

MINUTES OF MEETING No 2

Held at Greenwood College on 22 February 2012

ATTENDEES: J Harris, D Mayes, T Dunn, T Quilty, S Elliss, A George-Kennedy, D Moncrieff, C Anderson, G Burnside, B Tooker, A Mitchell, K Starr, L Hunt, Jeff Pohara, Murray Williams

1.0	Welcome and Apologies	ACTIONS
1.1	The meeting was opened by Joanne Harris at 6.05 pm	
1.2	Apologies: T De Jong, A Mitchell (late)	
1.3	Confirmation of the agenda: The Board confirmed the agenda.	Accepted: T Dunn Seconded: A George-Kennedy
2.0	Disclosure of interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest by any member in relations to items on Meeting No 1 agenda.	Noted
3.0	Minutes of previous meeting held 28 November 2011	
3.1	Election of Chairperson: The Board, under the supervision of David Mayes, held a secret and formal vote for Chairperson. David explained the procedure and the winner will be the person with an absolute majority. There were two nominees – D Moncrieff and A George-Kennedy. Votes were placed in a concealed box to be counted at a later stage. Results to be emailed to Board Members.	J Harris to email result of election.
3.2	School Delivery and Performance Agreement: Board members should receive this document before the next meeting. It should read through prior to the meeting, in readiness for the Board to sign off on.	Note
3.3	School Name Change – Greenwood College: The change of name from Greenwood Senior High School to Greenwood College has been approved. School signs, stationery, badges etc have been changed or are in the process of being changed.	Note
3.4	Data Packages forwarded to Board Members:	
3.5	Board Training Through Institute of Company Directors: D Moncrieff has looked into this and found that someone from the institute is willing to visit a Board meeting early and go through what the role of being a Board member involves. He would like a copy of the constitution prior to the visit.	Board agreed. Darren to invite someone from the Institute of Company Directors to the meeting next term
3.6	School Tour for Board Members: J Harris asked if there was any interest in a tour. T Quilty suggested members could come to a school assembly, be introduced to the school and then have a tour. Anyone unable to do this and still wishing to see the school should contact Jo and she will provide them with an alternative way of touring the school. <i>Assembly dates to be discussed.</i>	J Harris gave her business card to members to contact her regarding a school tour.
3.7	Minutes accepted.	Accepted: D Moncrieff Seconded: K Starr
4.0	Priority Items	
4.1	Additional School Board Training School Board Training will be held by the Department of Education on 20 March from 8.45 am till 4.00 pm. Anyone wishing to go to see Jo.	Note
4.2	Year 7 students attending public high schools – news and regulations Year 7 students will officially be attending public high school in 2015. In some circumstances, if there is community agreement, they may come earlier. Greenwood College is able to accommodate Year 7s, however Jo has asked for clarification (relating to community agreement) and additional guidelines from the department.	Note

	<p>mainstream) students are included. We can remove them from our data (our results show a marked improvement), however LBOTE student data is shown on the Schools Online website. Government research has shown that we do not have enough resources for LBOTE students and there is a huge range of levels amongst these students.</p> <p>Business Plan – Non Academic Data:</p> <p>Murray Williams spoke on suspension data. Generally suspension statistics relate to a small number of repeat offenders. There has been an increase in the number of suspensions in girls. Years 9 and 10 have the highest number of suspensions. Questions were asked about whether suspension is an accepted sanction. Murray says no, that students prefer to be at school amongst friends. Alternative programs are often found for repeat offenders. Murray also spoke of Behaviour Reports (a formal process that documents behaviour that needs to improve), saying that in 2011, 73% of Greenwood students did not receive a Behaviour Report. He mentioned that the Behaviour Management process at Greenwood has a very strong reputation in the community. Attendance rates were discussed. The state average for 2011 was 87.5% and Greenwood's was 91.1%. Attendance is monitored very rigorously. Murray will focus on students who attend 75-80% this year and try to increase their attendance. Positive rewards and acknowledgment help. The Greenwood College pastoral care team consists of five Year Coordinators, a chaplain, two school psychologists, a nurse, two first aid officers and three education assistants.</p>	
5.5	<p>The Draft Business Plan was presented and distributed. J Harris outlined the targets that have been decided on (they must be achievable) then strategies planned to achieve the set targets. Darren asked about students who change subjects – Jeff Pohara monitors this. He also asked the purpose of the Business Plan – is it to gain additional students or is it concentrated on TAFE/VET/ATAR students. Jo answered that historically a mixture of students studying in all areas is best. Teachers love to teach at all levels even though problems can occur when resources are spread too thinly. Historically we cater for a wide range of student aspirations and abilities. Academic prowess is often promoted in the media and we would also like to attract these students. Jo related our lower school data to the Business Plan and discussed the targets set for the focus areas and the whole school strategies designed to achieve these. The question of what is meant by 'positive' in relation to the targets was asked – generally it means at or above the same level. Jo spoke of the proposal Greenwood College has with three primary schools where their Year 6 and 7 students will visit Greenwood for instruction in Science and Maths during 2012. Another plan for this year is to provide access to on-line learning for all students through sponsorship from ECU.</p>	
6.0	OTHER BUSINESS	
6.1	<p>Results of the vote for Chairperson will be emailed to all Board members. The Finance Plan and Workforce Management Plan will be posted to all Board members prior to the next meeting.</p>	J Harris
7.0	<p>Next Meeting Meeting No 3 will be held on 21 March 2012, 6.00pm at GSHS</p>	Board agreed
8.0	Roundtable Evaluation	
9.0	<p>Meeting Closed The meeting was closed by Jo Harris at 8.50 pm. The next meeting will be on 21 March 2012.</p>	Note

5.0	Reports and Operational Matters	
5.1	<p>School Planning and Accountability Processes: J Harris gave a presentation in which she outlined: Greenwood College 2012 enrolments and staffing numbers Grounds and building planned improvements DOE Focus 2012 DOE Vision – to make successful students Greenwood College focus areas in teaching and learning The three plans – Business, Workforce and Financial – must be completed by 2 April and ratified by the School Board. They are all three year plans after which an external reviewer will examine whether or not our targets have been achieved.</p> <p>Discussion followed relating to our school numbers with B Tooker noting that Year 10 was particularly small – due to the half cohort. Many schools have the same problem with that year group. Jo explained that we are losing numbers to the private schools in Year 6 and before and therefore need to make a concerted effort to attract students. This is being done by running specialist programs (eg, aviation), building links with primary schools and additional marketing strategies. Numbers from the IEC (Intensive English Centre) depend on government policy, however, we do retain a number of these students in the mainstream. We are also establishing links with Asian schools which may help increase numbers in the future.</p>	Note
5.2	<p>Faults and Relief Teaching Flexibilities: Greenwood College has opted to manage both Faults and Relief Teaching during 2012, with a view to saving money. We have been allocated \$155,000 to manage the various minor faults and maintenance problems that arise.</p>	Note
5.3	<p>School Resources – Information Communication Technology: David Mayes gave a summary of the Greenwood College ICT resources and distributed documents outlining these resources (computers, servers and notebooks and electronic whiteboards) currently in the school. He spoke of the National Secondary Schools Computing Fund which allocated the sum of \$564,000 which was used to purchase computers for student use. The Year 10 students now have notebooks and the Year 11 students will receive one soon. He also spoke of the many issues involved when deciding to give students their own machines.</p>	Note
5.4	<p>Business Plan – Academic Data: Jeff Pohara gave out documentation relating to the Greenwood College Performance Data for the 2011 Year 12 students. The results showed an improvement over the 2010 results which is an indication of the level of commitment by both staff and students. The information provided showed various statistics over a five year period, a comparison with state data and a comparison on how specific subject data can vary. He explained the procedure used to arrive at an ATAR score - by moderating, standardising and scaling. He spoke of the discrepancies that arise between the school data for a student and the final scaled result and how the scaling can affect different subjects depending on their difficulty or the stage at which they are studied. Much discussion on these issues. Questions were raised about why Greenwood students were performing well in Chemistry but not so in Physics. Measures have been put in place to overcome this, including academic testing and increased subjects over both Years 11 and 12 and student counselling.</p> <p>Jo Harris outlined the lower school performance data from 2011 and gave out a report that included NAPLAN and WALMSE data. Students are divided into three groups based on their NAPLAN results. Can often find patterns in the different cohorts and address them. NPALAN results can be tracked from primary school and used to stream students when in high school. IEC Year 9 students are exempt from NAPLAN; LBOTE (Language background other than English - ex IEC now in the</p>	Note