

**MINUTES  
BELRIDGE SECONDARY COLLEGE  
IPS COLLEGE BOARD MEETING  
Meeting No. 45**

**HELD ON MONDAY 21 MAY 2018  
LOCATION: CONFERENCE ROOM**

**PRESENT:**

John Burke (Principal)  
Tolla Anderson (Community representative)  
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)  
Heather Currie (BSC representative)  
Lisa De Ponte (BSC representative)  
Nicola Harris (minutes)

**APOLOGIES:**

Scott Amy (Chair)  
Cathryn Curtin (Community representative)  
Jan Norberger (Community representative)

***Meeting Chaired by Michael Mischin in Scott Amy's absence.***

**MEETING OPENED: 7:07PM**

**1. WELCOME & APOLOGIES**

- Welcome to our newest members; Rob Pierce and Deb Childs to their first board meeting as parent representatives.
- Apologies received from Scott Amy, Cathryn Curtin and Jan Norberger.

**2. MINUTES OF MEETING**

**2.1 Minutes of Meeting No. 44**

***Examined, accepted and endorsed by board.***

***Moved Michael Mischin***

***Seconded John Burke***

***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**

- **PAC Proposal** – JB outlined to our newest members item has been pending since 2015. Acknowledged aspiration led by KL. Proposal held back by funding, but recent extra government funding has been earmarked for schools to receive upgrades. First round rolled out. BSC scheduled in second round to receive facility under this term of government.
- **School Board/Staff Relations** – Standing item for board members to attend whole staff events and introduce themselves. JB is keen for board to have a face and maintain connection and transparency with its community. Useful and good value for staff. Nicky will roll out invitations as and when appropriate.

- **Invitational Presentations** –Borne out of format of open meetings. Any areas of interest to the Board please advise so presentations can be arranged.
- **Board Self-Review** – Risk Management committee to be set up and address items for assessment.
- **2017 Annual Report** – Thank you for feedback and thanks to MM for his detailed feedback. E-version will be available shortly, published and uploaded to Schools Online.
- **Workforce Plan 2018-2022** – No feedback received. Flagged to review in line with compliance calendar.

4. **BUSINESS ARISING**

Annual report pending.

5. **FINANCIAL REPORT (as of 16 May 2018)**

- Comparative budget report tabled. Current funds breakdown page 3.
- \$1.3M budget for 2018 (based on a calendar year).
- Balance Expenditure Accounts as of 16 May \$800K.
- Expecting next gateway payment balance.
- Cost centres C1001/ C1053 relate to voluntary / charges and contributions. Further funds expected. Funds are not forecast in budget. Average yearly collection rate 80%.
- ICSEA has risen for BSC 1024 (Australian Mean) compared to 990 in 2013.
- C3205 SCF allocation – Two gateways p.a. in April/July.
- ESC contributions tabled.
- SCF dashboard presented currently sitting at \$9.4M.
- One Line Budget – each students has a \$ value as part of SCF.
- SCF based on expected enrolments. Census finalised this year with 1028 students on roll.
- Staffing costs reduced in 2018 from \$10.4M (2017) to \$10M (2018).
- \$1.1M spend to resolve issues with bandwidth and purchase new computers.
- \$300K on special projects.
- Class sizes tabled average size has increased from 23-24 to 26-27 per class.
- Areas assessed on where best to spend. Resources and staffing considered.
- Year 8 Extra class line added towards end Term 1 due to higher than anticipated enrolments.
- \$1.3M overall spend for 2018 in goods and services.
- Cash carried forward \$177K from 2017. Not including expenditure - included in \$1.33M
- Balance of accounts alter every day due to staff leave etc.,
- JB will present to board as part of handover at next meeting.
- Board training carried out on an ongoing fashion.
- Forecast for future enrolments have been based on historical figures prepared by Mario Pisano. School is in good shape, good support and care systems in place, confident will see strong enrolment figures over next three years.
- As a result of new funding model budget is \$400K worse off.

***Move for financial report dated 16 May 2018 accepted by Board as presented by Principal on 21 May 2018 and by those present.***

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

***Moved and Accept Michael Mischin***

***Seconded Lisa Manning***

6. **OPEN BOARD MEETING.**

- SA has requested that JB be present for open meeting on 30 July. Last two meetings well attended. In agreement to run with same format. Questions with notice, Powerpoint.
- Shorten presentations.

**Action**

***Advertise and extend invitations to feeder Primary Schools and Board and local community.***

7. **WA EDUCATION AWARDS**

Nominations now open.

- Staff can only nominate anyone employed by the DOE. JB will be calling for:
  - Beginning Teacher of the Year
  - Teacher of the Year
  - Support Staff Member of the Year.
- Parents have the opportunity to nominate further down the track.
- JB will seek Board recognition and endorsement of any nominations submitted.

**Action**

***Include 2017 WA Education Award nominations in annual report.***

8. **I.T. POSITION PAPER**

- Going forward college needs to make decision about ongoing capacity maintain the existing devices and as part of this decision making process, the college should consider implementing a BYOD program. This is an important decision that will need consultation with the board.
- DOE paper drawn up in 2014 detailing 3 major models on how device ownership can be implemented / managed in schools, ultimately moving expense away from school.
- Over the past three years BSC has spent significant funds (\$350K) upgrading existing fleet of ICT devices. In 2015 JB implemented that there was to be a computer in every room across the school
- Devices over next two years scheduled for replacement tabled. Largest risk relies in replacement of 234 laptops once six years old at cost of \$800-\$1K each. Move over to Windows 10.
- Background on expenditure to date \$350K upgrade servers x 2 uninterrupted 4-5 years life span accounted for with scheduled replacements.
- Issues with blue cable WiFi points do not perform as well as hardwired desktops.
- 10MB per sec → 25MB
- Budgeted \$50K pa to replace existing. Current reserve \$168K.
- BYOD may solve going forward, so in summary students use laptops, desktops, Macs and iPads.
- Breakdown provided of current IT allocation across learning areas.
- Operations of two systems i.e. Mac/Windows should not present a problem.
- Consultation process to begin with a view to introducing in 2020.
- Potential savings for schools could cut costs by two-thirds.
- Envisage a reduction in text book costs by being able to download e-books
- \$26K offered to get ready for online NAPLAN testing. Currently assessing.
- A need to clearly define which devices are suitable for use. Some students use their phone, which is unacceptable. Need for minimum standard.
- Consideration needs to be given to tech support, appropriate use contract, range of platforms, families who aren't able to purchase and how this will be managed within school, socio-economics
- Savings on equipment could be spent on in-house tech support. Students could provide tech support by completing a 1 week Cert 3 course.
- Look at Like Schools to see if BYOD is working well – one size does not fit all.
- Consider other suppliers, as well as Winthrop.
- Decision by mid-2018 and details in open day brochures/enrolment packs.
- Most teachers lease through NFT.

**Action**

- ***Board to consider proposal and provide feedback.***
- ***Carry out parent survey to gain insight/consider questions to ask.***
- ***Assess results at next meeting.***
- ***Consultation with staff***
- ***Obtain feedback from Like Schools***

9. **2017 ANNUAL REPORT**
- Draft tabled, together with report card.
  - Attendance rate increased
  - Emphasis this year on reading/writing.

**Action**

***Final report to be circulated and accepted by circular resolution.***

10. **JOHN BURKE DEPARTURE**
- JB will be leaving BSC at the end of Term 2. Process outlined to being appointed Foundation Principal of ICC (planning name) in Subiaco.
  - Staff have been addressed. JB found it a difficult process due to connection with staff. Aware of importance of stability required and will be in consultation with Jim Webb (Regional Executive) and Paul Meacock (Assistant Regional Executive Director) at NMREO in appointing an Acting Principal whilst recruitment process for new Principal is carried out. School community will be well represented by Scott Amy, our Board Chair, who will be on panel.
  - Envisaged that new Principal will commence Term 4, 2018.
  - Board expressed they were sad to see JB go, but delighted for him. Great opportunity to be entrusted with, being the centrepiece of Government education policy and plans. Great tribute to JB. JB thanked the board for all their support and work over the years. Confident that he will leave the school in good shape.
11. **FAREWELL TO KIRSTEN LAMBERT**
- Kirsten has been a member of the Board since inception in 2013, being heavily involved and also strong advocate for a new theatre for the school to showcase our super students. The board thanked Kirsten for her service and time.
- MM moved to appreciate contribution to board and also to KL for her time and contribution. Board has been very lucky to have such great contributors.***
12. **ANY OTHER BUSINESS**
- None

**MEETING CLOSED: 9:00PM**

***NEXT MEETING – MONDAY 18 JUNE - BSC at 7.00PM***

**Remaining meeting dates for 2018**

Monday 18 June  
Monday 30 July (Annual Open Meeting)  
Monday 10 September  
Monday 12 November  
Monday 10 December