

# BALCATT SENIOR HIGH SCHOOL

## School Board Meeting

### Wednesday 27 May 2020

#### Staffroom and Remotely

Minutes of Meeting – 27 May 2020		
<p><b>Attendees:</b>  <b>Community Members:</b> Margaret Banks*, Kevin Fraser*, Chris Hatton, Carli Sanbrook*, Professor Ted Snell*  <b>Parent Members:</b> Georgina Dragicevich-Knight*, Helen Notis (Chair), Phillip Saraceni, Igor Veljanoski*  <b>Principal:</b> Helen Maitland  <b>Staff:</b> David Curtis, Tessa Curtis, Mark Entwistle, Tegan Walker  <b>Students:</b> None  <b>Secretary:</b> Anna Sanzogni  <b>Invited guests/observers:</b> Sharon Beccarelli (Left meeting at 6.35 pm after completion of finance update and financial report)            * Attended meeting remotely</p>		
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Actions</b>
<b>1.1</b>	<p><b>Opening and Welcome</b>            The Chairperson opened the meeting at 6pm. Ms Notis welcomed Board members to the second meeting of the School Board for 2020 and its first E-meeting due to Covid19 social distancing requirements. Ms Notis thanked Kevin Fraser, Igor Veljanoski and David Curtis for their efforts in organising the E-meeting.</p>	
<b>1.2</b>	<p><b>Apologies</b>            None</p>	
<b>2.0</b>	<b>Review of Previous Minutes</b>	
	Helen Notis presented the Board with the minutes of the meeting held on Wednesday 26 February for approval. The minutes were endorsed 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</b>	
	<p><b>4.1 Future Energy Saving Measures</b>            In response to queries from Mr Veljanoski, Mrs Maitland outlined energy saving measures to be adopted by the school particularly in relation to the new build and refurbishment of the existing heritage buildings. These include the:</p> <ul style="list-style-type: none"> <li>• Provision of 56 new solar panels to replace those removed from the gym.</li> <li>• Installation of energy efficient sensor lighting and air conditioning in both new and refurbished buildings.</li> </ul> <p>In the ensuing discussion, Board members canvassed a number of issues including the:</p> <ul style="list-style-type: none"> <li>• Possibility of installing solar panels to heat the pool.</li> <li>• Conducting a School Energy Audit.</li> <li>• Tapping into Western Power Community placed batteries in the future.</li> </ul> <p>Ms Beccarelli will provide an energy update with regard to pool heating and community placed batteries at the next meeting.</p> <p><b>4.2 Student Leadership Model 2020</b>            Tegan Walker, Tessa Curtis and David Curtis described the newly adopted Student Leadership Model. The school now had two senior student leaders who would be supported by working parties comprising students from all year levels. Thirty students have nominated to join the following working parties:</p> <ol style="list-style-type: none"> <li>1. School Ball.</li> <li>2. School Assembly Organisation.</li> <li>3. Whole School Initiatives E.g. Act, Belong Commit, NAIDOC Week. Harmony Day etc.</li> <li>4. Social Events</li> <li>5. Sports Carnivals</li> </ol> <p>Mr Hatton endorsed the concept and expressed the opinion that it was well-timed to coincide with the school upgrade and he was sure that it would instil a sense of pride in the students.</p> <p><b>4.3 School Board Tenure Table</b>            Ms Notis drew the Board's attention to the updated School Board Tenure Table below.</p>	Ms Beccarelli Energy Update at next meeting.
<b>5.0</b>	<b>Finance Update</b>	
	<p><b>6.1 Finance Update</b>            Prior to the meeting, Board members received the <i>Operational One Line Budget Plan Statement, Cash Report and Salaries Plan</i> issued on 19 May 2020 as well as Finance Committee Minutes and a table summarising the comparative collection rates for <i>Contributions and Charges Collection Rates from 2017-2020</i>.</p>	

	<p>In the ensuing discussion the Board noted the impact of Covid19 on the payment of fees which had slowed after a positive start to the year. It was also noted that, at present, schools were not permitted by the DoE to send reminders to parents requesting the payment of Contributions and Charges. It is anticipated that payment reminders/accounts would resume as normal in term three.</p> <p>Ms Notis re-affirmed that it was important that a timely and proactive approach be taken with regard to the collection of fees and debt collection. Chris Hatton also reminded the Board that it was equally important that empathy be displayed towards struggling families and emphasised the importance of fee payment plans.</p> <p>The possibility of taking students out of high cost options was also discussed but this is not viable in a small school as there are often no low cost alternatives available.</p>	
<b>6.0</b>	<b>OLNA Update Priority 1: Success for all students #5</b>	
	<p>Ms Curtis gave a summary and detailed analysis of the round one OLNA results for 2020. 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 2019. 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> <ul style="list-style-type: none"> <li>• Writing continues to be a focus component.</li> <li>• Two Teacher Learning Communities – Literacy and Numeracy are working on the whole school Literacy and Numeracy Plans. These plans are incorporating associated aspects of the School Business Plan with regards to NAPLAN, OLNA and WACE.</li> <li>• English and Maths Learning Areas are offering after school tutoring.</li> <li>• Year 12's will be provided a wider window to complete Round 2 OLNA in September to counter interruptions due to COVID19.</li> <li>• Year 9 students will be offered the opportunity to sit the OLNA Writing component to counter interruptions due to COVID19.</li> <li>• OLNA information to be included in Year 7-9 Parent presentations to provide students and parents with an understanding of pathways and requirements.</li> <li>• Studiosity continues to be offered to students in Years 10-12 as a free tutoring resource.</li> </ul> <p>Mr Hatton thanked Ms Curtis for once again providing the Board with comprehensive data and analysis on this important assessment.</p>	
<b>7.0</b>	<b>School Leadership Model 2020</b>	
	See <b>Actions Arising 4.2</b>	
<b>8.0</b>	<b>Additional School Development Day Term 3</b>	
	Mrs Maitland informed the Board that there would be an additional Staff Development Day (SDD) in Term 3 as the SDD's in Term 2 had been devoted to the preparation of online learning resources.	
<b>9.0</b>	<b>Principal's Report</b>	
	<p>Mrs Maitland gave a comprehensive report on the many issues faced by the school since the outset of the Coronavirus and the last meeting of the Board in February.</p> <p><b>Census</b> The school's Census numbers were accepted with no discrepancies. Funding was allocated for 668 of 704 students.</p> <p><b>Staffing Update</b> The following positions have been filled:</p> <ul style="list-style-type: none"> <li>• HOLA Mathematics – Madeline Sinagra</li> <li>• Science/Psychology teacher – Christina Palandri</li> <li>• Gifted &amp; Talented Art Coordinator – Elena Bollweg</li> <li>• AEP Coordinator – Megan Lucas</li> </ul> <p>Much loved and respected long term staff member Ed Support Assistant Bev Dainton passed away 23 May.</p> <p>Podcast presentation by TFA Ethan Warasi in which he described his passion for teaching and science and the journey which led him to the teaching profession.</p> <p><b>School Direction</b> The school is developing a "shared approach" to teaching and learning based on feedback from Learning Areas.</p> <p><b>COVID19</b> Mrs Maitland spoke about the significant impact of Covid19 on the school's operations. She made reference to the:</p> <ul style="list-style-type: none"> <li>• Increased workload for all staff –administrative, teaching and support staff.</li> <li>• Whole school approach to online curriculum.</li> </ul>	

	<ul style="list-style-type: none"> <li>Working from home and Alternative Working Arrangements for a number of staff.</li> <li>Withdrawal of external agency support for students.</li> <li>Cancellation/withdrawal of extra-curricular activities and suspension of Transition Program.</li> <li>Impact on the Gifted and Talented Visual Art Program.</li> <li>Impact on student attendance, curriculum delivery, assessment and reporting to parents.</li> </ul> <p>Mrs Maitland concluded this section of her report by affirming her confidence that all schools were better prepared in the event of a second wave of Coronavirus and subsequent move to on-line learning.</p> <p><b>Timetable 2021</b> Timetable preparation has commenced.</p> <p><b>Transition to New Build</b></p> <ul style="list-style-type: none"> <li>Technology classes have commenced despite some rooms not functionally ready. Issues are being addressed.</li> <li>Proposed date for move to main building: week7/8 term 3. Whole school must move to allow refurbishment of existing buildings. Rooming will be tight until Year 12 students leave. All available spaces will have timetabled classes.</li> <li>Discussions with HOLA/TICs re particular resourcing requirements and furniture selection for new build.</li> </ul> <p><b>School Improvement (Follow-up from School Review)</b></p> <ul style="list-style-type: none"> <li>Whole school review process with feedback from staff.</li> <li>Executive and SLT working on ESAT Domain areas, audit of links to School Business Plan.</li> <li>Learning Area (LA) Review meetings and discussions focusing on School Review findings have taken place with HOLA/TICs.</li> <li>Review Meeting with Assistant District Director: school improvement summary tabled and discussed. Focus Areas identified for next meeting.</li> </ul> <p><b>School Planning</b></p> <ul style="list-style-type: none"> <li>School Business Plan (SBP) A3 poster to be placed in each classroom.</li> <li>School Accountability Cycle in school operations and Learning Area Plans.</li> <li>Performance Development process outlined to staff with articulation to SBP and LA plans.</li> </ul> <p><b>Operational Plans</b></p> <ul style="list-style-type: none"> <li>Learning Areas have developed their Operational LA plans with feedback provided from Executive team.</li> <li>New Teacher Led Communities (STEAM, Social Emotional Learning, Mindfulness, One Note, Literacy/EALD and Numeracy) have met and developed action plans/focus.</li> <li>Literacy Plan has been developed.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Primary School talks have commenced.</li> <li>Year11/12 Exam Planning is underway.</li> <li>DETECT School Study: Balcatta SHS has been selected to take part in <i>Project 3: Well Being Survey</i>.</li> </ul>	
10.0	<b>Other Business</b>	
	<p>Chris Hatton expressed his concern regarding parking and traffic management in relation to the expanded school particularly at drop-off and pick-up. He was informed that existing bus zones and drop-off/pick-up areas would be retained. Mrs Maitland to discuss Traffic management at next Building meeting and update Board members at next meeting.</p> <p>Helen Notis commended Professor Snell on his articles in The West Australian in which he spoke about the importance of the Arts to both the community and the economy and the need for Government to support the Arts sector in these difficult times.</p>	Mrs Maitland to update Board members on traffic management issues related to the school upgrade at next meeting.
11.0	<b>Meeting Close</b>	
	The meeting was closed by Helen Notis at 7.25 pm.	
12.0	<b>Next Meeting</b>	
	Wednesday 24 June 2020 (TBC)	

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