

MINUTES
BELRIDGE SECONDARY COLLEGE BOARD
COLLEGE BOARD MEETING
Meeting No. 80

Date:	Monday 27 March 2023	Chairperson	Steven Hall
Time	6:00pm	Minute Secretary	Kerrie Ward
MEMBERS	Steven Hall (Chair), Sharon Lyon (Principal), Michelle Austin (Community Member), Kush Jalota (Community Member), Danielle Brown (Parent member), Sonia Moyle (Parent Member), Heather Currie (Staff Member), Ben Dawkins (Staff Member), and Mikaela Shirley (Staff Member), Michelle Austin, In Attendance: Kerrie Ward (Manager of Corporate Services),		
APOLOGIES	Nicola Harris (Board Secretary)		

ITEM No.	AGENDA ITEMS	LED BY	OUTCOME	ACTION
COMPLIANCE AND OPERATIONS				
1 – 1.1	Welcome and Apologies	Steven Hall	Acknowledgement of Country. We respectfully acknowledge the traditional owners of the land on which we are meeting today, the Whadjuk Noongar people and pay respects to Elder's past, present and emerging. <ul style="list-style-type: none"> • Chair welcomed members to the March meeting, commencing at 6:10pm. • Apologies received - as detailed above. • Ben Dawkins welcomed to School board 	
2 & 2.2	Minutes of Meeting	Steven Hall	<i>Minutes of Meeting No. 79 dated 5 December 2022 Approved as a true and correct record and signed by the Chair, Steven Hall. Moved: Heather Currie / Seconded: Mikaela Shirley All in favour / carried unanimously</i>	
2.1	Disclosure of Interest	Steven Hall	Nil	
2.3	Actions Arising	Sharon Lyon	<ul style="list-style-type: none"> • Future of Textbooks – reviewed in detail ICT replacement plan, ICT in learning areas updated. • SL Workforce Survey – completed 	

			<ul style="list-style-type: none"> Behaviour Management Plan – completed Study area – new classroom space being created in library to be used as study area. 	
3	Business Arising	Steven Hall	Nil	
4	School Review Survey	Steven Hall	Included in packs for members to review	
5	Principal Report	Sharon Lyon	<p>1) Flyer for upcoming Year 11 & 12 events has been created to help parents with pre-planning of upper school expenditure for items like the Leavers Jacket, School Ball, River Cruise. This was created on the feedback from parents that knowing when these costs were due would be of great assistance with household budgeting.</p> <p>2) Public School Review – Term 2, week 8. SL gave a snapshot overview of the School Review process and the four phases of the review:</p> <ol style="list-style-type: none"> 1) Self-Assessment submission 2) School base validation 3) Report to school 4) Post review support <p>Relationships and Partnerships is the area in which the school board aligns with. The reviewers will speak with some members of the school board. SL and other staff members are helping gather the evidence to back up what the school is claiming. SL discussed what some of that may look like.</p> <p>3) ICT Replacement Plan – was presented to the Board. In 2022 we commenced purchasing laptops and iPads for learning areas in which additional funding was placed into the ICT budget for this to happen, this is continuing into 2023 to ensure an even spread of upgraded learning areas devices that are nearing end of life. This plan will help us budget and plan for future expenditure.</p> <p>4) Update of Works</p> <ol style="list-style-type: none"> 1) Electric Gates to front of Admin. New gate to be installed at front of Reception area, that will have camera and visitors 	

			<p>will need to be buzzed in and the carpark gate will be upgraded to an electric gate.</p> <p>2) Library; has been painted, new classroom will be constructed within the library – this will give create another classroom for the timetable, these works will be completed during the holidays.</p> <p>5) Next meeting SL will present the Departments new matrix for student success. Student expected achievement based on their NAPLAN band.</p>	
6	Financial Report	Kerrie Ward	<p>Overview of 2022 school finances were reviewed and discussed, Financial Summary as of 31 December 2022.</p> <ul style="list-style-type: none"> • Student Centred Funding as at 31/12/2022 tabled: 2022 Student Centred Funding - \$11,735,527.00, Salaries spend - \$10,696,899.00 Salary carry over \$802,432.00 • Comparative Budget Review – Revenue and Expense tabled. Carry Over of cash budget \$230,700.51 • Contributions & Charges Collection Rates: Voluntary Contributions (Yr7-10) = 68% Yr7-10 Subject Charges = 75% Yr11-12 Subject Charges = 71% <p>2023 Student Census report was reviewed, total students = 987</p> <p>2023 Student Centred Funding - A forecast Student Centred funding finance report was presented and reviewed.</p> <p>Finalised Student-Centred Funding has not yet been released by Department, report detailing 2023 Student Centred Funding will be presented at next meeting.</p> <p>2023 Budget 2023 Budget was presented to the school board for review and discussed. Cash Carry over \$230,700.51 Forecast variance \$43,251.64</p> <p>Move for Draft 2023 Budget, Operational One Line Budget to be noted and accepted by the Board as presented by Kerrie Ward on 27 March 2023 and by those present.</p> <p>Voted all in favour / carried unanimously</p>	

			Moved and accepted: Steve Hall Seconded: Mikaela Shirley	
6.1	OAG Audit	Kerrie Ward	7-10/3/23 3 Auditors were on site to review: Property, Plant & Equipment, Expenditure, Revenue, Payroll, Cash, journals, Attendance and Governance. The Summary of Findings Report was presented and reviewed by the Board. It was noted that of the few findings found they were minor in nature which shows that our processes are in place, and we are following department policy across the board.	
6.2	CCTV	Kerrie Ward	Request for Approval for the Installation and Use of CCTV was presented to the Board. This request is for addition CCTV cameras to complement the ones currently in use. School Board voted all in favour / carried unanimously	
7	Compliance Calendar	Steven Hall	Updated Terms of Reference has been completed and copies distributed to all members.	
STRATEGIC DIRECTIONS				
8	Business Plan	Sharon Lyon	Commence working on this after school have received Report from School Review findings. Will need to have a strategic meeting. The board discussed how this may best work; it was decided that over 2 meetings the Board would spend the first hour on the Business Plan.	
DEVELOPMENT				
9				
GENERAL BUSINESS				
10	Michael Mishin	Steve Hall	The Board was emailed a copy of Michael Mishin's letter of retirement from the Belridge Secondary School Board. The Board discussed who might be best to replace Michael, a number of ideas were put forward however the general consensus from the board was that another parent representative preferably from the younger cohorts would be the better option moving forward.	
			Meeting Closed: 7.10pm Next Meeting: Monday 15 May 2023 @ 6pm Library	