

**MINUTES**  
**BELRIDGE SECONDARY COLLEGE BOARD**  
**COLLEGE BOARD MEETING**  
**Meeting No. 83**

<b>Date:</b>	<b>Monday 31 July 2023</b>	<b>Chairperson</b>	<b>Steve Hall</b>
<b>Time</b>	<b>6:00pm</b>	<b>Minute Secretary</b>	<b>Nicola Harris</b>

<b>MEMBERS</b>	<p>Steve Hall (Chair/Parent member), 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 Chadd Richardson (guest Staff Member),</p> <p><b>In Attendance:</b> Kerrie Ward (Manager of Corporate Services), Nicola Harris (Board Secretary), Chadd Richardson (staff guest), Keyuri Patel (parent guest)</p>
<b>APOLOGIES</b>	Sonia Moyle (parent), Ben Dawkins (staff)

ITEM No.	AGENDA ITEMS	LED BY	OUTCOME	ACTION
<b>COMPLIANCE AND OPERATIONS</b>				
1	<b>Welcome and Apologies</b>	Steve Hall	<p>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 and present.</p> <ul style="list-style-type: none"> <li>Chair welcomed members to the July's meeting, commencing at 6.00pm.</li> <li>Apologies received - as detailed above.</li> </ul>	
2	<b>Minutes of Meeting</b>	Steve Hall	<p><b>Minutes of Meeting No. 82 dated 12 June 2023</b>  <b>Approved as a true and correct record and signed by the Chair, Steve Hall.</b>  <b>Moved Heather Currie</b>  <b>Seconded: Danielle Brown</b>  <b>All in favour / carried unanimously</b></p>	
2.1	<b>Disclosure of Interest</b>	Steve Hall	None	

3	<b>Business Arising</b>	Name	<ul style="list-style-type: none"> <li>• Following talks with Chair, Councillor May - COJ has expressed interest in joining as community member. Currently ascertaining work commitments.</li> <li>• Chair – New role General Manager – Projects at Powering Skills Organisation (PSO) Jobs and Skills Council (JSC) for Energy Sector, commencing September 2023.</li> <li>• Welcome to Chadd Richardson nominated as our new casual staff member whilst Mikaela is on leave.</li> </ul>	
4	<b>Actions Arising</b>	Steve Hall	Carried over	
5	<b>Financial Report</b>	Kerrie Ward	<p><b>Finance Summary as of 26 July 2023</b></p> <ul style="list-style-type: none"> <li>• Student Centre Funding Statement (SCF) as of 26 July 2023 - Breakdown provided.</li> <li>• Numbers are taken from Census in February</li> <li>• One line budget – halfway point through year sitting at 50% spend. Current forecast variance of \$509K carry over will assist in funding for 2024. Compared to this time last year we sat at \$700K. Carry over enabled funding of staffing given less student enrolments than originally forecast.</li> <li>• Term 4 traditionally sees relief teachers expense ease, with Years 11/12 finished freeing up staff and enabling internal reliefs.</li> <li>• Collection rate. Overestimated by \$6K.</li> <li>• Fees and facilities hire, cricket oval hire, fundraising/donations (library, student services, buildings and technology). Revenue from other schools; ESC pay 15% of costings. Other revenues, bank interest etc. Transfer from reserve – cost of photocopiers and D&amp;T equipment. Budget column is YTD.</li> <li>• Year 7-10 C&amp;C collection rates sitting at 63%, Year 11-12 63% and voluntary contributions Year 7-10 at 59% to date.</li> <li>• Expenses on track.</li> <li>• Payment plans for parents proving positive.</li> <li>• Tracking well in current economic climate.</li> <li>• Discussion around increase in enrolments for 2024. Some families cite VET courses on offer at BSC/school reputation for the quality of our student support available across many areas.</li> <li>• 3-year agreement with Synergy Tesla battery. Pilot program will continue for further 3 years. Costs 5% lower than prior to pilot with saving of \$35K this year.</li> <li>• Variance \$107K cash budget.</li> <li>• Library upgrade outlay may impact funds.</li> <li>• \$10K earmarked from Reserves for bus replacement. This year high expenditure for ICT replacement (consisting of computers/cabling/whiteboards/laptop trolleys). Finance Committee will review.</li> <li>• Asset, Resource and Reserve Acquisitions tabled.</li> </ul>	

			<ul style="list-style-type: none"> <li>Are there Fundraising projects for school? Yes, Business Management class. New Cert courses; Y10 Business, Cert 2 Workplace Skills Y11, Business Cert 3. Students given the opportunity to start a small business through HASS.</li> </ul> <p><b>Move for Finance Summary and Operational One Line Budget as of 26 July 2023 to be accepted by the Board as presented by Kerrie Ward on 31 July 2023 and by those present.</b></p> <p><b>Voted all in favour/carried unanimously.</b>  <b>Moved and accepted via email following meeting.</b></p>	
6	<b>Principals Report</b>	Sharon Lyon	<p><b>Year 7 Enrolments, 2024</b></p> <ul style="list-style-type: none"> <li>Deputy Principal has visited primary school over last two weeks to promote enrolment and answer questions about BSC. Tracking about 90. In comparison to previous years we are on track.</li> <li>Issue with EOLs being submitted for specialist programs, without attaching completed enrolment application.</li> <li>Since February post-census received 47 new enrolments. Compared to 2023 of 18. 2-3 per week. Reasons discussed.</li> <li>Enrolment drive continues, including partner primary school liaisons and events, such as JLC Science Challenge.</li> </ul> <p><b>Metrics / NAPLAN / Student Achievement</b></p> <ul style="list-style-type: none"> <li>Metrics meetings on hold until full clarification on how they align with new NAPLAN categories.</li> <li>Bands have been removed of BNM, 5, 6, 7, 8, 9, 10.</li> <li>4 new categories: Needs additional support (BNM?), Developing (6?) Strong (7/8?) Exceeding (9/10?). Strong category may be misleading to parents/student when considering course selections.</li> <li>Students needing a Cert course to meet threshold.</li> <li>New Certificate courses being added to course selections</li> <li>Course counselling – those on non-ATAR pathway to look at possibility of Cert course to strengthen achievement.</li> <li>10 staff currently upskilling to deliver Cert courses with 'add on' qualification to keep current. 3 staff undertaking full new certifications = 13 in total.</li> <li>Cert IV Training and Assessing entails 2 full days at school, then 8 full days funded by Dept to enable completion of qualification. Either study online, at home or during holidays.</li> <li>No extra salary costs, DOE funding. School then claims expense back.</li> </ul> <p><b>D&amp;T STEM Build</b></p>	

			<ul style="list-style-type: none"> <li>Proposed plans of D&amp;T STEM upgrades tabled. Increases in construction prices now restricts us to two rooms. Proposed 3D Print Room, STEM Room, ICT Store, laser cutter = \$1.5M. Pending Architect's draft.</li> <li>In process obtaining quote for converting dysfunctional Science Classroom 7 into a practical space. Original quote \$380K rejected. Obtaining new quote for multi-functional wet space, to include electric points, sinks, undercover storage, lined floor, omitting gas taps. Will enable Biology/Physic experiments.</li> </ul> <p><b>Important Visits</b></p> <ul style="list-style-type: none"> <li>Minister for Education was due to visit this week for an Education Forum. Rescheduled later in month. Forum hosted by BSC, invites organised through Caitlin Collins to local community groups and educators to discuss key points.</li> <li>Caitlin Collins office also requested we host Minister for Climate Change &amp; Energy. Students in attendance BSC, St Marks and Duncraig. Presentation from Minister and Q&amp;A session. Older students, Student Council from Y9-Y12, and Y11/Y12 from general student cohort.</li> <li>Sharon to email points of discussion following forums.</li> </ul> <p><b>Key School-Based Events this Term</b></p> <ul style="list-style-type: none"> <li>Week 5 - Science Week (including Primary Science Challenge)</li> <li>Book Week and Wear it Purple</li> <li>Athletics Carnival</li> </ul>	
7	<b>Public School Review: Feedback</b>	Sharon Lyon	<ul style="list-style-type: none"> <li>Principal thanked all board members who attended and represented BSC on the day and provided their insight to Reviewers. Received an excellent review for the school.</li> <li>Commendations and recommendations tabled from each domain. Recommendations will form our areas of focus, to be implemented into: <ul style="list-style-type: none"> <li>New Business Plan</li> <li>Teaching &amp; Learning RLEARNERS Instructional Booklet</li> <li>Whole school wellbeing plan. Staff consultation in process</li> <li>Data to Inform Action</li> <li>Literacy Intervention: NAPLAN, OLNA, Metrics (analyse data)</li> </ul> </li> <li>Work already underway in all areas. Next review scheduled 3 years. Every year our annual report is submitted, uploaded onto Schools Online/website. Aligns with School Business Plan.</li> <li>KJ – Good to be involved and hear voices from other parents / reflections / JLC input.</li> <li>School Board expressed its appreciation and congratulations on PSR to Principal and whole staff community.</li> </ul>	
<b>STRATEGIC DIRECTIONS</b>				

7	<b>Actions Arising</b>	Steve Hall	<b>Code of Conduct Review</b> <ul style="list-style-type: none"> <li>Like COC's tabled for comparison. Do we need a mission statement? Do we want separate or adopt the DOE Code of Conduct. Look at online training for mention of Code of Conduct.</li> </ul>	Action: Circulate DOE template for consideration/comparison. Carry over to September meeting.
<b>GENERAL BUSINESS</b>				
8	<b>Any Other Business</b>	Sharon Lyon	<b>Student Hats</b> <ul style="list-style-type: none"> <li>Wish to add to the uniform list. Need to encourage students to be Sun Smart. Students transition from primary wearing hats to secondary and not being required to.</li> <li>Investigate two style options – bucket hat or cap.</li> <li>Important for outdoor events, such as Belsurf beach day.</li> <li>Beneficial also for staff on duty.</li> <li>No commission is received by school on uniforms.</li> <li>Colour navy with school badge.</li> </ul> <p><b>Board unanimous of introduction of hats into the school uniform. All voted in favour.</b></p> <b>Vaping Seminar</b> KP thanked school for organisation of vaping seminar for parents. Very informative.	
			<b>Meeting Closed: 7:25pm</b> <b>Next Meeting: Monday 11 September 2023</b>	

**Remaining meetings for 2023:**  
**Mondays 11 September, 6 November and 4 December.**