



Carine Senior High School Board
Minutes of Meeting
Held on 13 November 2024
At Carine Senior High School – 51 Everingham Street CARINE WA 6020

PRESENT & APOLOGIES									
STAFF (5) Inc. Principal									
Damian Shuttleworth (P)	Term	A	PARENT (4)	Term	A	COMMUNITY (2)	Term	A	STUDENT PREFECTS (4)
		Y	Sean Somerville (Chair)	(02/26 Chair) (12/26 Parent)	Y	Conrad Liveris	(12/26)	Y	Lana Cleasby
Daniel Aleksovski	(11/26)	Y	Ryan Dhillon	(12/26)	Y	Adrian Armstrong	(11/26)	Y	Cody Quinn
Tina Magatelli	(11/26)	Y	Sarah Cliff	(12/26)	Y				Charlotte Dawe
John Hackett	(11/26)	Y	Sarah Malu	(12/26)	N				Ethan Hassett
Kerri Drage	(11/26)	Y							
MINUTES PREPARED	Kushla Burfield								
ACKNOWLEDGEMENT TO COUNTRY	Acknowledgement recited by Kerri Drage.								
QUORUM	Quorum present <i>Terms of Reference: 10.1 To constitute a quorum 7 out of 13 members must be present with at least 4 being non-school staff.</i>								
START TIME	8.00am								
MATTERS ARISING	1. Sign Term 2 and Term 3 minutes adopted by the board as correct and signed by the Chairperson and Principal.								
INTRODUCTION									
PRINCIPAL'S REPORT	1. Reconciliation Action Plan (RAP) Update a. The school continues to focus on the Reconciliation Action Plan with guidance from Kevin O'Keefe, former Director in the Department of Education. 2. Assemblies and Behaviour Expectations a. Expectations are being reinforced as the year-end approaches to maintain student engagement and positive behaviour. 3. MegaLife Week a. Successfully conducted without any issues, with all activities running smoothly. 4. Year 12 Final Day and Assembly a. Effectively managed with minimal disruptions; only one student suspension reported. 5. Parking and Road Safety a. Regular reminders and notices have been issued to families regarding safe parking practices and road safety. 6. Board Endorsement for 2024 Parent-Teacher Interview Dates a. Proposed dates approved by the Board: i. Friday, Week 1: 2 May 2025 ii. Monday, Week 2: 5 May 2025 b. A letter to the Regional Office can be prepared, noting that programs will remain available for students on these dates.								



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	7. Thank You to Sean a. Sean was nominated and approved by the Board as the 2025 Board Chair. 8. Proposed 2025 Board Meeting Dates a. Proposed dates were presented and will be finalised in a subsequent discussion. 9. Business Plan Update a. Learning departments have met with Executive members. b. On the upcoming School Development Day, staff will collaborate in groups to identify strengths and key areas for improvement. c. Staff will list 16 key issues, and voting will determine the top five priorities, which will shape the school's Business Plan. d. Identified priorities will guide resource allocation and role alignment. 10. Sandakan Excursion a. The planned Sandakan trip will not be rescheduled due to various reasons. 11. Student Numbers for 2025 a. The student population is projected to be approximately 2,550 in 2025. 12. Staffing Update for 2025 a. Recruitment processes for 2025 are nearly finalised, and the school is in a strong staffing position. 13. Year 12 Predictions a. Early indicators for Year 12 outcomes look promising. b. The school will adopt new metrics to evaluate performance, and 2025 will be the first year that GAT students are in Year 12, which is expected to positively impact the median ATAR.
FINANCE REPORT	1. Collection Rates a. Current collection rates were reported as follows: i. 30 October 2023: 79.52% ii. 24 October 2024: 79.73% b. Special thanks were extended to Kelly Taylor in Accounts for her proactive efforts in making follow-up calls. 2. Contributions and Charges a. Approved by the Board. 3. Proposed Optional Education Activities a. Approved by the Board. 4. Voluntary Approved Requests and Other Optional Costs a. Approved by the Board. 5. Booklists a. The partnership with Campion will continue, ensuring efficient booklist distribution and generating commissions for the school.
PREFECTS' REPORT	1. Reflection on 2024 Head Prefects a. The 2024 Head Prefects were commended for their contributions. Acknowledgement was given to Kerri and her team for preparing the Prefects effectively for meetings.



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	b. Induction packs will be sent to the 2025 Head Prefects.
GENERAL BUSINESS	1. Political Visit Protocols a. Meeting held between Liam Staltari and Sean Somerville. b. Kerri has contacted Liam Staltari to outline protocols for political visits.
MEETING CLOSED	Meeting closed at 8.51am
NEXT MEETING	Term 1: Week 6 12 th March
MINUTES SIGNED	Chairperson <u>[Signature]</u> 19/03/2025 Principal <u>[Signature]</u> 19/03/2025
2024 PROPOSED MEETING DATES	Term 1 – Week 6 12 th March Term 2 – Week 4 21 st May Term 3 – Week 4 13 th August Term 4 – Week 6 19 th November
KEY	Action Items for next meeting, these items are to be added to “Matters Arising” in the next Board Agenda. Items Endorsed by The School Board, these items are to be kept of a “Board Endorsement Register”.