

**MINUTES
BELRIDGE SECONDARY COLLEGE
IPS COLLEGE BOARD MEETING
Meeting No. 34**

**HELD ON MONDAY 5 DECEMBER 2016
LOCATION: CONFERENCE ROOM**

PRESENT:

Mario Pisano (Acting Principal)
Janine Espey (Chair & community representative)
Lisa Manning (BSC representative)
Heather Broadway (BSC representative)
Tolla Anderson (Community representative)
Cathryn Curtin (Community representative)
Fiona McDonald (Parent representative)
Greg Carey (Manager of Corporate Services)
Nicola Harris (minutes)

APOLOGIES:

Scott Amy (Parent representative)
Andrew Doran (Community representative)
Michael Mischin (MLC and community representative)
Jan Norberger (MLA and community representative)
Kirsten Lambert (BSC 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. 33

Examined, accepted and endorsed by board.

Moved Mario Pisano

Seconded Cathryn Curtin

Passed unanimously

3. **ACTIONS ARISING**

Action List examined.

- PAC/whole school improvements – ongoing
- Suspension data – future reports will be delivered in format requested - closed.
- Internal Audit recommendations (final version). Page 14 recommendation point 4 requires board response. Recommendation points 1, 2, 3 and 5 already addressed by school executives and SMG. Hold over to review board recommendation at future meeting – pending.
- School Board presence at GSM raised on staff development day – staff are interested.
- Executive Team agreed to summary of meetings' minutes being presented at future board meetings. SMG report delivered as follows:
 - **Staffing 2017**
 - **M Pisano on LSL two terms 2017:** C Notarpietro to move into L5 role and back-fill. EOI's rolled out to backfill L4 Associate Principal position with applications to be reviewed shortly.

- **Year 9 Coordinator 2017:** Four EOI's submitted. Brent Jarvis-Spinks appointed (to cover J Heley whilst on maternity leave).
- **Curator position:** Mike Ling retiring 31/12/16. Vincent Clarke appointed to cover for Term 1, with view to appointing permanent replacement thereafter.
- **WA Education Awards:** Sue Deane runner up in EA category. Nominations for 2017 process discussed. Writing of applications will be outsourced.
- **Internal Audit:** Second school executive presence at board meetings not considered necessary by Executive Team.

Action

Board to consider

- Safety of students/pedestrians at staff entrance to car park. PE department to contact cricket parents regarding not collecting their children from the staff car park. Currently have two '**staff only**' signs either side. Once ESC construction works complete proposal to paint 10kmph speed sign on ground on entrance/exit and install a painted zebra crossing. Boom gate options explored, but cost a factor and not considered practical.

Action

Review in March.

- C1510/C1705 cost centres explained and accepted by Board.

Janine Espey left at 7.20pm

Mario Pisano chaired remainder of meeting.

4. FINANCIAL REPORT (as of 2 and 5 December 2016)

- Updated financial summary: budget summary tabled dated 5 December (*report dated 2 December previously distributed to be disregarded*).
- Revenue, expenditure and reserve accounts discussed.
- Directive spend at least 96% of current and hold 10% of reserves. Targets will be met.
- Comparative Budget Report dated 2 December - cost centres examined.
- One line budget summary although stating month end Dec 2016 - presented based on October reconciliation. This is a live document, which changes daily.
- Cash injection into salary pool to cover extra teaching staff.
- October accounts now verified by Department.
- School has no liabilities - all assets are owned by school.
- Proposed that board meetings are moved to second week of month to enable monthly accounts to be finalised and verified. This will also provide a true and accurate reporting structure.

Move for financial reports dated 2 and 5 December accepted by Board as presented by Greg Carey on 5.12.16 and by those present.

Voted all in favour / carried unanimously

Moved Cathryn Curtin

Seconded Fiona McDonald

Unanimously approved

5. SENIOR SECONDARY DATA REVIEW

- Graduation data presented. Results impacted by new measures introduced in new WACE 2015-16, with 17 of 130 students not meeting one or more of WACE requirements. Scenarios summarised in chart.
- SBP target of 93% achieved.
- Strategies being set in place for next year:
 - Increase ATAR course take-up.
 - OLN resources to be put in place to increase pass rates. Students offered holiday revision programs at a cost of \$150 for week's program, but subsidised by school at \$100 per course.
 - Wednesday P5 external expert sourced to work and support students on improving numeracy, reading and writing.
 - Year 10 (into 11) C Notarpietro working on program.
 - Year 9 (into 10) M Pisano working on program for students with low NAPLAN working on a 1/3 ratio with possible loss of elective subject one period a week in order to bring forward.
- Based on OLN results state wide graduations rates might be down to 80%.

- Concerns have been raised with SCSA for allowances to be made for students with special needs who may never achieve an OLNA. Essential that there is provision for all learning needs.

6. STAFFING 2017

Leavers:

Melissa di Florio (Ashdale)
 Nathan Rennie (study)
 Cathy Singleton
 Paul Williams
 Rebecca Evans (returning 2018)
 Grae Hastings (maternity leave)

New Staff:

Mikaela Shirley – English
 Janita O’Shea – English
 Ryan Stevens – HASS
 Eva Baczek – Maths
 Joe Dean – Maths
 Kasun Tennakoon - covering LSL as HOLA Mathematics Semester 1

Heather Ferreri returning from travelling
 Tarryn Hunt to return to Phys Ed

7. YEAR 10 (2017) MESH CLASS STRUCTURES

- Following analysis of Year 9 NAPLAN, AGAT testing and teacher judgement classing has been restructured with a view to increasing uptake of ATAR subjects.
- Letter of explanation sent to parents via student and mail.
- Current structure sets 1 to 7 - 1-2 ATAR with 3-4 not getting exposure.
- New structure banding 1 to 7 with 1-4 exposed to high level skills towards ATAR. (1 being AEP).
- Target VET 1-3 with same material across board.
- Remove terminology and stigma of bottom band.
- Target to increase ATAR subject selections and pass rates.

8. YEAR 7 (2017) SPECIAL EDUCATION NEEDS (SEN) REPORTING

- Data for new students now analysed following PAT testing.
- SEN reporting to be introduced in 2017 to target identified students.
- HOLAs for Maths, Science, English and HASS to put strategies in place for students who will not meet Australian Curriculum standards and prepare Individual Education Plans (IEP) for each student and add to SEN reporting.
- Students not given grades, but given a statement of what curriculum content they have achieved.
- Proposed to continue this practice into following years.

9. GENERAL BUSINESS

- Financial reports run early on in month for board approval are not yet reconciled or approved by Department of Finance. Proposed to move board meetings to second week of month (where necessary) to ensure each report is a true and accurate representation.
- Meeting in February will reflect on December’s account, so no need to defer to second week.

Action

Nicky to assess and propose new dates at next meeting.

MEETING CLOSED: 8.12PM

NEXT MEETING – MONDAY 6 FEBRUARY - BSC at 7.00PM
Tour of school site to be conducted.

Board meeting dates for 2017

Monday 6 February

Monday 20 March

Monday 15 May

Monday 19 June

Monday 31 July (annual open)

Monday 4 September (under review)

Monday 13 November

Monday 4 December (under review)