



# Balcatta Senior High School Council

| Minutes of Meeting - Wednesday 23 March, 2016   |   |                |
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| <p><b>Attendees:</b><br/> <b>Parent Members:</b> Lara Broomfield, Helen Notis<br/> <b>Community Members:</b> Margaret Banks<br/> <b>Principal:</b> Stephen Pestana<br/> <b>Staff:</b> Kevin Castensen, Helen Maitland, Anna Sanzogni<br/> <b>Other:</b> Sharon Beccarelli</p> |   |                |
| <b>1.0</b>  | <b>Welcome and Apologies</b>  | <b>Actions</b> |
| <b>1.1</b>  | <p><b>Opening and Welcome</b><br/>           The Chairperson Helen Notis opened the meeting at 6.05 pm. Ms Notis welcomed Council members to the second meeting for 2016.</p>   |                |
| <b>1.2</b>  | <p><b>Apologies</b><br/>           Svetlana Naumoski. Margaret Banks tendered her apologies for the next meeting.</p>   |                |
| <b>2.0</b>  | <p><b>Acceptance of Previous Minutes</b><br/>           Helen Notis presented Council with the minutes of the meeting held on Wednesday 24 February 2016 for approval. Council endorsed the minutes of the previous meeting as complete and accurate.</p>   |                |
| <b>3.0</b>  | <b>Correspondence</b>   |                |
|   | <p><i>Inward:</i> None<br/> <i>Outward:</i> None</p>  |                |
| <b>4.0</b>  | <b>Actions Arising from Previous Meeting</b>  |                |
| <b>4.1</b>  | <b>IPS 2017: Approval to proceed</b>  |                |
|   | <p>Council unanimously reaffirmed its support to proceed with the application for Balcatta Senior High School to become an IPS and committed themselves to help in any way required.</p> <p>Mrs Banks stressed that community support and engagement are vital if the school is to be successful in this competitive process. There are only a fixed number of IPS positions available in each round.</p> <p>Mrs Banks also suggested that the possibility of establishing connections with the local Rotary Club be explored and stressed the importance of the student voice being heard. This could be done through the student council who would then consult with their peers.</p> <p>When Mr Castensen asked whether the wider school community was aware that Balcatta Senior High School was seeking to become an IPS, Mr Pestana responded that each Balcatta Bulletin had an article devoted to the IPS application and process. Ms Broomfield suggested that we could also hold an IPS Information Evening.</p> <p>Kevin Castensen expressed satisfaction with the school's decision to seek IPS status. He was confident that this would help raise the school's standing in the community. Stephen Pestana agreed and took the opportunity to commend the Associate Principal Helen Maitland on the extensive liaison/transition work which she was undertaking with the feeder primary schools which not only strengthened the links between the primary and high schools but also enhanced Balcatta Senior High School's profile in the community.</p> |                |
| <b>5.0</b>  | <b>Finances</b>   |                |
| <b>5.1</b>  | <b>School Budget 2016</b>   |                |
|   | <p>The Principal tabled and spoke to the operational <i>School Budget 2016</i> and <i>Funding Agreement for Schools 2016</i>. The Principal and Chairperson are required to sign off on the Funding Agreement.</p> <p>Mr Pestana devoted considerable time to explaining the intricacies of these documents and answering councillors' questions as it is imperative that Council has a good understanding of the school's finances.</p> <p>There have been changes to budgetary procedures ensuring greater accountability and transparency. The Budget accounts for spending against needs and plans. It includes Schedules A and B for targeted initiatives. Areas to note:</p> <ul style="list-style-type: none"> <li>• Initiatives:           <ul style="list-style-type: none"> <li>○ 2016 Strategic Plan for Literacy and Numeracy</li> <li>○ Engagement and attendance position</li> <li>○ WACE plus program support</li> </ul> </li> <li>• Existing Programs:           <ul style="list-style-type: none"> <li>○ G&amp;T Art</li> <li>○ Chaplaincy</li> <li>○ Special classes</li> <li>○ Teach for Australia (TFA)</li> <li>○ Vocational Education and Training (VET)</li> </ul> </li> </ul>   |                |

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|            | Mr Pestana also tabled and discussed the Comparative Budget for March 2016. Mrs Banks commented on the size of Reserves. Mr Pestana agreed that they were too small. Cost Centre Managers will continue to meet with Ms Beccarelli to plan for an increase in reserves.   |  |
| <b>5.2</b> | <b>Update</b>   |  |
|            | <p>Ms Beccarelli reported on the following:</p> <p><b>Collection Rates</b><br/>There has been a 50 per cent increase in year 11 and 12 fee collection rates compared to 2015 - \$14,000 (2015) \$36000 (2016). Ms Beccarelli attributed the improvement to timely reminder letters/invoices. The Year 7-10 collection rate was not as good and reminder letters would soon be sent out.</p> <p><b>Facilities</b><br/>The refit of Home Economics (Food and Textile rooms) will commence during the school holidays. The proposed completion date is week 1/2 of term two. The new rooms will have an up-to-date design and conform to current hospitality and occupational health and safety standards.</p> <p>A state of the art audio-visual system has been installed in the gymnasium. This will greatly enhance assemblies and presentation ceremonies.</p> <p>There are new grassed and seating areas throughout the school as well as new handball courts in A block. The students are enjoying these new facilities.</p> <p>Kevin Castensen expressed his appreciation on behalf of Council for all the hard work by Ms Beccarelli and her team to improve school facilities. These improvements had a positive effect on staff and student morale.</p>   |  |
| <b>6.0</b> | <b>Draft Annual Report 2015</b>   |  |
|            | <p>Helen Maitland tabled and spoke to the <i>Draft Annual Report 2015</i>.</p> <p>Mrs Banks commended the school on the significant and continued improvements in the following areas:</p> <ul style="list-style-type: none"> <li>• NAPLAN/OLNA</li> <li>• ATAR results</li> <li>• Attainment rate</li> <li>• VET</li> <li>• Attendance</li> </ul> <p>She suggested that these results be placed towards the beginning of the report.</p> <p>Mrs Maitland will present the final report at the next meeting.</p>  | Mrs Maitland to present the final <i>Annual Report 2015</i> at the next meeting. |
| <b>7.0</b> | <b>Business Plan 2017-2019</b>  |  |
|            | Mr Pestana informed Council that a new Business Plan was required for 2017-19. The school plan must align with the DET plan and will be guided by the IPS process in term 2. Council is required to have an input into this document.   |  |
| <b>8.0</b> | <b>Principal's Report</b>   |  |
|            | <p>The Principal, Mr Pestana presented his report in which he discussed the following:</p> <p><b>School Events</b><br/>A number of significant events have been held at the school during the term. These include:</p> <ul style="list-style-type: none"> <li>○ A very successful Year 7 Bush Camp to Nanga (Dwellingup).</li> <li>○ Welcome Events (pool parties) for all year levels and their parents.</li> <li>○ Visit by Fuchun Secondary School dance students from Singapore.</li> <li>○ A work by Tess Williams has been selected for the Year 12 Perspectives Exhibition.</li> <li>○ Student Councillors have attended the Grip Leadership Conference.</li> </ul> <p><b>Student Performance</b><br/><i>Behaviour</i><br/>The suspension rate has changed dramatically as the result of the new behaviour policy. There have been two suspensions just under the mid-point of semester one compared to 30 suspensions in semester one in 2015.</p> <p><i>Standards Tests</i><br/>OLNA has just finished and NAPLAN will take place early in term two. It is hoped that the specific strategies and small group tuition of identified students will continue to have a positive effect on students' results.</p> <p><i>Progress Reports</i><br/>There are concerns that the more stringent WCCC standards may preclude some students from graduating. Strategies have been put in place to assist at risk students.</p> <p>WACE Plus support is available for ATAR students to attend intensive courses in the holidays. There has been a pleasing response from year 12 students this year.</p> <p><i>Attendance</i><br/>All years have a 90% + attendance rates. The highest rate is amongst year 12 students which reflects their commitment to being successful at school.</p> |  |

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|             | <p><b>Staff</b></p> <p><i>Professional Learning</i></p> <ul style="list-style-type: none"> <li>• Four staff are attending workshops conducted by John Hattie, a world renowned expert in the area of teaching and learning.</li> <li>• Eight staff are attending workshops on the <i>Professional Learning Community</i>.</li> </ul> <p><i>Performance Management</i></p> <p>An audit of performance management processes is being undertaken.</p> <p><i>New Staff</i></p> <p>The school was pleased to welcome twelve new teachers to the school this year. They have fitted well into the school and are performing well. The <i>Teach for Australia</i> appointees are outstanding.</p> |  |
| <b>9.0</b>  | <b>Other Business</b>  |  |
|             | Lara Broomfield noted at she was pleased to see a teacher on afternoon duty in Amelia Street in addition to the teachers on bus duty at the entrance of the school.  |  |
| <b>10.0</b> | <b>Meeting Close</b>   |  |
|             | The meeting was closed by Helen Notis at 7.20 pm.  |  |

**Next Meeting Wednesday 15 June 2016**

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

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

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

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

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

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

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

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