 1, 2017.
 - Timetable now complete for 2017. Years 7-10 have extra stream. Rooming issues now resolved.

15. **ENROLMENTS 2017**
- Year 7 enrolments are on target with 170+ forecast for 2017.
 - Year 6 half day transitions took place Term 4, Week 4.
 - Year 6 Orientation Day 6 December.

16. **GENERAL BUSINESS**
- **Tour School Site**
JN proposed a tour of the school to gain better insight for board members into facilities and site layout. Board in agreement.

Action

- ***Tour to be carried out February 2017 meeting.***

- **Improving School Board/Staff Connection**

JE wishes to attend occasional whole staff meetings to gain board presence.

Action

Review GSM dates and organise.

17. **ANY OTHER BUSINESS**

- **Student Safety**

FM raised concerns of student safety crossing the walled entrance to the staff car park. Students are not visible behind wall. Various options discussed, including boom gate/card entry system/flashing sign/mirrored bowl.

Action

Warning signs to be considered.

Board moved for MP to raise at next SMG

- **Year 12 Graduation Ceremony 2016**

Board moved to offer its congratulations on the Graduation Ceremony and to pass on their acknowledgment to the Graduation Committee on a job well done and being well executed.

MEETING CLOSED AT 8.35PM

NEXT MEETING – MONDAY 5 DECEMBER - BSC at 7.00PM

Board meeting dates for remainder of 2016:

Monday 5 December