

# BALCATT A SENIOR HIGH SCHOOL

## School Board Meeting

### Wednesday 22 May 2019

#### Staff Room

Minutes of Meeting – 22 May 2019		
<b>Attendees:</b> <b>Community Members:</b> Carli Sanbrook, Ted Snell <b>Parent Members:</b> Georgina Dragicevich-Knight, Karen Paull, Helen Notis (Chair), Phillip Saraceni, Igor Veljanoski <b>Principal:</b> Helen Maitland <b>Staff:</b> Kevin Castensen, Tessa Curtis, Kevin Fraser <b>Secretary:</b> Anna Sanzogni <b>Invited guests/observers:</b> Tessa Whiting		
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Actions</b>
<b>1.1</b>	<b>Opening and Welcome</b> The Chairperson opened the meeting at 6pm. Ms Notis welcomed Board members and invited guests to the third meeting of the Board for 2019. She introduced Tessa Whiting, the Academic Extension Co-ordinator, who had been invited to address the Board.	
<b>1.2</b>	<b>Apologies</b> Margaret Banks, Sharon Beccarelli	
<b>2.0</b>	<b>Review of Previous Minutes</b>	
	Helen Notis presented the Board with the minutes of the meeting held on Wednesday 27 March 2019 for approval. Board members endorsed the minutes of the previous meeting as complete and accurate.	
<b>3.0</b>	<b>Correspondence</b>	
	<i>Inward:</i> Ms Notis tabled a letter from the DoE outlining the school review process which would be undertaken in term four. <i>Outward:</i> None	
<b>4.0</b>	<b>Actions Arising</b>	
<b>4.1</b>	<b>Annual Report 2018</b> The Principal tabled the completed Annual Report 2018 which incorporated feedback from Board members and met all DoE requirements. The report has been uploaded to the DoE's website.	
<b>5.0</b>	<b>Academic Extension Program Update 2019-2020</b> <b>Priority 1:</b> Success for all students #3 Design and implement an academic extension program	
	The Academic Extension Co-ordinator, Ms Tessa Whiting, gave the Board an update of the Academic Extension Program 2019-2020.  Ms Whiting reported that the first round of testing for Year 6 students wishing to enter the program for next year had been completed with 39 applicants, a significant increase on 2018. 28 of these students were potential candidates.  The Year 7 AEP class has participated in a variety of extension activities including Maths Olympiad, Maths Challenge Q, English Write 4 Fun Competition and Wizard of Oz, Science exploration of 11/12 Chemistry concepts and forensics workshop. Once the Peer Mentoring Program is completed, these students will also undertake extension activities in their mentor class.  Extension activities for all students are continuing. These include Electronics Club, Debating, Optiminds Challenge and Book in a Day. Additional opportunities will be taken up if they become available.  In response to Ms Dragicevich-Knight's question as to whether extension opportunities would be made more widely available, it was noted that this was desirable but limited by funding constraints. Opportunities for additional funding will be explored.  On behalf of the Board, Ms Notis acknowledged the exceptional work by Ms Whiting in the role of AEP Co-ordinator. As the parent of a student in the Program, Mr Veljanoski felt that the program was a positive addition to the school's curriculum.	
<b>6.0</b>	<b>Finance</b>	
	<b>6.1 Endorsement of Funding Agreement</b> The Funding Agreement 2019 was tabled, recognised as an attachment to the Delivery and Performance Agreement and endorsed by all Board members. <b>6.2 Finance Update</b> Prior to the meeting, Board members received the Operational One Line Budget Plan Statement, Cash Report and Salaries Plan issued on 16 May 2019. As the Manager of Corporate Services	

	<p>was not present, Board members were asked to email any queries regarding these documents to her.</p> <p>Mrs Maitland reported on the targeted Professional Learning she had attended with the Manager of Corporate Services on how to review the Operational Budget. As a result of significant additional enrolments post census, the school may be in a position to make a submission to the Budget Review Committee for additional funding. The Executive Team will meet in Week 9 to consider whether this budget review submission will be possible for Semester two.</p>	
<b>7.0</b>	<b>School Business Plan Target Review (SBPTR)</b>	
	<p>Mrs Maitland tabled and discussed the School Business Plan 2017-2019 Target Review for Priority 1: Success for all Students and Priority 2: Excellence in Teaching. The purpose of the review is to provide an on overview of the school's progress in achieving these targets.</p> <p>Board members were requested to provide feedback on the SBPTR before the next meeting.</p>	A.Sanzogni to email <i>School Business Plan 2017-2019 Target Review</i> document to Board members for comment and feedback prior to next meeting.
<b>8.0</b>	<b>OLNA Update</b> <b>Priority 1: Success for all students #5</b>	
	<p>Ms Curtis gave a summary and detailed analysis of the round one OLN results for 2019. There were a number of positive achievements for both individual students and the school as a whole. The progress of Year 12 students has been very pleasing with an improved percentage of Year 12 students attaining the standard across the three components compared to Year 12, round one in 2018. The Year 10 cohort has performed better than expected.</p> <p>The school continues to offer significant support to assist students in attaining the standard.</p>	
<b>9.0</b>	<b>Principal's Report</b>	
	<p>The Principal's Report was emailed to Board members before the meeting.</p> <p>Mrs Maitland informed the Board that <b>PS Structures</b>, a local building company with substantial experience in educational builds has been appointed. Ms Beccarelli is working closely with the site manager to ensure minimal disruption to day-to-day school operations. The expected completion date for the new buildings is September 2020 and the refurbishment of the existing heritage buildings is expected to be completed by 2021.</p> <p>Mrs Maitland thanked Mr Fraser and his team for their hard work in delivering the NAPLAN tests. Students who had connectivity issues are being given the opportunity to re-sit the Writing test on Tuesday 28 May.</p> <p>Mrs Maitland also informed the Board that the school's Independent Public School Review is scheduled for term four. Preparation and Planning is underway using the Electronic School Assessment Tool (ESAT). The Review team will talk to representatives of different groups within the school and the wider school community. The Board will be kept abreast of developments in this process.</p> <p>Mrs Maitland tabled the completed School Prospectus.</p>	
<b>10.0</b>	<b>Other Business</b>	
	Ms Notis reminded Board members of the requirement to complete their Nationally Coordinated Criminal History Check (NCCHC) through the Department's Screening Unit.	
<b>10.0</b>	<b>Meeting Close</b>	
	The meeting was closed by Helen Notis at 7 pm.	
<b>11.0</b>	<b>Next Meeting</b>	
	19 June 2019	

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

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

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

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

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

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

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

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