



# SCHOOL BOARD

## MEETING

### WEDNESDAY 26 March 2020

**PRESENT:** Damian Shuttleworth, Sue Somerville, Tim Sercombe, Heather Csar, Phillip Borger, James Lorimer, Colleen Fisher via phone, Sean Somerville, Adrian Armstrong

**APOLOGIES:** Alison Rasmussen, John Hackett, Alison Winter

**RESIGNATION:** Lisa Cocks

**MINUTE TAKER:** Marcia Shaw

**Meeting Began** 8:00am

**Minutes of Last Meeting:** Accepted via emails

**BUSINESS ARISING FROM LAST MEETING:**  
Policy of Good Standing accepted via emails.

### AGENDA

Damian suggested that due to Covid 19, Agenda be adjusted to make meeting as short as possible.

#### Membership of Board:

- Welcome to Sean and Adrian who would like to be considered to be Board Members.
  - Damian would like to support both Sean and Adrian for membership to the Board, both have children enrolled at the school.
  - Both Sean and Adrian introduced themselves – both Accountants
- MOTION: To accept both Sean and Adrian as Board Members**  
**VOTE: Unanimous**

- Heather resigning as Chairperson for the School Board
  - Damian acknowledged Heather for her outstanding contribution to the School Board and her time spent as the Board Chairperson.
  - Heather happy to stay on the Board as a Community Member at this time.
  - Damian put forward Tim Sercombe to be the new Board Chairperson.
- MOTION: To accept Tim as the new School Board Chairperson**  
**VOTE: Unanimous**

#### PRINCIPAL'S REPORT:

Damian (How school is responding to current crisis)

- Communication – responding according to the Dept of Health and Education guidelines, so limited as to what we can do.
- James Lorimer is the Liaison Officer for the school.
- Trying to source soaps and hand sanitizers.
- Staff becoming more anxious.
- No confirmation regarding Term 2 at this stage, Staff may still be at school.
- Student numbers – Friday 76%, Monday 74%, Tuesday 56%. Expect it to decline further.
- Prime Minister now saying it is the Parent's decision as to whether they send their children to school.

Sue

- Preparing for on-line learning. Packages for Lower School already on Connect.
- Senior School – working on Webex to deliver teaching. Have trialled ATAR Biology class. This will go out live to students.
- Relief staff difficult to get at the moment. Looking at ways to combine classes in Lower school if student numbers continue to decline.

James

- Cleaning products and soap now in the School and will be distributed.
- Cleaners now in throughout the day to do extra cleaning, door handles etc.
- Education students in the classrooms re hygiene.
- As Dept of Health and Education issues new policies, we will change as required.

Colleen

- Important to have consistent, concise communication. Have we considered Zoom for on-line communication? Damian replied that currently we are using our PA system as staff meetings for staff at school and to help deal with morale.

Sue

- We sent a survey to parents regarding their access to computers. Tracy is speaking with parents who have responded no and looking at loaning Laptops to these students.

Discussion regarding recording information rather than go live, some teachers have issues about making errors and not wanting to be recorded. We will continue to put information out on Connect.

## FINANCE REPORT

- 2019 year finished well, minus the build expenses and without any significant unexpected costs.
- 2019 collection rates finished at 79.5% Comparative to 2018 where collections finished at 85%
- \$250,000 paid by parents so far but 2020 collections may be difficult in the current climate.
- The departments collection of 91.7% for 2019 does include the Ski trip, Music trip and excursions.
- 2020 Budget is looking good. With \$400,000 allocated for the courts upgrade.
- Work Experience and Work Place Learning charges increased to \$200 and \$400 respectively. This is due to increases in insurance costs – which is the major cost component of the programs.
- Workplace Learning funds go to Western Workplace Learning for staffing etc. Is run out of Wanneroo Senior High School.

**ACTION: Phillip to email Board the correct costing increase.**

**MOTION: Accept increase in Work Experience costs.**

**Accepted: Tim Sercombe**

**Seconded: Adrian Armstrong**

**Vote: Unanimous**

- Budgeting for shortfalls on the FTE.
- Forced leave to be paid by the Treasury and not the schools.

**Finance Report**

**Accepted: Sean Somerville**

**Seconded Adrian Armstrong**

## GENERAL BUSINESS

- May be appropriate to cancel next meeting in June. Will look at having an on-line meeting rather than meet.  
**ACTION: Marcia to send out information for next meeting.**
- Heather thanked new members and wished Tim all the best as the new School Board Chairperson.

**Meeting closed 8.40am**

**School Board Chairperson \_\_\_\_\_ Date \_\_\_\_\_**

**Principal's signature \_\_\_\_\_ Date \_\_\_\_\_**

**Next Meeting**  
TBA