

# BALCATT SENIOR HIGH SCHOOL

## School Board Meeting

### Wednesday 26 February 2020

### Staffroom

| Minutes of Meeting – 26 February 2020  |   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
|--|---|---|---------------|-------------|-----------|----------|-------------|---------------|---------------|--------|------------------------------------|---------|------------|--|
| <b>Attendees:</b><br><b>Community Members:</b> Kevin Fraser, Carli Sanbrook, Professor Ted Snell<br><b>Parent Members</b> Georgina Dragicevich-Knight, Helen Notis (Chair), Igor Veljanoski<br><b>Principal:</b> Helen Maitland<br><b>Staff:</b> David Curtis, Tessa Curtis, Mark Entwistle, Tegan Walker<br><b>Students:</b> None<br><b>Secretary:</b> Anna Sanzogni<br><b>Invited guests/observers:</b> None |   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 1.0  | <b>Welcome and Apologies</b>  | <b>Actions</b>                                      |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 1.1  | <b>Opening and Welcome</b><br>The Chairperson opened the meeting at 6pm. Ms Notis welcomed Board members to the first meeting of the School Board for 2020. She introduced and welcomed new Staff representatives: David Curtis, Tessa Curtis, Mark Entwistle and Tegan Walker.<br><br>Ms Notis reminded Board members of the norms and protocols for meetings, the purpose and terms of reference of the School Board as well as the key points of the Code of Conduct which have been agreed to and signed off by all members.  |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 1.2  | <b>Apologies</b><br>Margaret Banks, Sharon Beccarelli, Chris Hatton, Phillip Saraceni   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 2.0  | <b>Review of Previous Minutes</b><br><br>Helen Notis presented the Board with the minutes of the meeting held on Wednesday 4 December 2019 for approval. The minutes were endorsed as complete and accurate.<br><br>Ms Notis spoke to <b>Item 8.0 Proposed Meeting Dates</b> (Meeting #8 - Wednesday 4 December 2019) in which it was agreed that in 2020 the number of meetings could be reduced from eight to six as required and that some meetings could be extended if more extensive discussions were required.<br><br>She moved that the number of meetings should remain at eight to allow for crucial Board deliberations in response to the ESAT Review and the Balcatta SHS Upgrade. The motion was seconded by Professor Snell and passed unanimously.<br><br><b>Agreed Meeting Dates 2020</b><br><br><table><tr><td><b>Term 1</b></td><td><b>Term 3</b></td></tr><tr><td>26 February</td><td>12 August</td></tr><tr><td>25 March</td><td>9 September</td></tr><tr><td><b>Term 2</b></td><td><b>Term 4</b></td></tr><tr><td>20 May</td><td>4 November (Annual Public Meeting)</td></tr><tr><td>17 June</td><td>2 December</td></tr></table> | <b>Term 1</b>                                       | <b>Term 3</b> | 26 February | 12 August | 25 March | 9 September | <b>Term 2</b> | <b>Term 4</b> | 20 May | 4 November (Annual Public Meeting) | 17 June | 2 December |  |
| <b>Term 1</b>  | <b>Term 3</b>   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 26 February  | 12 August   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 25 March   | 9 September   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| <b>Term 2</b>  | <b>Term 4</b>   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 20 May   | 4 November (Annual Public Meeting)  |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 17 June  | 2 December  |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 3.0  | <b>Correspondence</b>   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
|  | <i>Inward:</i> None<br><i>Outward:</i> None   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 4.0  | <b>Election of Chair</b>  |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
|  | In accordance with the Balcatta Senior High School's Board Terms of Reference, an election was held for the position of Chair. Helen Notis was elected unopposed as Chair of the School Board for 2020.   |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
| 5.0  | <b>Actions Arising</b>  |   |               |             |           |          |             |               |               |        |                                    |         |            |  |
|  | <b>School Business Plan 2020-2022 (SBP 2020-2022).</b><br>Mrs Maitland tabled and discussed the <b>SBP 2020-2022</b> in detail. Mrs Maitland explained that the plan was a living document that would continuously evolve and change. It had taken into account the findings of the ESAT Review as well as input from teaching staff. 2020 Learning Area Plans would also align with the SBP.<br><br>After discussion, the Balcatta SHS Board approved the <b>School Business Plan 2020-2022</b> with amendments as noted by the Principal.<br><br>Mrs Maitland thanked Associate Principal Mrs Audrey Smith for her extensive work on the SBP.   | Anna Sanzogni to send revised SBP to Board members. |               |             |           |          |             |               |               |        |                                    |         |            |  |

|             |  |  |
|-------------|--|--|
| <b>6.0</b>  | <b>Finance Update</b>  |  |
|             | <p><b>6.1 Finance Update</b></p> <p>Prior to the meeting, Board members received the <i>Preliminary One Line Budget Plan Statement</i>, <i>Cash Report</i> and <i>Salaries Plan</i> issued on 24 February 2020 as well as documents summarising 2020 enrolments and graphs showing the number of funded students from 2015-2020.</p> <p>Board members noted the positive enrolment trends in Years 7-10 and stressed the importance of devising programs and strategies to retain these students into Years 11-12. The reasons for the decline in student numbers in the senior years was also discussed.</p> <p>In response to Mr Veljanovski's question about additional staffing for increased students, Mrs Maitland clarified that the student centred funding model ensured that the school would be able to provide additional teachers as required.</p> <p>Mr Veljanovski asked whether the school had explored measures to reduce energy expenditure and utility bills. As Ms Beccarelli was not present at the meeting, Mrs Maitland would refer this issue to her for a response.</p> | Ms Beccarelli to outline possible measures to reduce energy costs at next meeting.                       |
| <b>7.0</b>  | <b>School Review Update</b>  |  |
|             | <p>Mrs Maitland gave the Board an update on how the school was responding to the recommendations and findings of the ESAT Review. Care had been taken to align the School Business Plan focus areas and milestones with the review findings.</p> <p>Mrs Maitland requested that future Board minutes include a table listing Board members and their tenures.</p>  | Ms Sanzogni to compile School Board Tenure Table. See below.   |
| <b>8.0</b>  | <b>2020 WACE Report</b>  |  |
|             | <p>Ms Curtis tabled a detailed 2019 WACE Summary (attached). While noting positive trends such as: an increase in numbers of students eligible for WACE, increased Attainment Rates and Achievement Standards as well as consistent OLN Achievement and VET enrolments, she also pointed to a decline in the ATAR performance and discussed the contributing factors.</p> <p>Mrs Maitland stressed the importance of students being in the correct pathways i.e. university TAFE, apprenticeships etc. and that some students who had chosen an ATAR pathway had done so against the advice of the school. The school would continue to carefully counsel students and parents and offer support and enrichment programs to ensure success for all students. These include: Year 12 ATAR English Master Classes, Year 12 mentoring and monitoring of every Year 12 student and OLN preparation and monitoring.</p>   |  |
| <b>9.0</b>  | <b>Principal's Report</b>  |  |
|             | <p>In her report Mrs Maitland discussed the many events and activities which have taken place in the school since the last meeting. She made particular reference to:</p> <ul style="list-style-type: none"> <li>Increased (70+) student numbers.</li> <li>BSHS Upgrade – Technology wing handover start of term two.</li> <li>Staffing Update.</li> <li>New School Leadership model.</li> <li>New Teacher Led Community (TLC) model.</li> <li>Discussions with Australian Business and Community Network to develop partnership which will provide opportunities for our students.</li> </ul>   | Student Services Manager Tegan Walker to talk about 2020 School Leadership Model at future Board meeting |
| <b>10.0</b> | <b>Other Business</b>  |  |
|             | None.  |  |
| <b>11.0</b> | <b>Meeting Close</b>   |  |
|             | The meeting was closed by Helen Notis at 7.05 pm.  |  |
| <b>12.0</b> | <b>Next Meeting</b>  |  |
|             | Wednesday 25 March 2020  |  |

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

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

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

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

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

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

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

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

**School Board Members and Tenures**

| Name                              | Tenure End |
|-----------------------------------|------------|
| <b>Parent Representatives:</b>    |            |
| Georgie Dragicevich-Knight        | 2020       |
| Helen Notis                       | 2020       |
| Phillip Saraceni                  | 2021       |
| Igor Veljanoski                   | 2021       |
| <b>Community Representatives:</b> |            |
| Margaret Banks                    | NA         |
| Kevin Fraser                      | NA         |
| Chris Hatton                      | NA         |
| Carli Sanbrook                    | NA         |
| Ted Snell                         | NA         |
| <b>Staff Representatives:</b>     |            |
| David Curtis                      | 2022       |
| Tessa Curtis                      | 2022       |
| Mark Entwistle                    | 2022       |
| Tegan Walker                      | 2022       |
| <b>Principal:</b>                 |            |
| Helen Maitland                    | NA         |