



Greenwood College School Board

MINUTES OF MEETING No 3

Held at Greenwood College on 21 March 2012

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

1.0	Welcome and Apologies	ACTIONS
1.1	The meeting was opened by Joanne Harris who welcomed Rob Bandow (Business Manager) to this meeting.	
1.2	Apologies from Terry De Jong	Noted
1.3	Confirmation of the agenda: The Board confirmed the agenda.	Confirmed
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 relation to items on Meeting No 3 agenda.	
3.0	Minutes of previous meeting	
3.1	College Chairperson Congratulations to Darren Moncrieff who was elected Greenwood College Board Chairperson. Jo Harris handed the meeting over to Darren.	
3.2	Board Training – Decided to arrive one hour earlier next meeting in order to hear from a representative of the Board of Company Directors, who will give a high level overview of the directions and responsibilities of being a board member.	The meeting in June will begin at 5.00pm.
3.3	Assembly Dates – Thank you to those who attended the last assembly. Assemblies are held twice per term and begin at 9.00am. The proposed assembly dates for this year are: 11 May, 29 June (Term 2), 10 August, 21 September (Term 3), 2 November and 14 December (Term 4).	
3.4	Learning Area Operational Plans Each Learning Area, in response to the Business Plan, has their own Operational Plan, which is aligned to targets and is developed in consultation with staff. These plans are reviewed by the Principal and the Head of Department (HOD) or Teacher in Charge (TIC) each year. Some subject areas align very closely to the Business Plan (eg, English) whereas some of the practical areas such as Physical Education may have their own specific targets or they may focus on one target (IT rather than literacy and numeracy). Operational plans are reviewed on an annual basis but must still align to the Business Plan.	Let J Harris know if any board members would like copies of the LA Operational Plans.
3.5	School Delivery and Performance Agreement The School Delivery and Performance Agreement was distributed. It is a standard document compiled by DOE which must be reviewed and then signed by the Board. Any negative responses or clarifications should be emailed to J Harris by Wednesday 28 March.	If no negative response document will be signed off on before the end of Term 1.
3.6	Ratification of Business Plan The Business Plan was distributed. Jo explained that targets are arrived at in consultation with staff. They have been developed over time and have elements of NAPLAN (department requirement) and staff experience in them. Academic ability of the cohorts is a consideration when developing the targets. D Moncrieff asked if any of the targets can be student driven – yes, for example, attendance, Student of the Week. Suggested that the achievement of the targets could be put in the newsletter. D Moncrieff moved that the Business Plan be accepted as presented.	Accepted by C Anderson, seconded by A George-Kennedy.

4	Priority Items	
4.1	<p>The Education Minister's Visit</p> <p>The Minister for Education, the Honourable Dr Elizabeth Constable, visited the school on 7 March 2012. Thanks to Andrea Mitchell MLA, who lobbied for our school in Parliament. This has resulted in the approval of a \$260,000 upgrade to our Home Economics facilities. Tenders for the work have gone out and hopefully will be completed within 3-4 months. Air conditioning has also been approved. The Minister attended an assembly and presented a Year 12 student with The Minister's Flying Award. She met with staff, parents and students during a morning tea.</p>	
4.2	<p>Shadow Ministers' Visit</p> <p>Ed Dermer MLA and Shadow Minister for Education, Paul Papalia MLA, visited Greenwood College on Tuesday 13 March and were conducted on a tour of the school. Jo outlined the issues and strong points of Greenwood College. Ed asked Jo to provide a wish list which has now been sent through. It includes a Performing Arts Centre, extended gym and a special aviation room.</p>	
5.0	Reports and Operational Matters	
5.1	<p>Finance Plan</p> <p>As a result of Greenwood College being an Independent Public School we now manage our One Line Budget. Much of the data changes from year to year and/or is based on student numbers so it is difficult to produce a three year plan. The Finance Plan was distributed and discussed as follows:</p> <p>Finance Targets:</p> <ul style="list-style-type: none"> • A planned refurbishment over the next three years making additional multi-purpose areas and improving the grounds. • Supporting ESL (English as a Second Language) students in the mainstream is a focus area as many Greenwood College students are now ESL students. The resourcing for ESL is dependent on student numbers. <p>J Harris outlined and explained the major parts of the Finance Plan including estimated revenue, contingencies, what drives the budget, resource allocations from the department – one-line budget and what draws funding and how it relates to the comparative budget. Reserve Accounts are funds set aside for future planned expenditure (eg computers, buses, grounds improvement). Greenwood has taken on the management of Relief Teaching and Faults for a 12 month trial and any savings made will be used to upgrade school grounds.</p> <p>Rob Bandow then spoke about the different budgets that he works with as Business Manager of Greenwood College. Within the Comparative Budget there are C Accounts (receive monies) and D Accounts (allocated for planned expenditure) and N Accounts (reserve and suspense accounts). The Fixed Budget is set after making initial estimates. The Current Budget is where ongoing adjustments are made. The budgets are monitored very closely by both the school Finance Committee and Cost Centre Managers who receive monthly expenditure reports.</p> <p>Joanne Harris will present an overview of the expectations of the College Board in relation to finance and how the board's role differs from the day-to-day running of the school.</p> <p>D Moncrieff asked to see last year's contingencies so as to compare to what is planned for 2012.</p> <p>The Finance Plan was accepted as presented.</p>	<p>J Harris to provide overview of board's responsibilities in relation to finance.</p> <p>J Harris to send 2011 contingencies to D Moncrieff.</p> <p>Finance Plan accepted by B Tooker, seconded by S Elliss.</p> <p>0</p>

5.2	<p>Workforce Plan</p> <p>Many factors contribute to workforce planning such as cohort size, deferred salary, retirements, part-time staff, maternity leave and other leave. J Harris went through our current FTE (full time equivalent) allowance and staff ages and gender of both teaching and non-teaching staff. Our FTE is dependent on student numbers. Greenwood College's student intake comes from a range of areas with only 43% of our students coming from our partner primary schools. The estimations in the Workforce Plan have come from historical data. Jo is concerned about the staff FTE dropping during the next few years as student numbers are predicted to drop. She has asked the department about additional resourcing and will update board members when she has a response. K Starr asked about part-time flexibilities being an option – it is an option but can be difficult to timetable. Another option could be to put any 2012 savings into teaching, however, this involves taking money from another area rather than having another source of income. Ultimately, though, we need to do what is best for the students. B Tooker asked how schools adapt to a loss in FTE – look at needs of the school and its students, consider fixed term/permanent staff, timetabling (reduce courses offered). During the next few years the system is going to have an over-supply of teachers, some will be permanent teachers who need to be placed (referred teachers). As an independent school we are not obliged to take referred teachers but can choose to do so. Abby asked about the demographics of schools that are now IPS - there is a wide range of schools of varying sizes from all socio-economic areas. Moved that the Workforce Plan be accepted as is.</p>	Workforce Plan accepted by A Mitchell, seconded by A George-Kennedy
5.3	<p>Update on School Improvement Plan</p> <p>The school has identified areas that need updating and a master plan has been created. The first improvement has been completed between Art and the Admin blocks and looks great with the addition of lawn, gardens and student seating. The next area to be improved is along Coolibah Drive and the front of the Admin area. This should be completed this year. Next year improvements to the Home Economics and Library areas are planned. From then on what can be done will depend on the available funds. The landscapers have developed a plan that is very professional and has a common theme running through all the stages of the improvements. There is a possibility that students could be involved in the upgrade, either through community service or as part of their courses.</p>	
6.0	<p>Other Business</p>	
6.1	<p>The Gonski Report, which reviews funding for schools in Australia, is readily available. J Harris gave a copy of the report to Darren to read through and he will update board members on anything of interest/importance.</p>	D Moncrieff to review Gonski report and update board
6.2	<p>D Moncrieff asked to see some key performance indicators of the school. Jo suggested giving out Semester 1 and Semester 2. Any other data that any board members wish to see Jo will provide if they let her know.</p>	
7.0	<p>Next Meeting</p> <p>Meeting No 4 will be held on 6 June 2012, 6.00pm at Greenwood College. The August meeting was suggested as an 'open meeting' (a requirement of IPS). Board Training will be at 5.00 pm prior to the meeting.</p>	Board agreed
8.0	<p>Roundtable Evaluation</p>	
9.0	<p>Meeting Closed</p> <p>The meeting was closed by Darren Moncrieff at 8.10 pm.</p>	