

**MINUTES  
BELRIDGE SECONDARY COLLEGE  
IPS COLLEGE BOARD MEETING  
Meeting No. 38**

**HELD ON MONDAY 19 JUNE 2017  
LOCATION: CONFERENCE ROOM**

**PRESENT:**

John Burke (Principal)  
Janine Espey (Chair & community representative)  
Scott Amy (Parent representative)  
Tolla Anderson (Community representative)  
Cathryn Curtin (Community representative)  
Jan Norberger (Community representative)  
Heather Broadway (BSC representative)  
Lisa Manning (BSC representative)  
Kirsten Lambert (BSC representative)  
Nicola Harris (minutes)

**APOLOGIES:**

Andrew Doran (Community representative)  
Michael Mischin (MLC and community representative)  
Fiona McDonald (Parent representative)

**MEETING OPENED: 7:05PM**

1. **WELCOME & APOLOGIES**  
Apologies received from Andrew Doran, Fiona McDonald and Michael Mischin.
2. **MINUTES OF MEETING**  
Minutes of Meeting No. 37  
***Examined, accepted and endorsed by board.***  
***Moved Cathryn Curtin***  
***Seconded Jan Norberger***  
***Passed unanimously.***
3. **DISCLOSURE OF INTEREST**  
No interests to declare.
4. **ACTIONS ARISING**
  - **School Board / Staff Relations** – Members welcome to attend next staff development day.  
***Action Nicky to extend invitation.***
  - **Executive/Committee Representation**  
***Action - Rename to Invitational Presentations***
  - **WA Education Awards**
    - Principal to prepare for nomination for School of the Year. This document will also assist in obtaining a snapshot and self-reflection prior to next year's DES Review. Draft will be circulated to board for feedback. Closing quote required from Chair.
    - Individual staff nominations to be opened up to SMG.

- **Finance – N2610 Unclaimed Money Account** is made up from unclaimed cheques sent for refund i.e. for overpaid charges and contributions. Must be kept in school based trust account. Cheques are still currently being used. Cultural change is bringing about credit cards being phased in. Eventually will roll over to process of EFT.
- **Criminal History Screening** - Chair raised concerns on screening process requirements, risk of identity theft and privacy laws. JB to investigate on how details will be held. DOE has advised that info goes to police screening which is then returned and destroyed. Will members receive confirmation of this? Process is disjointed and much more in depth with members having to go to a school or TAFE to have photo ID documents sighted. Principal directed that whilst enquiries were being made there is no need to process until next tenure is up.
- **Annual open meeting** – Board in agreement to follow last year’s format. Jan Norberger to chair Q&A session.  
**Action**  
***Invitation to be extended to Emily Hamilton. Chair to draft letter.***

#### 4. BUSINESS ARISING

- None

#### 5. FINANCIAL REPORT (as of 16 June 2017)

Greg Carey on LSL since Week 2. Rebecca Lavin covering.

##### **One Line Budget – Cash Component for school year May 2017 tabled:**

- 100% of budget carried forward.
- SCF next gateway July 2017.
- ESC two utility payments a year.
- Charges & Contributions current collection rate 44.75%

##### **Expenditure:**

- 34% of budget spent so far this year – on target.
- Adjustments to be made to non-curriculum. Savings and adjustments will not be made in curriculum areas.
- End of Financial Year will be presented at next meeting.

***Move for financial report dated 16 June 2017 accepted by Board as presented by Principal on 19 June 2017 and by those present.***

***Voted all in favour / carried unanimously***

***Moved John Burke***

***Seconded Kirsten Lambert***

***Unanimously approved***

#### 6. ANNUAL OPEN MEETING

- CC suggested presentation from a student/councillor.
- Felt a need to condense meeting / shorten presentations i.e. to five minutes each/reduced down to three or four presenters.
- Pechakucha power point style presentation discussed 18 slides at 20 seconds each.
- SA expressed from a parent's perspective that he found presentations to be interesting and obtained a good insight.
- Focus on activities and events undertaken i.e. bridge building.
- Past students pathways since leaving school

#### 7. TACSI REPORT

Draft case study report tabled. BSC participated as a pilot school. Three BSC families agreed to participate. Report has been merged of all families and not reported on individually. This report was written for DOE for consideration only and will not be for publication. This report will assist in next DES Review, however, Principal will request that certain inaccuracies are changed.

**8. DES REVIEW 2018**

TACSI case study, data, governance audit, finances, annual reports and authentic input from Board are all critical in preparing for the review. To be an ongoing item. Preparation for School of the Year will also assist in reflection.

**9. GENERAL BUSINESS**

**Joondalup Performing Arts Festival**

KL is seeking the board's support and advice in spreading the word for the forthcoming Joondalup Performing Arts Festival on 8-9 August and hosted at BSC. Rationale in forming this festival is to enable Years 10 to 12 to prepare for forthcoming exams and perform in front of a professional audience. Principal has agreed for KL to have 2 hours per week to prepare. Advertised widely NOR with all schools/groups. Enrolments are starting to roll in. Judges secured for this year's event are from WA Ballet, Cirque du Soleil, Lead singer Gyroscope, the Director of a jazz band and ex-student Nicole Gillespie with a wealth of theatre experience. Ex-student Brock Preston has been hired to assist with AV for lighting and sound. Info packs distributed to Board.

Board offered their congratulations to Kirsten Lambert on obtaining her Doctorate.

**Road Safety Concerns**

Email received from parent raising concerns of students crossing Gwendoline Drive. Traffic control is a dilemma in moving 1000 students. Principal to contact parent to assess what was witnessed and review accordingly. Board supports position in managing risk and student behaviour at the crossing internally.

**Behaviour Management in Schools (BMIS) Review**

Working party formed to review school BMIS policy and processes. Three meetings held to date. Draft **Behaviour Plan Beliefs** and **What would be in an Effective Behaviour Management Plan** tabled. Has also been presented to staff at GSM to all staff for feedback. Current school policy is 40 pages, ideally would be 5-8 pages. Available to view on website. KPI's put forward without reference to policy. Items in red have been mapped against DOE policy and noted as not yet used in BSC policy. Focus to be on change of behaviour, capture positives as well as negative and rules of engagement. Report presented to board just for information. Would welcome feedback. Principal will also interview students on what a safe school looks like.

**Reconciliation Week**

Whole school activities for Week 9. Free BBQ sausage sizzle held today outside library for all staff and students including traditional meat samples of kangaroo, emu and croc. Flag raising and traditional smoking ceremony with guest speaker Prof Len Collard from the Office of Aboriginal Education was presented to Year 10 students, Aboriginal students and student council.

**Year 8 Camp**

Alicia Holliday (Year 8 Coordinator) has done an excellent job in executing the inaugural Year 8 Camp to Dwellingup. Form Tutors will work on a series of activities during their stay to build on belongingness.

'Big Project' Program will also be rolled out to Year 7 students at school.

**MEETING CLOSED: 8.45PM**

***NEXT MEETING – MONDAY 31 JULY (ANNUAL OPEN MEETING) BSC at 7.00PM***

**Board meeting dates for 2017**

Monday 31 July (annual open)  
Monday 11 September (new date)  
Monday 13 November  
Monday 11 December (new date)