

**MINUTES
BELRIDGE SECONDARY COLLEGE
IPS COLLEGE BOARD MEETING
Meeting No. 44**

**HELD ON MONDAY 19 MARCH 2018
LOCATION: CONFERENCE ROOM**

PRESENT:

John Burke (Principal)
Scott Amy (Chair)
Cathryn Curtin (Community representative)
Jan Norberger (Community representative)
Tolla Anderson (Community representative)
Heather Broadway (BSC representative)
Heather Currie (BSC representative)
Lisa De Ponte (BSC representative)
Fiona McDonald (Parent representative)
Geraint Davies (HOSS Years 7-9)
Bridgid Lafferty (HOSS Years 10-12)
Greg Carey (Manager Corporate Services)
Nicola Harris (minutes)

APOLOGIES:

Michael Mischin (MLC and community representative)
Kirsten Lambert (BSC representative)
Andrew Doran (Community representative)
Lisa Manning (BSC representative)
Deborah Childs (Parent representative)
Robert Pierce (Parent representative)

MEETING OPENED: 7:00PM

1. WELCOME & APOLOGIES

- Welcome and congratulations to our new staff representatives Heather Currie and Lisa De Ponte. Also welcome to Bridgid Lafferty and Geraint Davies representing the Student Services Team.
- Apologies received from Michael Mischin, Kirsten Lambert, Andrew Doran, Lisa Manning, Deborah Childs, Robert Pierce

2. MINUTES OF MEETING

2.1 Minutes of Meeting No. 43

Examined, accepted and endorsed by board.

Moved Jan Norberger

Seconded Heather Broadway

Passed unanimously

2.2 DISCLOSURE OF INTEREST

None declared.

3. ACTIONS ARISING

- **School Board/Staff Relations** – SA advised that he and JE joined staff for the first session of the Staff Development Day (SDD) on Monday 29 January.
- **Invitational Presentations** – Bridgid Lafferty and Geraint Davies Heads of Student Services in attendance to present later in meeting.
- **Board Self-Review** – Complete. To be covered in agenda items.
- **Elections** – Complete. To be covered in agenda items.

4. **BUSINESS ARISING**

None

5. **BOARD SELF REVIEW**

SA sought feedback on recent review. HB felt there could have been more variation on responses. CC read it more as a general direction. JN overall positive - where unclear responded with 'No Reaction' i.e. risk management plan/reports from committees. JB confirmed there are RM strategies, but no plan. Review helps highlight gaps and items to be addressed. Q26 re board representations needs to be clear and identify risks, put plan together and mitigate risks. CC suggested forming sub-committees be engaged to relevant areas. SA in agreement with this from a compliance and quality assurance point of view. Finance also being another option. JB advised our new parent board members experience will bring great value to the board on these points.

Action

Board members to assess review in more detail and highlight items to do or where felt lacking. Also areas not relevant and items to focus on more. Send any ideas through to Nicky prior to next meeting.

6. **PRINCIPAL'S REPORT**

Three items to be tabled and considered by board members.

2017 Annual Report

- Planned narrative presented in draft format.
- Data discussed at previous meetings.
- Board to sign off once complete and ready for uploading.
- JB has invited SA to provide Chairperson's foreword.

Action

Feedback or comments to JB and SA asap.

Work Force Plan 2018-2022

- For Board consideration. Draft format has been presented to SMG.
- Last review carried out 2015.
- Data correct as of 8 March. However, not yet finalised taking into account pending retirements.
- Succession planning will assist in restructure and re-profiling of some staff roles and handovers.
- Current staff skill sets and experience may be difficult to replace.
- Fixed Term vs. Permanent.
- LSL liabilities now cleared.
- Sick and personal leave dropped in 2015 (on average from 11 to 6 days).
- Workforce strategies tabled. Coherent plan to be reviewed quarterly.
- Will update as policy/funding and workforce adjusts.

Action

- ***Feedback welcomed before next meeting to JB.***
- ***SA directed read in conjunction with school staffing profiles.***

Financial update as of 15 March 2018 (pending report at next Board meeting)

- SCF budgets will be confirmed on 27 March. JB confident that current planning staffing and budgets will run in conjunction with funding. Final budgets will be confirmed and presented at next meeting.
- D Accounts: no changes to budgets and programs.
- \$337K savings/cuts set for 2018. Care has been taken not to compromise student outcomes. Curriculum areas remain unaffected.
- Dependent on budget BYOD may be considered.
- Refurbishment of school currently limited. Ongoing support sought from BMW.
- Cash vs. Salary under review.
- A complete and detailed picture of budget will be presented to board at next meeting.

7. **STUDENT SERVICES PRESENTATION**

JB introduced Bridgid Lafferty and Geraint Davies (Heads of Student Services), listed previous work experience and backgrounds and how they bring a wealth of experience to SS. SS is important in enabling school to carry on with curriculum business and essentially keeping the balance of the school right.

- SS are proactive in reactionary tactics dependant on what each day brings and minimising risk to students and school community. Mental health of students has increased.
- SS Structure and Team:
 - Heads of Student Services (Middle School Years 7-9 and Senior School Years 10-12)
 - Year Coordinators for each year group
 - Full-time School Psychologist
 - Full-time School Chaplain
 - Community Health Nurse
 - Learning Support Team
- Student Services Overview provides an holistic approach to high care and high performance based on a 3 Tier system. Tiers 1, 2 and 3 are a whole school approach.
- Year 7 BIG Project (Belridge Inspiring Growth) introduced in 2017 by Heather Currie (Year Coordinator).
- Peer Support Program introduced 2018: Year 10's supporting Year 7's. Run once a week over 8 weeks. Benefits felt already.
- Harmony Day.
- Year 7 AEP excursion to Perth Zoo.
- One whole school event held each term.
- Positive Incentive Program.
- Reconciliation Week with guest speaker Professor Len Collard (Nyungar Elder).
- C8 Camp (established 2017).
- Student Services Team sits in the middle to wrap around the rest of the school to provide the best possible outcomes for the individual student and nurture a *'Positive Inclusive Environment'* for the whole school community.
- Discussion around measuring students' mental health, well-being and cyber safety management in protecting children. 1 in 3 will suffer mental health and/or stress at some point. Increase over last 10 years putting a stretch on resources. Important to consider impact on teachers also.
- Triple P free parenting program held last year (3 x 1.5 hour sessions). Open to all parents. 15 parents participated.
- Some parents need counselling as well as students. Available support agencies tabled – all subject to funding and waiting lists.
- Headspace and other agencies to tie in with school events.
- RU OK? Business style cards introduced last year with support organisations and contact numbers. Provided to all students.
- SS aim to create an environment for students who do not cope with the normal school environment, with tailored and smaller streams for high levels needs.
- Transition from PS to high school start very early on with a Year Coordinator being appointed early Term 2 to work with PS's. Term 3 involves early planning, transitions and case conferences with Student Services Team for any students needing support. Triage of Team ensures good communications.

SA thanked BL and GD for their presentation. Very impressed and appreciative of the support and work that they do. Please pass this back onto your team.

8. **GENERAL BUSINESS**

None

9. **DEPARTING BOARD MEMBERS**

Heather Broadway (staff), Kirsten Lambert (staff) and Fiona McDonald (parent) have reached the end of their tenure and decided to step down.

Heather served on board for six years, through IPS transition, getting the school to where it is now. HB advised she has been privileged to work at BSC since the school opened. Serving on the board was a natural progression of her role. Belridge is a fantastic school. JB advised he has highly valued HB's advice and her service has been super important.

Fiona served on board for three years as a parent member. She has two sons enrolled at BSC. She also served as a board member at her sons' primary school. Expressed it has been a pleasure getting to know how the school is run. JB thanked Fiona for the value that she brought to the board, given her significant experience in teaching we are really appreciative of her commitment and time.

KL absent – will attend May meeting.

10. **ELECTIONS**

Deborah Childs and Robert Pierce nominated as parent representatives and Heather Currie and Lisa De Ponte as staff representatives. Nominations received did not exceed positions vacant, therefore no elections were required to be held.

MEETING CLOSED: 8:40PM

NEXT MEETING – MONDAY 21 MAY - BSC at 7.00PM

Remaining meeting dates for 2018

Monday 21 May

Monday 18 June

Monday 30 July (Annual Open Meeting)

Monday 10 September

Monday 12 November

Monday 10 December