



## Applecross Senior High School IPS Board

# MINUTES

**Meeting No.** 70  
**Meeting location** Staff room, Applecross SHS  
**Meeting time and date** 5:30pm Thursday, 25 February 2021

| Initials | Member                     | Role                       | Present                             | Apology                  |
|----------|----------------------------|----------------------------|-------------------------------------|--------------------------|
| PL       | Paul Leech                 | Principal                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| PC       | Paul Currie                | Executive Officer          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| RA       | Rachael Ainge              | Manager Corporate Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MK       | Melinda Kennington         | Staff Rep                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| LJ       | Lee Jarvinen               | Staff Rep                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AG       | Amanda Gargett             | P & C Rep                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MB       | Mike Bracher               | Community Rep (Chair)      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SE       | Susan Edgar                | Community Rep              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CTN      | Cecilie Thogersen-Ntoumani | Community Rep              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AD       | Andrew Dwyer               | Community Rep              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DE       | Damien Ewington            | Parent Rep (Secretary)     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| LH       | Lorraine Hammond           | Parent Rep                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| EO       | Evelyn Ong                 | Student Rep                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| HE       | Harry Edgar                | Student Rep                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| RL       | Rex Lilleyman              | Deputy Principal           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| Item       | Subject  | Actions |
|------------|--|---------|
| 1.0        | <b>Opening</b><br>MB opened the meeting at 5:30  |         |
| 1.1        | <b>Welcome to the 2020 Board</b><br>Cecilie Thogersen-Ntoumani resigning from the board due to moving overseas. MB thanked CTN on behalf of the board.   |         |
| 1.2        | <b>Apologies/Absentees</b><br>None   |         |
| 1.3        | <b>Confirmation of agenda</b><br>Confirmed   |         |
| 1.4        | <b>Minutes of previous meeting</b> <ul style="list-style-type: none"> <li>MRB presented to the Board the minutes of Meeting No. 69 (19<sup>th</sup> November 2020) for approval.</li> <li>The Board endorsed the minutes of the previous meeting as complete and accurate.<br/><i>SE, MK</i></li> </ul>  |         |
| 1.5        | <b>Actions Arising</b> <p>69.1 RA to resend graph 4d to correct missing label. Done.</p> <p>69.2 SE to submit newsletter board item. Done.</p> <p>69.3 MB to attend P&amp;C Sundowner. Will attend on 4 March.</p> <p>69.4 PCu to send through Business Plan Presentation. Done</p> <p>69.5 PL to advise nominees of appointment. Done</p> <p>69.6 MB to obtain DOE advice on board composition with regards to P&amp;C position. Done, to be discussed at this meeting.</p> <p>69.7 MB to add setting objectives to agenda for first meeting 2021. Done, to be discussed at this meeting.</p> |         |
| <b>2.0</b> | <b>Special Items</b>   |         |
| 2.1        | <b>Presentation by Deputy Principal, Rex Lilleyman – review of 2020 Year 12 results</b>  |         |

|            | <ul style="list-style-type: none"> <li>• Median ATAR has dropped, along with the ranking, (85.2 to 84.3)</li> <li>• For the first time, Joint Dux awards were given in 2020 to Selena Tan and Eran Raichel.</li> <li>• Top Design student in WA (Renee Keating)</li> <li>• WACE attainment are the best we've ever seen – 100%</li> <li>• VET qualifications improved from 2019 across Certificate II, III and IV</li> <li>• 85% of students met the university entry requirement, higher than last year.</li> <li>• RL handed out his analysis of the Yr. 12 results and has formulated a strategy for improvement in 2021.</li> <li>• Subject by subject assessment and reviews with RL and the individual learning areas and Yr. 12 teachers.</li> <li>• The data covers every answer to every question in the exam, how the school ranked against like schools in WA. The analysis identifies areas/questions of weakness or strength.</li> <li>• 7 areas completed thus far; 4 remain.</li> <li>• Weekly meetings between RL and the teachers to track progress on strategies</li> <li>• Scaling is due to the individual mark rather than equally applied across the student cohort. HE commented that this needs to be provided as a reminder to all the students. RL agreed and said that it is also very important for the students to perform well in their exams – especially the final WACE exam.</li> <li>• SE: Median ATAR is one measure, what about the university first offer placements? RL, yes, we get those statistics.</li> <li>• What COVID impacts were seen in the data? RL: there was an impact, undoubtedly, despite the school doing a very good job on managing the challenge. PL: top students weren't impacted. SE: there was also a possible impact from the number of early offers that were awarded by the universities.</li> </ul> |                  |                  |                  |         |            |            |          |            |             |            |                  |                  |         |            |            |          |            |            |  |
|------------|---|------------------|------------------|------------------|---------|------------|------------|----------|------------|-------------|------------|------------------|------------------|---------|------------|------------|----------|------------|------------|--|
| 2.2        | <p><b>Review of Parents feedback</b><br/>DE presented review to board.</p>  |                  |                  |                  |         |            |            |          |            |             |            |                  |                  |         |            |            |          |            |            |  |
| 2.3        | <p><b>Review of Terms of Reference</b><br/>MB presented for review as part of item 4.1.</p>   |                  |                  |                  |         |            |            |          |            |             |            |                  |                  |         |            |            |          |            |            |  |
| 3.0        | <b>Standing Items</b>   |                  |                  |                  |         |            |            |          |            |             |            |                  |                  |         |            |            |          |            |            |  |
| 3.1        | <p><b>Finance Update</b></p> <p>RA presented the following documents:</p> <ol style="list-style-type: none"> <li>1. Student centered funding statement</li> <li>2. One Line Statement</li> <li>3. Cash Report</li> <li>4. Detailed Cash Budget</li> <li>5. Collection Rates Jan 2021</li> </ol> <p><u>1. Student centered funding statement</u><br/>Predicted enrolments in Nov 2020 were 1705 students, however the students now number 1727 resulting in an extra \$361,000. The extra students were spread across the year groups. Funding to be provided by the DOE in mid-March.</p> <p>Student numbers are monitored weekly between August and December of each year to try and track the student number expectations for the coming year. We also receive demographic reports from the DOE but they tend to be inaccurate.</p> <p>Per student funding rate for 2021 an increase of 1.35% from 2020</p> <table border="1" data-bbox="228 1827 946 1953"> <thead> <tr> <th>YEAR GROUP</th> <th>2020 PER STUDENT</th> <th>2021 PER STUDENT</th> </tr> </thead> <tbody> <tr> <td>YR 7-10</td> <td>\$9,211.00</td> <td>\$9,335.00</td> </tr> <tr> <td>YR 11-12</td> <td>\$9,903.00</td> <td>\$10,036.00</td> </tr> </tbody> </table> <p>Student allocation reduced above enrolment threshold of 1200</p> <table border="1" data-bbox="228 2042 946 2168"> <thead> <tr> <th>YEAR GROUP</th> <th>2020 PER STUDENT</th> <th>2021 PER STUDENT</th> </tr> </thead> <tbody> <tr> <td>YR 7-10</td> <td>\$8,042.00</td> <td>\$8,150.00</td> </tr> <tr> <td>YR 11-12</td> <td>\$8,734.00</td> <td>\$8,851.00</td> </tr> </tbody> </table>  | YEAR GROUP       | 2020 PER STUDENT | 2021 PER STUDENT | YR 7-10 | \$9,211.00 | \$9,335.00 | YR 11-12 | \$9,903.00 | \$10,036.00 | YEAR GROUP | 2020 PER STUDENT | 2021 PER STUDENT | YR 7-10 | \$8,042.00 | \$8,150.00 | YR 11-12 | \$8,734.00 | \$8,851.00 |  |
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| YR 7-10    | \$9,211.00  | \$9,335.00       |                  |                  |         |            |            |          |            |             |            |                  |                  |         |            |            |          |            |            |  |
| YR 11-12   | \$9,903.00  | \$10,036.00      |                  |                  |         |            |            |          |            |             |            |                  |                  |         |            |            |          |            |            |  |
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## 2. One Line Statement

### **REVENUE**

|  |                        |
|--|------------------------|
| Carry Forward 2020 (Cash)                    | \$420,875.00           |
| Carry Forward 2020 (Salary)                  | \$504,895.00           |
| Student centred funding (per student amount) | \$17,681,658.00        |
| Locally Raised                               | \$807,953.00           |
| <b>Total Revenue Available</b>               | <b>\$19,415,381.00</b> |

### **EXPENDITURE**

|                                    |                        |
|------------------------------------|------------------------|
| Goods & Services                   | \$\$2,370,878.00       |
| Salaries                           | \$16,857,814.00        |
| <b>Total Expenditure</b>           | <b>\$19,228,692.00</b> |
| Revenue Less Expenditure (surplus) | <b>\$186,689.00</b>    |
|                                    |                        |

## 3. Cash Report

### **REVENUE**

|                                   |                     |
|-----------------------------------|---------------------|
| Carry Forward (Cash)              | \$420,875.00        |
| Transfer from Salary to cash      | \$1,177,237.00      |
| Locally raised Funds              | \$807,953.00        |
| <b>Total Forecast Cash Budget</b> | <b>2,406,065.00</b> |

|                                   |                       |
|-----------------------------------|-----------------------|
| Goods & Services Expenditure      | \$2,370,878.00        |
| <b>Total Forecast Expenditure</b> | <b>\$2,370,878.00</b> |
| <b>Variance/Surplus</b>           | <b>\$35,187.00</b>    |

## 4. Detailed Cash budget

Budget changes since the last meeting are to be noted by board chair.

## 5. Collection rate 2021 – January

The collection rate as at January is 29% compared to 25% at the same period in 2020. Statement reminders are being sent in week 4. 85% total contributions from the collection rate in 2020.

## 6. Finance committee submissions

The following submissions were approved at the Finance Committee meeting

- \$36K Extra Basketball Courts
- \$4.4K SIGMA Leadership Program
- \$1.8K Pin Up Boards for Music
- \$4.5K Audio Mixer for Music
- \$1.2K Whiteboards for Drama

The following Fundraising events were approved by the Finance Committee

- The Colour Run – 16<sup>th</sup> Sept 2021
- National Bandana Day – 29<sup>th</sup> October 2021
- World's Greatest Shave – 12<sup>th</sup> March 2021

3.2

### **Principal's Report**

- Challenging but positive start to 2021.
- Ongoing COVID strategic planning being led by Paul Currie and Steve Armistead.
- Teacher Parent communication continues to challenge, with formative rather than summative feedback being provided. Teachers are being reminded to be proactively communicating to parents.

|            |  |  |
|------------|--|--|
|            | <ul style="list-style-type: none"> <li>• Use of SEW Surveys <ul style="list-style-type: none"> <li>○ School plan has achievement targets, social and emotional wellbeing of our students.</li> <li>○ Survey is from 2013-2015 stats, 144 different schools, ~40,000 students</li> <li>○ Some concerns about the delay in receiving data and the applicability of data that is over 5 years old</li> <li>○ We'd like to replace the SEW tool</li> <li>○ <b>The board Endorsed this</b></li> </ul> </li> <li>• Annual report is being prepared and a draft will be forwarded to board members in the coming week or two. Endorsement will be sought either via email or at the next board meeting.</li> <li>• Statement of Expectations 2021 to 2024 <ul style="list-style-type: none"> <li>○ Discusses what the school and DOE are responsible for.</li> <li>○ <b>The board Noted this.</b></li> </ul> </li> </ul>  |  |
| 3.3        | <p><b>Student Council Report</b></p> <ul style="list-style-type: none"> <li>• Week one lockdown didn't really impact ATAR, all subjects up-to-date.</li> <li>• Year 12 ball has been postponed to 1 April (not an April Fool's Joke)!</li> <li>• Leavers jackets to arrive during week 5. Is there any update? PL: would need to ask Mr Silberstein. The jackets were ordered much earlier than previous years.</li> <li>• World's Greatest Shave has been postponed until after semester 1 exams and is the fundraiser for the Yr. 12 council.</li> <li>• Introduction of afterschool sports club has been well-received by lower school students. Some concern about senior school participation being impacted by clashes with studies and tests, although teachers have been made aware and are striving to be more considerate. Suggestion to rename the factions and introducing more faction events and school community interaction year round.</li> <li>• A proposal to introduce an EFTPOS cashless system in the canteen has been proposed. Perhaps to be funded by the P&amp;C and be ready to implement by end of Term 1. Cashless systems can be purchased reasonably cheaply. It would also increase the speed of service for the students.</li> <li>• Feel Good February initiative has commenced, with activities to be scheduled for end Feb.</li> </ul> | 70.1 AG to propose the EFTPOS initiative at the next P&C meeting |
| 3.4        | <p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>• Sundowner on 4 March, 5.30 in the undercover area.</li> <li>• First meeting on 8 March.</li> </ul>   |  |
| <b>4.0</b> | <b>General Business</b>  |  |
| 4.1        | <p><b>School Board Objectives</b></p> <ul style="list-style-type: none"> <li>• MB presented</li> <li>• Clarification with regards to P&amp;C membership of the school board: <ul style="list-style-type: none"> <li>○ P&amp;C seeks a member to nominate for election to the board</li> <li>○ That person nominates as a community or parental representative, following normal selection and voting processes for these representatives.</li> </ul> </li> <li>• MB proposal: <ul style="list-style-type: none"> <li>○ Increase parent reps from 2 to 4</li> <li>○ P&amp;C can nominate a person to attend the board meeting but they will not have a voting membership</li> <li>○ AG converts to a parent member immediately</li> <li>○ <b>The board passed a Vote for this</b></li> </ul> </li> <li>• Two roles vacant <ul style="list-style-type: none"> <li>○ Should we accept Melissa Clarke's nomination from the last community rep vote?</li> <li>○ Commence preparations for additional parent representative election</li> <li>○ <b>The board passed a Vote for this</b></li> </ul> </li> </ul>  | 70.2 AG to request parent reps to nominate at next P&C meeting   |
| <b>5.0</b> | <b>Other Business</b>  |  |
|            | None.  |  |
|            | <b>Close</b>   |  |
|            | <ul style="list-style-type: none"> <li>• The meeting was closed by MB at 7:00pm</li> </ul>   |  |
|            | <b>Next Meeting</b>  |  |

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• <b>Next Meeting: 5.30pm, Thursday 25 March, Boardroom Applecross SHS</b></li></ul> |  |
|--|--|--|

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

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Date: