

**MINUTES
BELRIDGE SECONDARY COLLEGE
IPS COLLEGE BOARD MEETING
Meeting No. 37**

**HELD ON MONDAY 15 MAY 2017
LOCATION: CONFERENCE ROOM**

PRESENT:

John Burke (Principal)
Janine Espey (Chair & community representative)
Tolla Anderson (Community representative)
Cathryn Curtin (Community representative)
Andrew Doran (Community representative)
Jan Norberger (Community representative)
Heather Broadway (BSC representative)
Lisa Manning (BSC representative)
Kirsten Lambert (BSC representative)
Fiona McDonald (Parent representative)
Mario Pisano (Vice Principal)
Virginia Linto (BSC Learning Support Team)
Carolyn Wright (BSC Learning Support Team)
Nicola Harris (minutes)

APOLOGIES:

Scott Amy (Parent representative)
Michael Mischin (MLC and community representative)

MEETING OPENED: 7:05PM

1. **WELCOME & APOLOGIES**

Apologies received from Scott Amy and Michael Mischin.

2. **MINUTES OF MEETING**

Minutes of Meeting No. 36

Examined, accepted and endorsed by board.

Moved Cathryn Curtin

Seconded Tolla Anderson

Passed unanimously.

3. **ACTIONS ARISING**

Action List examined.

- **Performing Arts Proposal** – Funding had been committed by new government prior to election by 2020. Revisit in Term 4. Mark as pending and shade out action to note for future consideration.
- **School Board / Staff Relations** – Left open for members to attend GSM staff training days. Members are welcome to attend morning teas. However, Principal mindful of work commitments. Contact Nicky if available.
- **Executive/Committee Representation** – Keep as ongoing
- **Student Hat Policy** – Heather Broadway reported that the student councillors had not received any feedback from students and therefore did not feel a hat policy was viable. Closed.

- **School of the Year** – Principal to prepare for nomination. This document will also assist in self-reflection prior to next year's DES Review.

4. **BUSINESS ARISING**

- None

5. **LEARNING SUPPORT TEAM REPORT**

Principal introduction.

- Mario Pisano - leading.
Carolyn Wright – four hours per week to assist diagnosed students with disability.
Virginia Linto – provides support with imputed disabilities for four hours approx. 70 students.
- Aim of program to ensure all students with a disability or difficulty enrolled at the College are able to participate in education without experiencing discrimination including; enrolment, participation, curriculum access, student support services and elimination of harassment and discrimination.
- PD funding provided through JLC. PS's initially targeted, but now made available to BSC. Felt of importance as a high percentage of these students will feed through to BSC.
- Process and format on how to identify and address learning needs tabled.
- Format of IEP's tabled:
 - The Planning Matrix
 - Regular IEP format
 - SSEN reporting
- Professional Development – planning matrix to add as much as possible for student's learning needs.
- Imputed – Students' who have no diagnosis that we need to make adjustments for learning needs.
- NCCD – show on Semester 2 census how BSC accommodates learning needs.
- ASD (Autism) examined by Term 1. Imputed 58 students – changes by the day.
- Mario will set timeline to ensure seamless transition from PS to HS.
- Expectation is that PS's paperwork will be ready when students transition to HS so we can identify ASD students. Transition plan example shared.
- VL focus imputed disability / CW focus autism.
- Currently working with four PS's and focusing on getting other PS's on board.
- This is a whole school involvement. Each teacher has access to IEP (live document on shared drive, continually revised).
- Learning Support Team meet every fortnight.
- Meet parent with plan.
- Finding learning strategy for adjustment i.e. be it visual movement, finding how that student can channel themselves and cater to their learning styles.
- Lists of students in our care – identify, diagnosis, imputed, no formal diagnosis i.e. dyslexia. Adjustments then made in class for teacher's practice and items to consider.
- Funding implications at two levels: Schools Plus funding, and in addition, Funding for Students with an imputed disability.
- Federal Government – NCCD - parents may not have means to obtain diagnosis in a timely fashion.
- Students who are on an IEP for 10 weeks enables them to obtain additional support, extra time, support with examinations.
- Different types of IEP – Planning, regular IEP for one individual issue, SSEN report poor literacy and numeracy.
- Format of IEP's tabled. Three formats which provide a clear report for parents.
- Cathryn Curtin questioned if students are involved in the planning process. Carolyn Wright advised yes but only as they get older or if higher functioning students can take ownership. Older students are included in meetings, but this is sometimes dependent on what is going to be discussed. All students are very different and personal circumstances also need to take into account in planning.
- IEP for students with dyslexia tabled.
- Also available to relief staff.

- SSEN reporting caters for 7.7 class only . Better paced. Not covered by Reporting to Parents – SSEN report provided in place.
- MacLit reading program tabled. One on one support provided over a 12 week program. Feedback has been positive with good results.
- All staff are on board.
- The diamond planning method is used to plot class, student needs, strategies etc., split into theory/practical elements, final doc is a group IEP. Complex to get underway, but provides teacher with a better understanding and assist in planning.
- The board acknowledged and values the high quality work being done now and for the future.

Action

Email example of diamond plan to board members.

6. FINANCE

Funding Agreement for Schools 2017

- Tabled. This is recognised as an attachment to Delivery and Performance Agreement and is noted by Principal and Board Chair no later than Friday 26 May 2017. Agreement outlines roles and responsibilities of the Principal. Any questions please bring back to all of board members no later than Wednesday of next week (24 May).
- SCF now received. Operational one line budget statement tabled
 - \$771,000 carry forward (cash)
 - \$103M income to be reported on at next meeting
 - \$91.8K carry forward (salary)
 - Staffing levels to be addressed for 2018.
 - Non-teaching roles restructure.
 - Permanents to remain
- Forecast to spend 110% of funding this year.
- Adjustment to staffing levels required going forward.
- Timetable grid to be set up this term in readiness for 2018.
- Salary spend will decrease by \$600-800K p.a. i.e. students without a diagnosis.
- Plan to refit /recarpet a block every three years. Scheduled maintenance is included in one line budget. Use some school funds to improve environment.
- School charges collection rate good. Collection process to be examined in improving collection rate.

Comparative Budget (as at 10 May 2017)

- Total expenditure \$1.7M
- Curriculum areas will not be affected.
- Will look at ways of saving money.
- Quality staff is imperative.
- N (Reserve Account) not counted. Computers on replacement register. Transparency must be utilised whilst maintaining general cash position of school.
- Working Party to be formed for minor works, maintenance and care phase.
- Kirsten Lambert queried N2610 Unclaimed Money Account.

Action

Principal investigate purpose of N2610 with MCS and report back to Board.

Move for financial report dated 10 May 2017 accepted by Board as presented by Principal on 15 May 2017 and by those present.

Voted all in favour / carried unanimously

Moved Janine Espey

Seconded Kirsten Lambert

Unanimously approved

7. 2016 ANNUAL REPORT

- Now available to view via [Schools Online](#).
- Final version presented to Board.
- Objective for parents/community to see statistics and story of our students.

- Principal acknowledged staff in all learning areas for data and reports supplied. The next report will have a louder voice for learning areas and look at capturing teachers' stories as well.
- Please compare with 2015 Annual report to see school's development and data showing improvements made over last three years. Report Card on page 22 is a useful way of capturing progress.

Move for 2016 annual report to be accepted by Board as presented by Principal on 15 May 2017 and by those present.

Voted all in favour / carried unanimously

Moved Jan Norberger

Seconded Janine Espey

8. JAN NORBERGER

Jan confirmed new job role as General Manager - Vocational Education and Training for the Australian Medical Association (WA) Inc. The Board wishes Jan well in his new venture.

9. CRIMINAL HISTORY SCREENING

- Tabled. DOE policy has been revised. Screening picks up on crimes outside of WWC. Will apply to any new board members as from Term 2.
- Principal encouraged board members to obtain screening now, all existing members whose tenure is renewed, but were not screened during their existing tenure, will need to be screened before their renewal can be confirmed.
- Guidelines / Questions and Answers distributed.
- Nothing is disclosed to Principal or members of board.

Action

Send link out to members – Nicky

10. COURSE SELECTION BOOKLETS

- Updates to course selection booklets and new courses for 2018 tabled.
- No increase in costs for 2018
- Courses listed are only guaranteed to run subject to a reasonable uptake.

Move for updates to Years 11 and 12 course selection booklets for 2018 to be accepted by Board as presented by Principal on 15 May 2017 and by those present.

Voted all in favour / carried unanimously

Moved Janine Espey

Seconded Tolla Anderson

11. GENERAL BUSINESS

- No guest speakers to present at June meeting.
- Janine Espey will be absent for July meeting.

Action

June meeting - prepare format and presentations for open meeting in July.

Advertise open meeting in next two newsletters/website - Nicky

MEETING CLOSED: 8.30pm

NEXT MEETING – MONDAY 19 JUNE – BSC at 7.00PM

Board meeting dates for 2017

Monday 19 June

Monday 31 July (annual open)

Monday 11 September (new date)

Monday 13 November

Monday 11 December (new date)