SCHOOL BOARD
MINUTES OF MEETING
WEDNESDAY 17 AUGUST 2016

PRESENT: Heather Csar (Chair), Damian Shuttleworth, John Hackett, Colleen Fisher, Alison Rasmussen, Phil Collins, Bev Daly, Toni Lane, Aiden Howitt, Matilda Yates

APOLOGIES: Alison Winter, Rob Stirling

MINUTE TAKER: Marcia Shaw

Meeting Began 8:05am

NEW MEMBER: Damian introduced Professor Tim Sercombe – Head of School Mechanical Engineering UWA. Invited Tim to join the Board - has children at Carine PS and would make a valuable contribution to Carine SHS. Has a focus on STEM.

Motion: Appoint Tim as a member of the School Board. Voted: Unanimous

Motion: Carried

Tim accepted appointment to Board

MINUTES OF PREVIOUS MEETING: ACCREDITED: John Hackett

SECONDED: Bev Daly

BUSINESS ARISING:

QKR: Bev received an email from a Mastercard representative who she will contact today. App does not allow for Canteen or the Uniform shop.

ACTION: Bev to investigate.

Heather will contact parent group and enquire about an App that she has been told does all.

PRINCIPAL’S REPORT

Business Plan

- Business Plan has been in operation since 2015 and in draft format since February 2015. Toni Lane has finalized documentation and this was presented today.
- Copy of Business Plan distributed – will have printed copies when Printer delivers them.
- Damian acknowledged Toni Lane for the hard work in putting Business Plan together.
- School Context 2014 (page 2) – this represents an honest reflection of where CSHS was. Although not bad the school was coasting at this time. Following pages explain the School Priorities which were agreed upon by all staff.
- There will be a DES review next year.
- Most concerns regarding Student Performance have now been rectified.

Comments/Feedback

- Honour Badges – students wearing badges for Academic, Service and Sporting achievements. Student showing pride in these achievements.
- There has been a culture shift over all aspects with students caring about the school environment. With the recent improvements to facilities there has been less damage and more pride in their surroundings.
- Students have responded positively to the raised expectations.
- Huge improvement in Grounds and Buildings
- Classroom teaching has become easier with everyone on the same page and roles more defined.
- Better Parent/Student communication methods.
• Great back-up with Student Services which enables teachers to concentrate on teaching rather than on peripheral issues.

Before IPS CSHS was subject to redeployment. Since then we have appointed 54 new staff. Have been very selective to ensure we employ quality people. Had 80 applications last year for an English teaching position and only one applicant was appointed. Have recently appointed 2 new HASS teachers to start next term who should prove to be outstanding. One English teaching vacancy has just been advertised and will be finalized next week.

FINANCE COMMITTEE REPORT:
1. Comparative budget Report as of 1 August 2016 discussed
   C accounts fine.
   $2,583,431 received as income.
   D accounts discussed
   D1787 BFI - $719,000 spent on improvements to date.
   Total Expenditure $2,335,625
   Total Balance $650,928
   C1001 Yr 7 – 10 Voluntary Contribution: Budgeted $160,000 have received $146,546
   C1052 Yr 11 – 12 Subject Charges: Budgeted $250,000 have received $160,655
   Letters are going out. Upper school students do not have long before leaving.
   We are now dealing with a Debt Collector who is sending out letters. This is as far as this process can go but will hopefully result in some collections.
   D8929 Salary Transfers (School Funds) $200,000: Transfer of $200,000 made.
   Bus Replacement account no longer relevant as buses will now be leased.

2. Contributions and Charges.
   Discussed relevance of Bus Replacement and Safety Glasses charge continuing to be part of Voluntary charges.
   Motion: Delete Bus Replacement and Safety Glass charges from Voluntary charges for 2017.
   Moved: Colleen Fisher
   Seconded: Tim Sercombe
   Vote: Unanimous
   Motion Carried

3. P&C Contribution
   Discussion on increasing P&C donation to $40 per family as a Voluntary contribution.
   Currently $1 as Membership fee – this is incorrect, must state donation. Heather will speak at next P&C meeting and discuss at next Board Meeting.

Financial Committee Report: ACCEPTED: Toni Lane
SECONDED: Alison Winter

GROUNDS AND BUILDINGS REPORT
Gates/Carpark
• Finalising Gate Schedule. Now have intercom access.
• Pedestrian gates – some open all day, others open for peak times.
• Trialling times of carpark gates and will then inform parents and include in Parent Information Package.
• Less vandalism since fence installed.
• Visitor parking signage will be looked at – lack of parking bays
• Student Carpark will be expanded by 20 bays. Jumps pit will be re-located after Athletics Carnival.

Emergency Evacuation Plan
• Toni in touch with FESA and Dept to develop an appropriate Evac Plan and will have to Damian by end of next week.
• Lockdown and Fire drills will be carried out once new Evac Plan in place.
• Current Evac Plan still works with fencing and gates.
Gardeners acknowledged for all the work done around the grounds. Grounds steadily improving.

**SRC REPORT:**
- Due to time restraints unfortunately no Factions created this year.
- Gearing up for Mega-Life week which is a highlight of the year
- Sandakan this Sunday with SRC support
- Year 12's only 30 days left – some feeling the strain.

**GENERAL BUSINESS**
Matilda and Aiden thanked for their positive contribution to the School Board during 2016. Wished them and all Year 12's the best for up-coming exams and future.

**Plagiarism**
Colleen to email Damian concerning Plagiarism rumours in Year 8 cohort.

**Awards**
Damian has been nominated for School Principal of the Year by Heather Csar.
No nomination for the school this year as would like to consolidate improved results and nominate for next year.

There will be signs put up around the school and parents will be emailed to encourage nominations.

Ryan Murphy has been nominated for the National Excellence in Teaching Award for his outstanding work with students

Toni commended for her work for organising the above nominations.

**Parent network Community Event**
These parents will be involved next Wednesday during the Athletics Carnival.

**Whole School Assembly**
This will take place on Friday to culminate Mega-life.

**Music Festivals**
Ross and Matt were acknowledged for achievements at the festival at Churchlands last weekend.
Feedback has been very positive with 150 students performing.

Meeting closed 8:52am

Principal's signature _____________________________ Date__________

Please note: The Board meeting scheduled for 7 September has now been changed to 14 September