



# Balcatta Senior High School Council

Minutes of Meeting - Wednesday 9 August, 2016		
<p><b>Attendees:</b>  <b>Parent Members:</b> Trudie Dwyer, Helen Notis, Karen Paull  <b>Community Members:</b> Margaret Banks, Chris Hatton MLA  <b>Principal:</b> Lesley Street  <b>Staff:</b> Kevin Castensen, Stephen Pestana, Anna Sanzogni  <b>Students:</b> Matthew Milner, Shannon Muggerridge  <b>Other:</b> Sharon Beccarelli</p>		
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Actions</b>
1.1	<p><b>Opening and Welcome</b>            The Chairperson Helen Notis opened the meeting at 6.00 pm. Ms Notis welcomed Council members to the fifth meeting for 2016. Ms Notis also welcomed community member Mr Chris Hatton MLA to his first meeting and thanked him for making the time in his busy schedule to join the Balcatta Senior High School Council. Mr Hatton responded that as a former parent and President of the school's P&amp;C he welcomed the opportunity to contribute to Balcatta Senior High School's ongoing development.</p>	
1.2	<p><b>Apologies</b>            Helen Maitland, Svetlana Naumoski, Professor Ted Snell</p>	
<b>2.0</b>	<b>Acceptance of Previous Minutes</b>	
	Helen Notis presented Council with the minutes of the meeting held on Wednesday 15 June for approval. Council endorsed the minutes of the previous meeting as complete and accurate.	
<b>3.0</b>	<b>Correspondence</b>	
	<p><i>Inward:</i> None  <i>Outward:</i> None</p>	
<b>4.0</b>	<b>Actions Arising from Previous Meeting</b>	
4.1	<p><b>School Council Code of Conduct</b>            Council unanimously re-ratified the <i>Code of Conduct for Council Members</i> presented at the last meeting with the following amendment:  <i>Any Council member who is approached by the Media for comment on a school related matter is expected to refer the request to the principal who will prepare a response.</i></p>	
<b>5.0</b>	<b>Finances</b>	
5.1	<p><b>Financial Statement</b>            Mr Pestana tabled and spoke to the <i>Operational One Line Budget for August 2016</i>. Mr Pestana drew Council's attention to the summary of the school's finances on page one. Mr Pestana noted that the budget is on track and that expenditure is as it should be for this time of year. He then invited questions from Council members.</p> <p>In response to Mrs Banks's question about meeting the needs of different subgroups, Ms Street said that the school was required to report on targeted initiatives.</p> <p>Ms Broomfield asked whether funding was adjusted for new enrolments. Mr Pestana explained that after the census date in late February funding was static except for enrolments for students with a disability as the specific funding travels with the student. This is not the case for general enrolments. The school was recently required to employ additional Educational Assistants due to increased Education Support enrolments.</p> <p><b>Finance Committee Report</b>            The Comparative Budget was tabled. The Finance Committee met today and \$8,350 was allocated to HASS. \$4,000 was allocated to Home Economics pending a detailed breakdown of priorities for this expenditure. \$4,000 was previously allocated to Liam Robinson for attendance initiatives and \$3,650 is the remaining balance available for Learning Area initiatives via the Finance Committee for 2016.</p> <p>Stephen Pestana had asked all staff members to compile a 'wish list' of significant projects to improve the school's facilities and grounds. It is hoped that these can be actioned over time. Some items such as resurfacing of basketball and tennis courts, refurbishment of Science labs and a total overhaul of Design &amp; Technology classrooms are beyond the school's resources and will require outside funding. A new Performing Arts auditorium was also mooted. Ms Street will meet with Milan Trifunovic and Mal Parr to see if there are any possible sources of funding with regard to these requests.</p>	Ms Street to meet with Milan Trifunovic and Mal Parr to see if there are any possible sources of funding for major projects. Ms Street to report back to Council.
5.2	<p><b>Finances Update</b>            Ms Beccarelli informed Council of the current collection rate for Voluntary Contributions - 53.22% and Charges - 72.2%. Expenditure of 49% is as expected at this time of year. In response to Mrs Banks's questions as to whether the collection rate was the same as for like schools, Ms Street responded that it was lower and the school needs to review and tighten up its collection processes. Letters have been sent out to Year 12 students with outstanding</p>	

	<p>balances and a copy will be circulated to Council members via email. Kevin Castensen suggested that the next Balcatta Update/Bulletin should focus on what resources the funds are used to purchase so parents are fully aware of the benefits for the students of paying the Contributions and Charges.</p> <p>All Cost Centre Managers within the school have met with the Business Manager and have now developed a Reserve Plan for the replacement of major infrastructure items. Each Cost Centre will place a percentage of their budget into a Reserve Account each year.</p> <p>The Finance Committee will hold an extraordinary meeting within the next two weeks to discuss the <i>2017 Contributions and Charges and Personal Items List</i> for presentation to Council for discussion and ratification at the next meeting.</p> <p><b>Facilities Update</b> The Business Manager informed Council that this year the school has had the services of an additional gardener who was awaiting redeployment. Since the beginning of the year, he has rejuvenated soils and lawns as well as removing rubbish, dead and unwanted bushes and trees. Mr Castensen agreed that the gardens were looking much better but noted that the Science block still requires attention. He suggested that the area should have native plantings which would have the added benefit of being used to support the curriculum. Ms Street suggested that Mr Castensen make a submission to the Finance Committee for this project.</p>	<p>Article in next Balcatta Update/Bulletin re: The importance and benefits to students of paying Contributions and Charges.</p>																																				
<b>6.0</b>	<b>Report on IPS Presentation</b>																																					
	<p>Ms Notis, Mr Pestana and Ms Street reported on the presentation to the IPS selection panel which had taken place on Monday 1 August. The school will be advised late in Term 3 if it has been successful in obtaining IPS status. Copies were made available for Council members. Ms Notis commented that she was happy with the presentation and felt comfortable with the panel and encouraged by their response.</p> <p>On behalf of Council, Mrs Banks acknowledged the hard work, focused thought and planning of Mr Pestana, Ms Notis and members of the School Council Working Party in preparing for the IPS application.</p>																																					
<b>7.0</b>	<b>Lesley's China Adventure</b>																																					
	<p>Ms Street gave a presentation to Council on her six months as the upper school principal of an elite private school in China. She felt that this experience had been beneficial and she had gained insights into a different system. She stated that the biggest difference for her was that students, staff and parents all had extremely high expectations, not only of the school but of themselves. All were committed to ensuring that every student was able to enter the college or university of their choice.</p>																																					
<b>8.0</b>	<b>Principal's Report</b>																																					
	<p><b>School Numbers</b></p> <table border="0" data-bbox="231 1198 1069 1467"> <tr> <td colspan="2">August 2016</td> <td colspan="2">October 2015</td> </tr> <tr> <td>Year 7</td> <td>80</td> <td>Year 7</td> <td>117</td> </tr> <tr> <td>Year 8</td> <td>114</td> <td>Year 8</td> <td>114</td> </tr> <tr> <td>Year 9</td> <td>111</td> <td>Year 9</td> <td>117</td> </tr> <tr> <td>Year 10</td> <td>116</td> <td>Year 10</td> <td>115</td> </tr> <tr> <td>Year 11</td> <td>121</td> <td>Year 11</td> <td>107</td> </tr> <tr> <td>Year 12</td> <td>95</td> <td>Year 12</td> <td>94</td> </tr> <tr> <td colspan="2"><hr/></td> <td colspan="2"><hr/></td> </tr> <tr> <td><b>Total</b></td> <td><b>637</b></td> <td><b>Total</b></td> <td><b>657</b></td> </tr> </table> <p>Generally, numbers are lower and we are only getting a third of students from WBPS. The school is working hard to forge links with all local intake schools and has introduced a much stronger Transition program (see Communications Update).</p> <p><b>Events and Activities</b> As usual the school has been very busy since the last meeting. The following are just some of the events which have been organised for students and parents. The report by student council members covers most but other events included:</p> <ul style="list-style-type: none"> <li>• Parent Report day</li> <li>• Parent tour</li> <li>• English Conference at Curtin University</li> <li>• Year assemblies</li> <li>• Young Originals exhibition</li> <li>• Primary School Art exhibition – Tuesday 16 August at the gallery, 3.30pm to 4.30pm</li> </ul> <p>Ms Street opened her report by thanking Mr Pestana for his outstanding work as Principal during Semester 1. She felt the school had been in excellent hands. He, along with Helen Notis, worked tirelessly on the IPS initiative. Mr Pestana also completed a number of other departmental requirements during this time. She also expressed her thanks to Helen Maitland for her work in ensuring the Annual Report was completed and uploaded on time.</p> <p>Anna Kristancic has advised the Department that she will retire as from 26 August 2016. Anna has indicated, both to the Regional Director and to Stephen that she does not wish for any function to be held to farewell her. She has indicated that having a new annual award called</p>		August 2016		October 2015		Year 7	80	Year 7	117	Year 8	114	Year 8	114	Year 9	111	Year 9	117	Year 10	116	Year 10	115	Year 11	121	Year 11	107	Year 12	95	Year 12	94	<hr/>		<hr/>		<b>Total</b>	<b>637</b>	<b>Total</b>	<b>657</b>
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	<p>the "Anna Kristancic Award for Outstanding Achievement" was thanks enough and she is humbled by this honour. Council agreed to Ms Street's proposal that Council write to her officially to wish her well in her retirement.</p> <p><b>Communications Update</b> The new Website is up and running. The school is still refining some pages and sourcing additional information. It is important that the currency of the website is maintained, with one or two new stories per week. Council members expressed their approval of the new website which has received widespread favourable responses from the school community. The August Balcatta Update has been sent by email, website and hard copy. In addition to the Website, Balcatta Updates and Bulletins, the school is working to improve its communication through better email communication and direct links with parents via SEQTA and Connect.</p> <p>In response to Ms Street's request for ideas from Council members on how to promote the school, Ms Dwyer suggested that the school hold an Open Day to showcase the school. Ms Street said that an Open Day for former students was planned as part of the 50<sup>th</sup> Anniversary celebrations and this could be extended to prospective students and parents. She also informed Council that the 2016 Year 6 Transition program was very different from the past. Rather than just one day, Mrs Maitland had organised a series of events. Year 6 students from the feeder primary schools had already visited the high school on a number of occasions to take part in a STEM program with Mrs Hoy as well as Home Economics, Art and Computing lessons. The focus for their visits was determined by the primary schools. Mrs Maitland had also organised a Primary School Art Competition and Exhibition. This will take place on Tuesday 16 August in the Art Gallery from 3.30pm – 4.30pm. All Council members were invited to attend.</p> <p>As part of our communications process, photographs along with a brief biography of Council members would be uploaded to the website which has a section devoted to the Council. Council members were requested to send a two to three sentence biographical statement to the principal within the week.</p> <p><b>School Audit</b> The School Financial Improvement Plan has been finalised. The Plan came out of last year's Audit with some minor issues requiring rectification including the school asset register, stock-take and purchasing guidelines. Another issue was the handover file which has now also been resolved.</p> <p><b>Staffing and Timetabling 2017</b> Mr Pestana gave a preliminary report on these matters. Planning has commenced for next year. The projected numbers for 2017 are 20 to 30 students less than this year. This means that the timetable will be very tight especially in upper school but the school is confident that it can still offer a comprehensive program.</p> <p>If the school achieves IPS status, staffing will be more flexible and responsive to school needs. For example, the school was able to employ two "Teach for Australia" graduates this year. They have been a great addition to the school and it is hoped to continue to recruit additional outstanding young people from this program. The school also has a number of contracted staff who it would like to retain.</p>	<p>Ms Notis to write letter of thanks to retiring Principal Ms Anna Kristancic on behalf of Council.</p> <p>Council members to send brief biography (2/3 sentences) to principal.</p>
<p><b>9.0</b></p>	<p><b>Report from Student Council Members</b></p>	
	<p>Student Council members Matthew Milner and Shannon Muggeridge presented their report. They spoke about the following events and activities:</p> <p><b>River Cruises</b> Year 9 and 10 students enjoyed a fun-filled River Cruise last night. The wild winter weather did not detract from the fun. Year 11 and 12 students are looking forward to their River Cruise to be held on Wednesday 24 August which is the final social event before Year 12 graduation.</p> <p><b>Leavers Jackets</b> The design for the 2017 Leavers Jacket has been finalised and posted in all Year 11 form classes. The first round of fittings went well. There will be another round of fittings in the next month for those students who were absent. The students thought the process was quick and easy in large part due to the hard work of Mrs Jo Keep and her student council helpers.</p> <p><b>Debating Team</b> After a break of some years, Balcatta SHS students are once again engaged in Debating. The school fielded two teams, one in the junior division and the other in the senior division. The junior team was particularly successful, winning four of their seven debates against some very experienced teams such as Perth Modern and Hale School. They narrowly missed out on the finals. The students were coached by Mrs Curtis and Ms Blitvich who commented on how impressed they were by the students' team work and initiative and the strong support offered by the students' families.</p> <p><b>Choreography Nights</b> Very successful Choreography Nights were held on Thursday 28 July and Friday 29 July. These concerts included performances by all Specialist Dance students from Years 7 to 12</p>	

	<p>and were co-ordinated by the Year 12 students and choreographed by each year level. Shannon Muggerridge commented on how much the students appreciated the opportunity to create their own dance routines. Thanks to Ms Martin for organising yet another great performance.</p> <p><b>Indoor Sports Competitions – Years 7-10</b> Thanks to Mr Taseff and his fellow Phys-Ed teachers, students have been enjoying soccer and basketball competitions during recess and lunch. The finals have just finished and the winning teams were awarded the Respect-Unite-Excel Cup. Matthew Milner commented on the fantastic school spirit displayed at these events with students of all ages involved either as participants or spectators cheering on their teams. Ms Dwyer supported such events and suggested that the students could compete for a House cup each term. She also shared her experiences at the Police Academy where the cadets formed teams to compete for the ultimate prize.</p> <p><b>Year 10 Parent Information Evening and Subject Selection Interviews</b> After a well-attended Parent Information Evening held on Wednesday 27 July, parents and students have now started individual subject selection interviews. Year 9 and 10 students will also be attending the Skills West Expo on Friday. Shannon Muggerridge commented on how important the information evening and interviews had been in assisting her to make subject choices and decide on a career pathway when she was in year 10. Ms Broomfield and Ms Dwyer concurred and commended Mrs Criddle and her team on a very well-organised information evening. Ms Dwyer was particularly impressed with the equal value given to both ATAR and Non-ATAR pathways and she felt confident that all students would be well supported by the school whichever pathway they chose.</p> <p><b>Mentor Guest Speaker</b> During their mentor period on Tuesday 8 August, Years 7-12 students listened to a thought provoking talk by Jade Lewis who spoke about her personal battle against drug addiction. Matthew Milner felt that the talk resonated strongly with many students. The most important message which he drew from the talk was how important it was to 'draw the line' and not to engage in certain harmful behaviours. Mr Hatton commented that he had just come from a drug forum organised by the government to discuss the problem of methamphetamines in our society. The government hoped to get as many young people as possible involved in forums to help find ways to tackle this issue.</p> <p><b>Athletics Carnival</b> The carnival will be held on Thursday 1 September. Pre-athletics carnival events including High Jump and Discus have already started. Year 12 students traditionally dress up for the carnival.</p> <p><b>School Photographs – Years 7 to 12</b> These photographs were taken today.</p>	
<b>10.0</b>	<b>Other Business</b>	
	Ms Dwyer shared her recent experiences as a cadet in the Police Academy where, at the completion of each course, instructors elicited feedback from students using a simple survey. She asked whether this sort of feedback had been considered at Balcatta Senior High School. Ms Street responded that at its last meeting the Senior Learning Team had agreed that in order to continually improve teaching and learning teachers should survey each of their classes. This would commence in term 4.	
<b>11.0</b>	<b>Meeting Close</b>	
	The meeting was closed by Helen Notis at 7.25 pm.	

**Next Meeting Wednesday 7 September 2016**

Minutes accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Minutes seconded by: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Chair): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Principal): \_\_\_\_\_

Date: \_\_\_\_\_