

**MINUTES OF MEETING No 15**  
Held at Greenwood College 4 June 2014

**ATTENDEES:** J Harris, D Mayes, T Dunn, K Starr, S Elliss, C Anderson, G Burnside, G Grundy, M Bell, B Tooker, A Mitchell, L Hunt.

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Meeting opened at 6.05 pm.	Noted
1.2	Apologies: D Moncrieff, M Williams, L Cohen.	Noted
1.2	Confirmation of the agenda.	B Tooker
<b>2.0</b>	<b>Special Agenda Item</b>	
<b>2.1</b>	<b>Appointment of New Board Chair</b> Due to the resignation of Darren Moncrieff, nominations had been called for prior to this meeting, for the position of Board Chair. One nomination had been received and no others were forthcoming. The board endorsed Brett Tooker as the new Board Chair, effective immediately. Jo thanked Darren on behalf of all board members for his outstanding contribution to the board and to the College in general.	The board endorsed Brett Tooker as the new Board Chair.
<b>3.0</b>	<b>Disclosure of interest</b>	
3.1	No real, perceived or potential conflicts of interest were tabled.	Noted by board.
<b>4.0</b>	<b>Minutes of previous meeting</b>	
4.1	The Minutes from Meeting 14 were accepted as correct.	Accepted by D Mayes, seconded by C Anderson.
<b>5.0</b>	<b>Actions Arising from Previous Minutes:</b>	
5.1	<b>Annual Report</b> Jo thanked all those involved in producing the Greenwood College Annual Report. We have had some positive feedback and ideas for future improvement. It is intended as a snapshot of the previous school year. Thanks also given to the board for endorsing the report.	Note
<b>6.0</b>	<b>Priority Items and Reports</b>	
6.1	<b>Workforce Plan 2014</b> The Workforce Plan is updated each year and is a required document. Jo outlined the main points including current student numbers, increasing numbers in the IEC, predicted numbers in 2015 and the International Fee Paying Student numbers (these can be very cost effective, however, this can also work in reverse as extra staff that we are not resourced for, are necessary if the numbers go beyond a certain point). We have capacity for 1200 students but would prefer approximately 1000-1100.	The Workforce Plan 2014 was endorsed: Accepted by M Bell and seconded by G Grundy.
6.2	<b>Staffing Semester 2 and 2015</b> Currently the Greenwood College staff consists of 48 teachers, 33 support staff and the average age for both groups is around 50 years. There are 75% full time and 25% part time staff. As staff move toward retirement they will often choose to go part-time, which keeps experience in the school. The workforce profile changes according to needs of the school and can also be funded by the school in addition to what is allocated. Jo outlined the programs that we choose to fund, such as Learning Area Coordinators receive additional time. ICT and literacy programs are also funded in part, by the college, as they are considered important. Schools are now charged an amount for long service leave liability by the department and all staff must now use their long service leave within two years of it becoming due. Recruitment: In 2015 we will possibly need 12.5 new teachers and will advertise for seven (as we do not know what the budget is to be yet). We hope to encourage graduates and current fixed term staff by making the new jobs	Note

	<p>permanent positions. Brett noted that last year we were over our FTE allocation; this was done to help retain our good fixed term teachers in the hope that they will apply for a permanent job. All schools are hampered by the current freeze on jobs that the government has imposed and once lifted (1<sup>st</sup> July), the competition between schools for staff will be very strong as they plan next year.</p>	
6.3	<p><b>Budget 2014</b>  The comparative budget figures for May were presented. The current rate of fee collection was mentioned, in particular some of the non-compulsory charges. The rate is currently at about 50% and we do not expect to collect on all of these. The charges collected last year were about 90% and we are hoping to achieve at least 80% this year; figures are promising at the moment. A debt collector will be used to encourage payments as this proved successful last year. The online payment facility is also helping as payments are more easily/conveniently made. The IFPS account (C1288) is very healthy at \$253,000. Our D (expenditure) accounts are generally as expected.</p> <p>Current and new budget initiatives - Jo asked for the board's endorsement of the planned and completed expenditure. An outline of these initiatives was provided to board members. \$160,000 has been allocated to Greenwood for Year 7 refurbishments and this has been used in many classrooms for carpets, window treatments and general upgrades. These funds had to be used by 30 June. We have put aside \$ 250000 for staffing this year but hope to use only 150,000. There is \$75,000 in general funds and \$102,778 in the buildings and ground reserves. Sandy asked if staff are aware that there is money in the P&amp;C funds as they could be submitting applications, Jo will bring this to the attention of staff.</p> <p>The SFSA (staff salaries), is on track this year; currently the projected shortfall is \$160,254. We are waiting for funding for next year, expected out in June. There may be different rates for upper and lower school students. Next year, under the 'Student Centred Funding Model', all schools will be given a 'bucket' of money for everything (cleaning, salaries, special programs etc). A problem at the moment is the Year 7 curriculum and how to timetable it, as it is dependent on the funding of students. We have two plans, the preferred plan which is expensive and then a plan B which is less costly. The budget will be out early next term.</p>	<p>Comparative Budget for May was approved:  Accepted by K Starr,  seconded by S Elliss.</p>
6.4	<p><b>Building and Refurbishment Update</b>  The roof over the Maths department is currently being upgraded and all classrooms and offices have been re-located to different areas of the school. Further re-roofing will be carried out over the medical and admin blocks in various stages during this term and the upcoming holidays. In addition to these improvements many classrooms are being refurbished with new carpets and window treatments to the value of \$160,000. Both students and staff have handled the inconvenience very well.</p>	<p>Note</p>
6.5	<p><b>Proposed China Study Tour</b>  Phase 2 of the sister school agreement between Greenwood College and Jingling Senior High School in Changxing City is moving forward this year. During Term 3, five teachers will be visiting from China; English teachers in the main. It will be a cultural exchange as well as classroom visits and sightseeing. The teachers will be billeted by Greenwood staff who are interested in going on a return cultural exchange to China later in the year. Work shadowing and workshops have been proposed. Our teachers in China would be visiting a school with 3000 students and the itinerary planned is very extensive. Terry showed slides from the trip that he and Jo took last year. Hopefully there will be student centred exchanges in future years. We have many Chinese students and the Department of Education encourages these types of ventures. Exchange planned is for 1 week each way. Some expenses would be paid by Greenwood, accommodation paid by the Chinese school. Brett asked how Greenwood can best make a positive impression on the visiting teachers. Terry has a lot of experience in this area and believes the</p>	<p>Moved that Greenwood College send teachers to China to Jingling Senior High School. Accepted G Burnside, seconded D Mayes.</p>

	<p>school format and different culture does the job as it is so very different to what is experienced in China. He has found that there is no need to tell students to behave well as they do as a general rule, however, we usually hand pick classes to visit, involve the visitors in an assembly if possible and buddy up students. The teachers notice differences such as class types, for example, Outdoor Education is not usual in China. The Volleyball Program may also benefit if they were able to compete in a tournament against Chinese students. Lynne Cohen has also raised the possibility of a similar program with a school in India, which she and Jo are pursuing. Moved a motion for selected Greenwood teachers to be involved in an exchange trip to China. Yes, positively endorsed.</p>	
6.6	<p><b>IEC Update</b>  The student numbers in IEC are gradually increasing (currently at 115). Each year the students graduate and then numbers decrease as these students move on. The cycle then begins again, with new enrolments, which again increase the numbers. Approximately half of the graduating students stay on at Greenwood College and move into mainstream classes. There are also 20 International Fee Paying Students (IFPS) in the IEC and another 20 in mainstream. The new funding model for 2015 may affect the funding given to the IEC for staffing. Terry has students enquiring about enrolments, students pending and referrals from other schools. A lot of these enquiries are from Chinese and SE Asian students. There are also some students looking to enrol based on humanitarian visas. These students do not have much formal education or English language skills. The backgrounds of the students in the IEC are varied and many have significant stories to tell. Recently the IEC camp was held at Ern Haliday Camp School and was a great success; many students had not been to the beach before. The camp is very beneficial to students, however, is also dependent on funding.</p>	Note
6.7	<p><b>Grounds Improvement Plan and Lockers</b>  Plans have now been drawn up for the improvement for the area bordered by Home Economics, the gym, IT and the canteen. Terry presented these plans which show alcoves for student seating, areas for 4 square, walkways with extra seating for students and a wall to display art. The art wall can be changed, used by artists in residence or for student input. The trees that we currently have cannot be removed but there will be new ones added. The whole area will become very student friendly and the activity areas available will be a bonus. An oriental theme could also be considered. Work may begin next school holidays but is dependent upon department protocols and permissions.  Terry showed a slide of the lockers that have been purchased. Student input has been used to decide which type to get. The lockers will initially be used by students in Years 11 and 12 and they will pay a bond for their use. The lockers may help in improving the look of the school and it is hoped that the use of them will increase. They have a four digit number lock that can be changed and the school has a master. Lockers will be bolted in place and are very sturdy. The location of the lockers will benefit students and save them from carrying such heavy loads. It was suggested that cameras be put on the lockers and this will be considered.</p>	Note
6.8	<p><b>Uniform Update</b>  With student and community collaboration, the introduction of a new rain jacket has been proposed. It would be ideal for when students are walking to and from school or representing the college at less formal events. The design of jacket is made from non-breathable material which will provide warmth. The board were happy to approve this addition to the uniform, especially as it is a P &amp; C initiative. It should be available this year.</p>	The board approved the introduction of a rain jacket to the uniform range. A Mitchell moved the motion, G Grundy seconded.
6.9	<p><b>P&amp;C Report</b>  Sandy provided the board with a print out of the main discussion points raised at the last P&amp;C meeting held in early June. The P&amp;C finances are quite healthy, due to a lack of school requests and funds that have been collected now being</p>	Note

	<p>transferred over. The P&amp;C will have about \$17,000 in available funds once expenses have been cleared (eg, long service leave for canteen staff). The financial situation is very near to being finalised and reports are all being submitted on time now. Sandra Serafini is working tirelessly to obtain flashing warning lights on Hepburn Avenue to warn motorists of a school being close by. Andrea asked that Sandra approach her and bring the data she has gathered to date. The statistics show that lights do help. The P&amp;C have donated funds to the Chaplaincy Program and \$650.00 towards a video camera. The committee were treated to a tour of the refurbished canteen, which is now much improved and they have also agreed to the introduction of a new uniform item – the rain jacket.</p>	
6.10	<p><b>Independent Public School Review Update</b></p> <p>The IPS review will begin on 3 November to be followed by another two days on 10, 11 November. The reviewers will look at is the Business Plan (are we meeting targets, planning ahead) and the Delivery and Performance Agreement. Jo distributed our School Development and Accountability Planning Cycle which outlines the planning done regarding curriculum, student outcomes, improvements and self-assessment. At our next two meetings Jo will be going through the Business Plan achievement targets and noting how/if they have been achieved. Mary asked if the review process will be ongoing in light of the political environment – the IPS Reference Group are currently looking into this.</p>	Note
6.11	<p><b>Parent Reporting Open Day Update</b></p> <p>This year we have changed the format of the Parent Reporting Day so that the school will close at 12.30 pm on 2 July (for students) to allow more time for parent interviews with teachers. Interviews will start from 1.30 pm and continue through until 7.00 pm. Permission has been obtained from the North Metropolitan Regional Office for this to happen. Buses have been organised to pick up students (at school expense) and parents have been advised. The online booking system will be open for bookings as of 16 June. The traffic/crosswalk attendant on Hepburn cannot be altered just for the day - Kevin volunteered to help out in this role. The P&amp;C raised issue of food/drinks for parents. Greg thought the music committee was considering opening the canteen and selling soups. Jo thought this was a good idea and asked that a proposal be put forward. Tables and chairs could be set up to provide a gathering area.</p>	Note
6.12	<p><b>Greenwood Update – Video</b></p> <p>Jo distributed her Principal’s Report along with the rationale behind the introduction of the Social and Academic Goals in classrooms. Points raised were:</p> <ul style="list-style-type: none"> <li>• The re-roof has caused some inconvenience during exams. The gas works are now finished.</li> <li>• Online Literacy and Numeracy Assessment (OLNA) - approximately 38 % of our Year 10 students had to sit the OLNA test. They are then given a rating; Category 3 passed, 2 not quite, 1 not likely to pass. Students in Category 1 who do not pass the OLNA cannot graduate. Parents have been told that their students have either passed or not. Students who are in Category 1 will only be able to select Foundation courses in Year 11. Students will be told of their category rating during the Year 10 counselling sessions. Category 1 students should be guided into mainly vocational pathways. Category 2 students will do a general course and Category 3 students will be mainly ATAR. If students pass Band 8 in NAPLAN they are not required to sit the OLNA test. This may encourage students to take NAPLAN more seriously. The introduction of the OLNA test has been driven by employers. There are concerns with the OLNA test in that students who pass may make fun of those who haven’t and there are issues concerning IEC graduates and the IFPS students.</li> <li>• School wide pedagogy (how we teach in the classroom). The focus this term is on social and academic goals. Teachers must let students know what these</li> </ul>	Note

	<p>goals are for each lesson. This must be in writing and it is hoped this initiative will promote student achievement.</p> <ul style="list-style-type: none"> <li>• A short video was shown of the various activities and events that Greenwood College students have been involved in during 2014.</li> </ul>	
<b>7.0</b>	<b>Other Business</b>	
7.1	<p><b>Student Workloads</b></p> <p>Sandy raised the issue of student workloads: more revision time, used to have assessment free time but the curriculum is so heavy and intense that all the time is now needed to cover all areas. Jo will raise it at senior staff meeting.</p>	Note
7.2	<p><b>Open Meeting</b></p> <p>Greg mentioned that he has spoken to parents who want to know more about the board and how to become involved. The Open Meeting will be held in November and is open for all to attend (as are all meetings). There will be nominations for new board members advertised (newsletters, website, letters home) as we move into our next three year planning cycle.</p>	Note
<b>7.0</b>	<b>Next Meeting</b>	
7.1	Meeting No 16 will be held on Wednesday 20 August 2014, 6.00pm at Greenwood College.	Note
<b>8.0</b>	<b>Roundtable Evaluation</b>	
<b>9.0</b>	<b>Meeting Closed</b>	
	The meeting was closed by Brett Tooker at 8.25 pm.	