



**BALCATT A SENIOR HIGH SCHOOL**  
**School Board Meeting**  
**Wednesday 11 September 2019**  
**Staff Room**

<b>Minutes of Meeting – 11 September 2019</b>		
<b>Attendees:</b> <b>Community Members:</b> Chris Hatton, Ted Snell <b>Parent Members</b> Georgina Dragicevich-Knight, Helen Notis (Chair), Phillip Saraceni, Igor Veljanoski <b>Principal:</b> Helen Maitland <b>Staff:</b> Kevin Castensen, Audrey Smith <b>Students:</b> Reese Abastillas, Asha Budalich, Alyce Flatters, Mali Frazer, Kaiser Htat, Ava Kelly, Kaitlyn Pope <b>Secretary:</b> Anna Sanzogni <b>Invited guests/observers:</b> Sharon Beccarelli (Manager of Corporate Services)		
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Actions</b>
1.1	<b>Opening and Welcome</b> The Chairperson opened the meeting at 6pm. Ms Notis welcomed Board members and student guests to the sixth meeting of the Board for 2019.	
1.2	<b>Apologies</b> Margaret Banks, Tessa Curtis, Kevin Fraser, Carli Sanbrook	
<b>2.0</b>	<b>Music Student Presentation – Priority 1 Success for all Students and Priority 3 Student Engagement</b>	
	Seven Year 7, 8 and 9 Students from the school's music program spoke to the Board about the organisation of the school's music program, preparations for their first external public appearance in the Passion Project WA, a massed choral performance of <i>Stand by Me</i> at UWA with over one hundred students from other public schools. Students also responded to questions from Board members. The school has received over 40 applications for the program for 2020. On behalf of the Board Ms Notis thanked the students for attending the meeting and for their insights into the Music program. The students left the meeting after their presentation.	
<b>3.0</b>	<b>Review of Previous Minutes</b>	
	Helen Notis presented the Board with the minutes of the meeting held on Wednesday 14 August 2019 for approval. The minutes were endorsed as complete and accurate.	
<b>4.0</b>	<b>Correspondence</b>	
	<i>Inward:</i> Margaret Banks - National Police Clearance. <i>Outward:</i> Karen Paull – letter confirming end of tenure and requesting formal resignation as outlined in terms of Reference. Kevin Fraser – invitation to join Board as community member.	
<b>5.0</b>	<b>Actions Arising</b>	
5.1	<b>School Business Plan Target Review (SBPTR)</b> Mrs Maitland thanked Board Members for their input into the SBPTR and informed the Board that as targets continued to be refined, they would be brought to the Board for discussion.	
5.2	<b>ESAT School Board Working Party (<i>Electronic School Assessment</i>)</b> Ms Notis reported that the ESAT School Board Working Party comprising the Board chair, Tessa Curtis, Georgie Dragicevich-Knight and Margaret Banks had a productive meeting in which a number of issues to support the school review had been discussed. They were confident that the Board was an open and transparent body with a varied and talented membership which had effectively migrated from a Council to a Board with a focus on continued improvement.	
<b>6.0</b>	<b>Finance Update</b>	
	<b>6.1 Finance Update</b> Prior to the meeting, Board members received the <i>Operational One Line Budget Plan Statement</i> , <i>Cash Report</i> and <i>Salaries Plan</i> issued on 5 September 2019 as well as the minutes of the Finance Committee meeting held on 4 September 2019. At the meeting Ms Beccarelli tabled the current <i>Voluntary Contributions and Charges Collection Rates for the Calendar Year 2019</i> and responded to questions from Board members regarding the school's finances.  The Board had a wide ranging discussion about ways to further improve the school's collection rate. The suggestions included: a small discount for those families who paid 100% of their fees upfront and a raffle with a substantial prize (donated) for early payment of fees. The issue of excluding students who do not pay fees from expensive options was also discussed. Mrs Maitland reminded the Board that this was difficult in a small school as there were not always sufficient low cost alternatives available. Mr Hatton concluded the discussion by reminding the Board that meeting the Contributions and Charges impost was often difficult especially for large families and that any incentives and/or penalties considered by the Board should be within DoE	

	<p>Guidelines.</p> <p><b>6.2 Ratification of Contributions and Charges 2020 (Defer to next meeting)</b>  Board members unanimously agreed to defer the <i>Ratification of Contributions and Charges 2020</i> to the next meeting. These documents to be emailed to Board members as soon as ratified by Finance Committee to enable Board Members to email questions to Manager of Corporate Services prior to the next meeting.</p>	A.Sanzogni to email 2020 Budget documents to Board members after approval by Finance Committee.
<b>7.0</b>	<b>School Board survey. Priority 4: Effective Leadership and Governance.</b>	
	Mrs Maitland tabled the School Board Self-Assessment Survey which formed part of the ESAT which will be undertaken biannually. Mr Castensen welcomed the survey which he was confident would provide an impetus for reflection, improvements and changes to the Board's operations.	Survey emailed to Board members. Analysis of results discussed at next meeting.
<b>8.0</b>	<b>NAPLAN Update. Priority 1: Success for all students</b>	
	Mrs Smith tabled preliminary NAPLAN results and talked about the initial trends emerging from these results. These would be discussed in detail at the next meeting along with strategies to support students at risk as well as extension strategies for high performing students.	
<b>9.0</b>	<b>Principal's Report</b>	
	<p>In her report the Principal discussed the many events and activities which have taken place in the school since the last meeting, with particular reference to the following:</p> <p><b>Upgrade</b></p> <ul style="list-style-type: none"> <li>The provision of service infrastructure for Stage 3 has commenced in A block and administration.</li> <li>External walls and framework erected.</li> <li>Footings in place.</li> </ul> <p><b>School Events and Activities</b></p> <ul style="list-style-type: none"> <li><b>GAT Art exhibitions:</b> Two finalists in Lester Prize for Portraiture (Torren Whisson and Melina Hosseinzadeh Oroumi)</li> <li><b>Music (first public appearance)</b> Choir performed at the WA Government Schools Choral Festival. Awarded a Certificate of Excellence in the "Novice Choir Division". Guitar ensemble performed at WA Classical Guitar Ensemble Festival and were awarded an Outstanding Certificate.</li> <li><b>Academic Extension/Enrichment:</b> OptiMINDS. Two teams performed well, one team selected to compete in State finals.</li> <li><b>Girls in STEM</b> at TAFE. Ten Year 9/10 students selected to participate.</li> <li><b>Athletics Carnival:</b> very successful, great participation by students.</li> <li><b>ActBelongCommit-</b> Foodbank-food donation drive, well supported by staff, students and families.</li> </ul> <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>NAPLAN: preliminary summary produced by ACARA. Detailed analysis released 18 September.</li> <li>OLNA testing underway.</li> <li>ICAS testing underway.</li> </ul> <p><b>School Review</b></p> <ul style="list-style-type: none"> <li><b>Business Plan:</b> under review.</li> <li><b>Climate Surveys:</b> currently being administered</li> <li><b>Public School Review:</b> Balcatta SHS Public School Review is scheduled for 21 November. Confirmation letter from DoE.</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>Planning is underway for <b>Academic Challenge</b> open to Year 5 students from Local Intake Schools.</li> <li><b>Department of Education Study in Perth:</b> Year 12 international student Hugh Zang's testimonial to be used for the China Expo campaign.</li> <li><b>GAT 40<sup>th</sup> Anniversary:</b> planning is well underway. City of Stirling has agreed to showcase our 40<sup>th</sup> as part of their annual art exhibition. Shaun Tan will be attending Q&amp;A at COS on Friday 1 November. GAT Tutors invited to create and exhibit 40x40 art pieces.</li> <li><b>Education Support Planning:</b> Balcatta SHS upgrade is to include an Education Support Program to cater for up to 75 students. There has been an initial meeting with DoE, to discuss proposed model/marketing/ level of disability/staffing/buses/building compliance etc.</li> </ul> <p><b>Other Business</b></p> <ul style="list-style-type: none"> <li><b>Scholars in Residence:</b> The school is currently hosting three ECU pre-service teachers who are undertaking internships in the Arts, Science and Physical Education.</li> <li><b>SportsReady:</b> The school has been offered the opportunity to recruit trainees to meet our school profile (Physical Education and Arts)</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>ABCN:</b> Business partnering with education. Balcatta SHS exploring opportunities for our students in this area.</li> </ul>	
<b>10</b>	<b>Other Business</b>	
	<p>Mr Hatton expressed his concern with regard to the adequate provision of parking and drop-off zones for parents and students once the Balcatta SHS is complete. Mrs Maitland noted that the existing parking/drop-off areas would remain and be complemented by the addition of parking at the new Amelia Street entrance of the school.</p> <p>Ms Notis commended the school on its Facebook page which had enhanced the school's communication.</p>	
<b>11.0</b>	<b>Meeting Close</b>	
	The meeting was closed by Helen Notis at 7.15 pm.	
<b>12.0</b>	<b>Next Meeting</b>	
	Annual Public meeting. Wednesday 6 November 2019.	

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

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

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

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

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

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

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

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