



**BALCATT A SENIOR HIGH SCHOOL**  
**School Board Meeting**  
**Wednesday 4 December 2019**  
**Staffroom**

<b>Minutes of Meeting – 4 December 2019</b>		
<p><b>Attendees:</b>  <b>Community Members:</b> Margaret Banks, Kevin Fraser, Chris Hatton, 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> Kevin Castensen, Tessa Curtis, Audrey Smith  <b>Students:</b> None  <b>Secretary:</b> Anna Sanzogni  <b>Invited guests/observers:</b> Sharon Beccarelli (Manager of Corporate Services)</p>		
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Actions</b>
1.1	<p><b>Opening and Welcome</b>            The Chairperson opened the meeting at 6pm. Ms Notis welcomed Board members to the final meeting of the School Board for 2019.</p>	
1.2	<p><b>Apologies</b>            Carli Sanbrook</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 6 November 2019 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>	
4.1	<p><b>ESAT Review Feedback.</b>            Mrs Maitland tabled the findings of the <i>Balcatta Senior High School Public School Review</i> and thanked Board members who had met with the review team as well as associate principals Tessa Curtis and Audrey Smith for their extensive work in preparation for the review. Mrs Maitland also discussed the areas of improvement flagged by the Review Team i.e. <i>Leadership</i> and <i>Teacher Quality</i> which had also been identified by the school in its self-assessment.</p> <p>On behalf of Board members, Ms Notis offered the Board's support in the school's continued journey of improvement.</p>	
4.2	<p><b>School Board Training Feedback. Priority 4 – Effective Leadership and Governance</b>            Board members Tessa Curtis, Georgie Dragicevich-Knight and Phillip Saraceni reported <i>On Board for Education</i> professional learning (PL) which they had recently attended. They had found the PL worthwhile and were confident that the procedures and protocols of the Balcatta Senior High School Board were valid. Ms Dragicevich-Knight reminded the Board of the importance of Criminal Checks for Board members and that these should be completed prior to applying to join the Board and that new members should be encouraged to complete the Board Training modules on-line and be provided with the opportunity to complete the School Board PL as it became available.</p>	
<b>5.0</b>	<b>Finance Update</b>	
	<p><b>5.1 Finance Update</b>            Prior to the meeting, Board members received the <i>Operational One Line Budget Plan Statement, Cash Report</i> and <i>Salaries Plan</i> issued on 26 November 2019 as well as the minutes of the Finance Committee meeting held on 30 October 2019.</p> <p>In response to a questions from Board members Ms Beccarelli was able to confirm that the school had a finance action plan to budget for items such as the electronic sign, computers and projectors etc. not covered by the upgrade budget.</p> <p>Board members agreed with Mr Veljanovski's suggestion that the school explore measures to reduce energy expenditure and its carbon footprint.</p>	
<b>6.0</b>	<b>Board Membership 2020</b>	
	Ms Notis thanked retiring Board member Kevin Castensen for his service both to the Board and the school. Mr Castensen was retiring after more than 30 years as a science teacher and member of the Student Services team at Balcatta Senior High School. The Board's deliberations had benefited from his rigorous line of questioning as had countless students from his dedication to the teaching profession. Mr Hatton added his congratulations and thanked Mr Castensen for his great contribution to both the Board and the school.	

	Nominations would be sought for the vacant staff positions on the Board early in 2020													
<b>7.0</b>	<b>Draft School Business Plan</b>													
	<p>Audrey Smith tabled and discussed the draft <i>School Business Plan (SBP) 2020-2022</i>. The following points emerged during the discussion:</p> <ul style="list-style-type: none"> <li>○ The new SBP would have a focus on leadership as well as quality teaching and learning in alignment with the findings of the ESAT Review.</li> <li>○ Targets would be refined – clearer and more succinct.</li> </ul> <p>In response to Mr Hatton's question as to how teachers would be supported in their Professional Development Mrs Smith assured the Board that the focus of the 2020 Performance Management process would be on professional development not management and teachers would set the focus of their own PD with the support of the school and bodies such as the Teacher Leadership Group.</p>	Revised <i>School Business Plan 2020-2022</i> to be presented to School Board at first meeting 2020.												
<b>8.0</b>	<b>Proposed Meeting Dates 2020</b>													
	<p>Board members agreed to the following meeting dates for 2020:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Term 1</b></td> <td style="width: 50%;"><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> <p>It was also agreed that the number of meetings could be reduced from 8 to 6 as required. Some meetings could be longer if the topics for discussion warranted a more extensive meeting. Board members supported Mrs Banks' request that documents for discussion be provided well in advance of the meetings to allow Board members time to digest information and provide considered feedback. Important documents for the Board's consideration to be tabled at one meeting for discussion at the next meeting.</p>	<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	
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<b>10.0</b>	<b>Principal's Report</b>													
	In her report Mrs Maitland discussed the many events and activities which have taken place in the school since the last meeting.													
<b>11.0</b>	<b>Other Business</b>													
	<p>Ms Notis thanked the members of the School Board for their support, expertise and commitment to the school during 2019. Ms Notis commented that she was proud to be associated with the school and the board at this exciting time and that she was confident that the school was well poised to continue its journey of improvement.</p> <p>Professor Ted Snell commended Ms Notis on her effective and professional chairing of the Board.</p>													
<b>12.0</b>	<b>Meeting Close</b>													
	The meeting was closed by Helen Notis at 7pm.													
<b>13.0</b>	<b>Next Meeting</b>													
	Wednesday 26 February 2020													

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

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

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

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

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

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

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

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