

**MINUTES
BELRIDGE SECONDARY COLLEGE
IPS COLLEGE BOARD MEETING
Meeting No. 49**

**HELD ON MONDAY 12 NOVEMBER 2018
LOCATION: CONFERENCE ROOM**

PRESENT:

Melesha Sands (Principal)
Scott Amy (Chair)
Kerrie Ward (Manager Corporate Services)
Deborah Childs (Parent representative)
Robert Pierce (Parent representative)
Cathryn Curtin (Community representative)
Tolla Anderson (Community representative)
Lisa Manning (BSC representative)
Heather Currie (BSC representative)
Lisa De Ponte (BSC representative)
Nicola Harris (minutes)

APOLOGIES:

Jan Norberger (Community representative)
Andrew Doran (Community representative)
Michael Mischin (MLC and community representative)

MEETING OPENED: 7:02PM

1. WELCOME & APOLOGIES

- Welcome to Melesha Sands our newly appointed Principal of five weeks and Liz Cassidy to present overview in BYOD.
- Apologies received from Andrew Doran, Michael Mischin and Jan Norberger.

2. MINUTES OF MEETING

2.1 Minutes of Meeting No. 48

Examined, accepted and endorsed by board.

Moved Lisa Manning

Seconded Heather Currie.

All in favour by those present - passed unanimously

2.2 DISCLOSURE OF INTEREST

None declared. However, should any items arise at any point during the course of the meeting any parties are to declare a conflict of interest.

3. ACTIONS ARISING

- **Performing Arts Centre** – Confirmed money now allocated. Anticipated that 12 months from now we will be in planning stage. BSC hoping to have influence on design. Location yet to be decided.
- **Board Self Review** – no comments received. Set to review in February 2019.
- **Workforce Plan 2018-2022** – Review next year.
- **IT Position Paper / BYOD** – Liz Cassidy to table later in meeting.

4. BUSINESS ARISING

None.

5. **BYOD**

Presented by Liz Cassidy (HOLA Technologies)

- BYOD implementation timeline tabled of current status and lead-in to BYOD; commencing with Year 7 students in 2020.
- Consultations carried out with teachers/outside organisations/providers.
- Staff members and IT Committee consulted.
- Staff responses tabled on expected usage. 50% Internet based activities, 30-40% in document creation, 10-20% using specialist software for certain subject areas. Consultations being carried out to plan specifically for each learning area.
- Microsoft applications would be free of charge to students through DOE.
- Anti-virus protection options discussed.
- Preferred BYOD model tabled: ASUS Flip Notebook and stylus. There are no visible difference between versions i3 and i5.
- Cost would be inclusive of warranty/insurance and would come with a carry case. Device has a three year lifespan.
- Warranty support process proposed, which would include onsite repairs, insurance (service) package up to \$1000 across the life of device (maximum of 1 claim per year). Important to note that there is no theft cover, of which parents must consider putting on house insurance.
- CDM are the preferred representative (CUA approved). Important to note that as a school we cannot provide device support for anything other than our "preferred model". Students would have to seek outside help if not taken up through CDM.
- Logistics discussed in set-up of machines, teachers dealing with different devices, bandwidth impacts anticipated, consideration being given to secondary link, professional development and support for staff who only have MacBook experience.
- Strategies to be put in place for families suffering hardship.
- An 80% uptake would be positive.
- Term 1, 2019 planed work on internal policy and security. Consider liaising with other schools on their management of the same.
- Device must be brought charged and ready for each day (parental responsibility).
- DC expressed concerned on affordability and battery life. Battery is covered on warranty.
- RP Challenging to request a specific machine. Some students have Macs. Teachers will be served better with preferred device.
- Preferred device is not compulsory. Avenue of leasing is an option.
- On site firewall.
- SA questioned impact on textbooks. Liz confirmed some learning areas leaning toward e-books, which would have the benefit of not carrying books and always being available. English LA leaning towards buying own books.

6. **INSTRUCTIONAL CONVERSATIONS OVERVIEW**

Presented by Lisa De Ponte

- Program inspired by Dr Barrie Bennett. Three staff members carried out 10 day PD. Program looks at delivery methods, engagement of students to make them accountable and critical thinkers, and working collaboratively across the school.
- Focus is to develop tactics; staff observations, feedback and developing skills.
- Structure for 2018 tabled. 10 staff members self-nominated across all learning areas for a year-long program.
- Feedback was overwhelmingly positive and shown positive growth as educators.
- Students are now familiar with process of observations.
- Shared language across curriculum is working well to develop literacy skills.
- Moving forward, will continue to expand with current 2018 cohort and also new cohort in 2019. Three facilitators in each specialised area.
- One hour PD to be delivered at start of next Semester for EOI for 2019 cohort (10 teachers). Three new facilitators may have the opportunity to undertake the course with Barrie Bennett starting in 2019.
- Goal – shared pedagogy and language across school, open doors, collaborative environment.
- CC is interested in student outcomes (how and why?). How school is measuring outcome for students' successes/increased activity? Proposed will track students

'less engaged'. LP advised has seen development in skills and strategies being more embedded across the school.

- RP questioned if delivery different by teachers? LP advised more able to deliver with other methods.

7. **FINANCIAL REPORT (as of 7 November 2018)**

- Income now slowed.
- Spending to cease at end November.
- Carried over \$240K including one line budget.
- Cash revenue on track.
- 2017 to 2018 predicted c/o \$180K. Items unaccounted for now \$240K.
- Forecast for 2019 with draft enrolments. Currently 180 Year 7 enrolled for 2019. Ideal target 200. Year 11, 2019 numbers lower than forecast will have an impact as senior year classes have higher rate of funding.
- Working on one line budget.
- Collection rates Years 7 to 10 - 77%
 Years 11 to 12 – 86%
 Voluntary contributions - 60-65%
- School can choose to pursue outstanding fees through debt collection. Must follow policies/correct process before proceeding.

Move for financial report dated 7 November 2018 accepted by Board as presented by Kerrie Ward on 12 November 2018 and by those present.

Voted all in favour / carried unanimously

Moved and Accepted Cathryn Curtin

Seconded Tolla Anderson

6. **NAPLAN OVERVIEW**

- NAPLAN links in with Class of 2021 (current Year 9 cohort)
- Data compared between Years 7 and 9. Shows a stable cohort.
- Writing is a downward trend (consistent with other schools across state).
- Student progress and achievement compared with like schools shows an issue surrounding G&P (grammar and punctuation). Need to aim for top quartile.
- English and Maths action plans for 2019 distributed.
- Class of 2023
- Numeracy shows decline trend in schools (change in curriculum) gap between our school and like schools is declining. Need to close gap and invest in equity.
- Reading – interesting trend.
- Writing – MS to present to Literacy Committee. Data for students helps teacher's plan for NAPLAN.
- 2019 random selection of 4-5 students (not to be identified) and monitor their progress.
- Need for a whole school cohort writing strategy.
- JDF in pack Leading Learning Literacy Coach at 0.2 FTE. EOI's open.
- Trend in area or like schools. Writing has been in decline for last two years.

Action

Please read English and Maths action plans and raise any questions at December meeting.

7. **PRINCIPAL'S PRESENTATION**

- Highlights of Term 3 and 4 (to date), considerations and future foci tabled.
- **Fashion Design Achievements - APEX 2018.**
Six students competed at Joondalup heat in August. Five BSC entries chosen to compete at Mandurah state final in September. Two BSC entries gained 1st place and a place in the national finals held in Melbourne in October being Anna Torres (S&E category) and Huriana Collier & Stacey Brown (Wearable Art). Unfortunately no winners from WA this year.
- **Student Wellbeing Framework**
Release of this document will be distributed shortly. MS will look at how we implement this model into our school.

Staffing:

- Complexities surround conversions of fixed terms to permanent positions and delaying process.
- Work in progress for 2019.

8. **BOARD MEETING DATES FOR 2019**

- All in favour of proposed dates.

9. **ANY OTHER BUSINESS**

- TA acknowledged staff involved in the organisation of a successful graduation night.

MEETING CLOSED: 8:55PM

***NEXT MEETING – MONDAY 3 DECEMBER - BSC at 7.00PM
(Changed from 10 December)***

Meeting dates for 2019

Monday 11 February

Monday 25 March

Monday 20 May

Monday 17 June

Monday 5 August (*annual open meeting*)

Monday 16 September

Monday 18 November

Monday 16 December.