



Carine Senior High School Board
Minutes of Meeting
Held on 28 February 2024
At Carine Senior High School – 51 Everingham Street CARINE WA 6020

PRESENT & APOLOGIES											
STAFF (5) Inc. Principal	Term	A	PARENT (4)	Term	A	COMMUNITY (2)	Term	A	STUDENT PREFECTS (4)	Term	A
Damian Shuttleworth (P)		Y	Sean Somerville (Chair)	(02/25)	Y	Conrad Liveris	(11/24)	Y	Shannon Barnes	(12/24)	Y
Daniel Aleksovski	(11/26)	Y	Sean Somerville (Board)	(12/26)	Y	Adrian Armstrong	(11/26)	Y	Mahaan Gandhi	(12/24)	Y
Tina Magatelli	(11/26)	Y	Ryan Dhillon	(12/26)	Y				Cassiana Papadoulis	(12/24)	Y
John Hackett	(11/26)	Y	Sarah Cliff	(12/26)	Y				Caine Rice	(12/24)	Y
Kerri Drage	(11/26)	Y	Sarah Malu	(11/24)	Y						
MINUTES PREPARED	Kushla Burfield										
ACKNOWLEDGEMENT TO COUNTRY	Recited by Kerri Drage										
QUORUM	<p>Determine if there is a quorum present.</p> <p>Quorum at Board Meetings</p> <p>To constitute a quorum 7 out of 13 members must be present with atleast 4 being non-school staff</p> <p>At a meeting 60 percent of members in person, or by electronic means could constitute a quorum</p>										
START TIME	8:02am										
MATTERS ARISING	<p>1. Sean: Request for previous minutes to be included in board pack.</p> <p>2. Kushla: Confirm all board member acknowledgments are received for the code of conduct.</p> <p>3. Term 4: Week 6 Nov 13th Proposed date change – approved. This is now on the school calendar.</p>										
PREVIOUS MINUTES	Previous minutes – The minutes were adopted as correct and executed by the Chair and Principal										
GENERAL MATTERS	<p>1. Kerri:</p> <p>a. Introducing our new staff shirts – Maria Yarran did the artwork</p> <p>b. Provided the copy of the reviewed Terms of Reference which will be added to the Connect Library.</p> <p style="padding-left: 40px;">6.5 The composition of the Board will be: i. Two members of the general community; ii. Four staff of the school in addition to the principal; iii. Four parents; IV. Up to four students over 15 years of age. This was changed last term with approval.</p> <p>c. Requested all board members review and sign the code of conduct as acknowledgement of understanding and working to this code.</p> <p>d. Advised board training link is on the connect application - https://ikon.education.wa.edu.au/-/support-a-school-council-or-board - (Starting the year checklist)</p>										



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NOMINATION OF CHAIR	<div>1. Kerri nominated for Sean Somerville as Board Chair and called for any additional nominations. No additional nominations were made. Motion passed - It was by unanimous vote that Sean Somerville be appointed as the board chair for a period of 12 months commencing 28 February 2024 to 27 February 2025.</div> <div>2. Damian acknowledged Sean’s previous work.</div>																															
PRINCIPAL’S REPORT	<div>1. Welcome</div> <div><div>a. Damian: Welcomed new members, thanked Sean Somerville, and made acknowledgement of Marcia Shaw – 20 years of board administration.</div><div>b. All Head Prefects were asked to introduce themselves (Damian explained that we have four this year due to not being able to differentiate in their applications). The remaining board members were asked to introduce themselves.</div></div> <div>2. Acknowledgments</div> <div><div>a. Conrad noted Marcia Shaw’s long standing at the school. Damian also made acknowledgment.</div><div>b. Acknowledgement was made to Gail Geography results.</div><div>c. It was advised that Carines Median ATAR has been above 80 since 2015.</div><div>d. Carine was again acknowledged by Director General for NAPLAN – DG letter shared in board pack.</div><div>e. Academic Performance staffing who are helping the students</div></div> <div>3. General</div> <div><div>a. Update on student numbers, staffing, year 12 results. Table the ‘School Employment Structure’ (organisational chart).<table><tr><td>i.</td><td>Year 7</td><td>464</td></tr><tr><td>ii.</td><td>Year 8</td><td>434</td></tr><tr><td>iii.</td><td>Year 9</td><td>447</td></tr><tr><td>iv.</td><td>Year 10</td><td>414</td></tr><tr><td>v.</td><td>Year 11</td><td>407</td></tr><tr><td>vi.</td><td>Year 12</td><td>376</td></tr><tr><td>vii.</td><td colspan="2">Census reads – 2501 students + 18 fee paying students, 23 not attending.</td></tr></table></div><div>b. Damian requested the board endorsement to collapse the timetables and conduct Parent Teacher meetings on the 18 and 23 April 2024. Motion Passed – It was agreed by the board that student interviews be conducted on the 18th and 23rd of April 2024. This would a result in a variation to the school regular timetables.</div><div>c. Carines Organisational Chart was tabled noting:<table><tr><td>i.</td><td>introducing Kerri Drage & James Lorimer as new Associate Principals</td></tr><tr><td>ii.</td><td>CSHS is the 4th largest school (Shenton College 2800, Willetton SHS 2700, Rossmoyne SHS 2600, Carine SHS 2500, Churchlands SHS 2400)</td></tr><tr><td>a.</td><td>290 staff</td></tr><tr><td>b.</td><td>220 teaching staff</td></tr><tr><td>c.</td><td>70 support staff (EA, cleaners, gardeners)</td></tr></table></div><div>d. This year the whole school assembly was broadcast from the new gym. The only feedback was the room temperature.</div></div>	i.	Year 7	464	ii.	Year 8	434	iii.	Year 9	447	iv.	Year 10	414	v.	Year 11	407	vi.	Year 12	376	vii.	Census reads – 2501 students + 18 fee paying students, 23 not attending.		i.	introducing Kerri Drage & James Lorimer as new Associate Principals	ii.	CSHS is the 4 th largest school (Shenton College 2800, Willetton SHS 2700, Rossmoyne SHS 2600, Carine SHS 2500, Churchlands SHS 2400)	a.	290 staff	b.	220 teaching staff	c.	70 support staff (EA, cleaners, gardeners)
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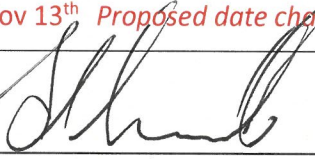



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	<ul style="list-style-type: none"> e. Attendance data was tabled noting: f. Performing above other schools, 2021/2022 – attendance data is unreliable due to covid. g. It was advised that non-attendance has a process from first offence to regular occurrence. h. Suspensions data was tabled noting: i. Slight decrease in suspensions in 2023, 2022 percentage of students suspended is similar. j. Whole year: Abuse threats to staff 9%, this is 33% less than in like for like schools. k. Damian advised that the legal issue last year is not indicative of CSHS – it was an isolated incident. l. Conrad believes the data tabled indicates CSHS intervenes at an earlier time than other schools. m. Connect and respect is a resource for all staff to help with parents feeling entitled.
FINANCE REPORT	<p>1. Finance Committee Meeting Minutes</p> <ul style="list-style-type: none"> a. Noted by the Board: <ul style="list-style-type: none"> i. 2024 Budget Tabled. ii. Transfer from Reserve discussed. b. Tina noted – <ul style="list-style-type: none"> i. Waiting for data from student population. ii. Explained differences of what is salary and what is cash, cash is to run curricular throughout the year. iii. End of last year board approved the contributions and charges. iv. This year set up cash budget and ask board to note figures. v. Reserve account will be transferred this year to help with grounds and facilities throughout the school. What we missed out last year we will put through this year. vi. Cash budget was noted by board.
PREFECTS' REPORT	<p>1. Caine, Mahaan, Cassiana and Shannon noted –</p> <ul style="list-style-type: none"> a. new leavers jackets are comfortable. b. 1st-day assembly ran smoothly and was streamed to 3 other venues. c. Acknowledged the work of the school band. d. Students in the above 90s club for ATAR were acknowledged and thanked the school for the morning tea provided. e. Feedback regarding drug and alcohol testing from the ball – everyone well well-informed. f. Perth Convention Centre as the new Ball venue was received well. 435 attendees (60 non CSHS partners).
GENERAL BUSINESS	<ul style="list-style-type: none"> 1. It was advised that the Carine P&C have agreed to fund carpet for the new gym - \$90,000 budget. 2. Tina mentioned chairs have not been used in the gym as the floor is slightly sprung and the weight of the chairs would damage it. 3. Sarah Malu – If a significant incident in the school could Board members be provided with a brief. <ul style="list-style-type: none"> a. Damian – replied that communication to the board is important and will be included in processes, balanced with the acts required in responding to an incident.



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	<p>b. Referenced Conrad's question of informing the board, acknowledged that any significant incident will have board notification and communications.</p> <p>c. Sean – reinforced that as good board governance means that the board communicate with a singular voice on all matters.</p> <p>4. Damian noted that the prefects are non-voting members and may not be informed on certain matters, however they are trusted with board privileged information which should be treated the same.</p>
MEETING CLOSED	Meeting closed at 9.02am
NEXT MEETING	<p>Term 2: Week 4 May 8th</p> <p>Term 3: Week 4 August 7th</p> <p>Term 4: Week 6 Nov 13th <i>Proposed date change – approved.</i></p>
MINUTES SIGNED	<p>Chairperson <u></u> <u>8/5/2024</u></p> <p>Principal <u></u> <u>8/5/2024</u></p>
2024 PROPOSED MEETING DATES	<p>8 May 2024</p> <p>7 August 2024</p> <p>30 October 2024</p>
KEY	<p>Action Items for next meeting, these items are to be added to "Matters Arising" in the next Board Agenda.</p> <p>Items Endorsed by The School Board, these items are to be kept of a "Board Endorsement Register".</p>