

MINUTES OF MEETING No 11

Held at Greenwood College 21 August 2013

ATTENDEES: D Mayes, J Harris, T Dunn, L Cohen, K Starr, S Ellis, C Anderson, G Burnside, G Grundy, M Bell, B Tooker, L Hunt, J Edwick, R Bandow.

1.0	Welcome and Apologies	ACTIONS
1.1	Meeting opened at 6.00 pm.	Noted
1.2	Apologies: D Moncrieff, M Williams, A Mitchell	Noted
1.2	Confirmation of the agenda.	T Dunn, C Anderson
2.0	Disclosure of interest	
2.1	No real, perceived or potential conflicts of interest were tabled.	Noted by board
3.0	Minutes of previous meeting	
3.1	The Minutes from Meeting 10 were accepted and confirmed as correct.	Moved by B Tooker, seconded by K Starr.
3.0	Actions Arising from Previous Minutes:	
3.3	Nil	
4.0	Priority Items	
4.1	P&C Accounts Update	
	<p>Jeff Edwick reported that since the last meeting revised figures from the Volleyball account now show an income of \$50,000 for uniforms, rather than showing in the sundries as was previously the case. He distributed the updated Statement of Income and Expenditure. Other changes were fairly minor. He now needs the bank statements in order to do the reconciliations - hopefully by the next P&C meeting. Jeff has had another look at the uniform shop accounts. Initially there was \$20,940.43 owing to Excalibur and that has now been brought down to \$12,601.22. The figures now show a profit of \$9350.12 for the uniform shop. The problem is in getting the actual cash flow figures - he will speak to Sandy regarding this. There are no problems with the canteen accounts. The Volleyball accounts are to be brought up to date as a matter of urgency as they also affect the P&C and Music accounts. Jeff feels that we will be able to say that we are happy with the liaison of the Volleyball accounts within the Uniform Shop. Jo again thanked Jeff for his hard work and time spent on these accounts. He will also be reporting at the upcoming P&C meeting, where he hopes to have the final figures and a summary report for the P&C Committee and the board.</p>	<p>Moved that the accounts be accepted: C Anderson and R Bandow.</p>
4.2	Finance Report	
	<p>Rob presented the Comparative Budget and explained information from some of the accounts including: D2608 – D26013 (students services used for dinner dance, formal etc); D4601 – students entitled to a refund if moving to another school; D5425 – IT have not spent much, will find out why, possibly due to teacher resignation; D5905 – VET is overspent, but probably has funds yet to go into the account; D6312 – IEC Smartrider Offset has a large sum in it but this will be spent next term; D6666 – Music Tour/Camps, still have invoices to come in so the figures appear unrealistic at the moment; D5505 – Japanese, this budget should be spent by the end of the year; D8920 – SFSA, propose sending this to the department to increase our salary component.</p> <p>The International students' initial budget of \$147,962 allowed for 24 students. We now have 33 students so will need to make an adjustment to \$194,500 as an extra \$50,000 is now coming in.</p> <p>We currently have \$1,627,905 in bank and term deposits.</p> <p>Rob then presented the School Budget Reporting tool that is used to monitor our staffing budget. It shows our initial allocation for salaries according to our FTE and any department or school adjustments to that allocation. A Monthly Summary Report</p>	<p>The Finance Report was accepted by B Tooker and seconded by L Cohen.</p>

	<p>details the expenditure on salaries each pay period, including expenditure on relief teaching and the school salary pool. A graphical representation of these figures was shown (Consolidated Financial Report). Our projected variance show that we are \$291,667 in the red. This amount will be reduced during the year as less will be spent on salaries due to several factors, including retirements and long service being taken by staff who are not being replaced and budget adjustments yet to come in. Concerns were expressed regarding this amount as the board were worried about whether the school can cover these costs and whether or not student programs will suffer. Rob said that if we are over-extended at the end of the year (which it is not thought to be the case) money can be transferred from other accounts in the Comparative Budget. Terry said there is no danger to students programs or benefits. The School Salary Pool was explained as being money that we can rollover, spend or have transferred back, however the department holds it. It is used to fund relief staff for staff PD and student excursions. Information relating to Contributions and Charges was then presented along with the process involved to arrive at costs for subjects and courses. The board must approve the level of contributions. Learning Area budgets are expected to be finalised by the end of this term. Rob noted that fee collection is currently at 88%.</p>	
4.3	<p>China Presentation</p> <p>During the recent school holidays Terry and Jo visited China with the purpose of establishing a Memorandum of Understanding with a Chinese High School. The aim was to formulate a partnership which would benefit both communities. They travelled to Jingling Senior High School in Changxing City. The school has 3.000 students who live at the school in dormitories The students come to the school from all over the province. They are Grade 1 (16 years), Grade 2 (17 years) and Grade 3 (18 years). There are 300 teachers at the school, 1 Principal, 3 Deputy Principals and 1 Party Official. The school specialises in Art and Volleyball. A teacher exchange has already been organised for 2014 and a Volleyball team exchange is planned for 2015. Discussion about introducing Mandarin as a subject at Greenwood College – Terry is keen to pursue this idea but trials at other schools have not been successful. Government funding is probably necessary. Lynne mentioned that Asia Bound funding may be available. Terry will look into the possibility of Greenwood putting in a submission. Overall it was thought that there will be mutual benefits both for Greenwood and Jingling SHS.</p>	
4.4	<p>IT in the Classroom</p> <p>David gave out the IT strategic plan – Using ICT to Improve Teaching and Learning. One identified target is to improve the way technology is used in the classroom. To date staff have had IT PD on using Moodle, the use of Google as an educational aid and the use of whiteboards. The government is no longer providing funding for the computers for classrooms program so when the laptops stop working they will not be replaced. We have just allocated .2 FTE to employ a teacher (Martin Quinlan) to promote staff use of technology and IT devices and programs in the classroom. He will train staff. Martin was initially employed as part S&E teacher and part tech support but will now be .8 teacher and .2 IT in the classroom. The department is moving towards a ‘bring your own device’ program, which means allowing students to bring to school approved devices and connect to our network. It is a great initiative but probably about 24 months away. New software being developed will be able to monitor the use of student’s devices and will be able to look at what they are doing and what sites they are visiting. Any infringements to policy will be noted and strictly monitored. We are also looking at extending our whiteboard use.</p>	
4.5	<p>P&C Report</p> <p>There has not been a P&C meeting since the last board meeting, however at the end of each month the P&C and its sub-committees present a financial report showing their opening and closing balances as well as allocated funds. This consolidated view will show all accounts. Sandy has officially had the P&C’s name changed to the Greenwood College P&C. All sub-committees are now using the same format to enable clearer accounting.</p>	

5.0	Reports and Operational Matters	
5.1	<p>What's Happening at Greenwood College</p> <p>Jo distributed notes relating to recent events at the school. It covered Academic Reporting and Parent Night, Primary School Links, School Improvement, IPS Review and general information, which is mainly based on student events and achievements.</p> <p>The college will decide on the Professional Development days for 2014 and Jo will email these to the board for approval in the near future.</p> <p>Brett had noticed graffiti on the school sign and asked about its removal. Generally it is removed very quickly, especially if it is offensive, but seems to be taking longer this time. Will be followed up on.</p>	Jo to email board members the PD days for 2014.
5.2	<p>School Newsletter</p> <p>The Department of Education will no longer pay for all school postage. Greenwood has been allocated \$3000 to cover this cost, however our postage expenditure is \$12,000. From now on the school newsletter will be emailed only, rather than posted out to all families. It is also on the school website. Brett asked that the newsletter be emailed to all board members.</p>	Liz to email school newsletter to board members.
5.3	<p>College Planning and Review – Semester 1</p> <p>Jo is currently meeting with senior staff (Heads of Learning Areas and Teachers in Charge) to review student data from Semester 1.</p>	Note
5.4	<p>School Board Survey</p> <p>Jo asked that board members complete a short online survey by the end of this term (Friday 27 September). Liz to email the survey link to all members.</p>	Note
6.0	Other Business	
6.1	<p>Changes to Parent Reporting Evening 2014</p> <p>Jo asked for board approval to extend our Parent Reporting Evening next year (a parent night held after Semester 1 school reports have been issued). Suggested closing the school down for the day with parents to come in from about 1.30 or 2.30pm and go through to about 7.30pm. Students don't come to school on the day. Advantages are that parents can come in during the day and spend longer speaking to teachers; it caters for workers as well as those at home during the day. Time with teachers could be extended to 15 minutes or so. The Interim Reporting Night would stay the same (after school). The number of hours available would increase to about 6 hours compared to the current 3 1/2 hours. Mary pointed out that students may need to be supervised during the day. Jo moved a motion that Parent Reporting Evening in 2014 be extended from lunchtime till evening and made a pupil free day. The board agreed. The need for early notification to parents was noted.</p>	Motion to hold the 2014 Parent Reporting Evening from lunch time to evening accepted. Moved by J Harris, seconded by K Starr.
6.2	<p>School Meeting with the Minister</p> <p>Jo, Sandy, Jeff Pohara (Deputy Principal) recently met with Andrea Mitchell and Minister for Education, Peter Collier, along with other school representatives from our local area. Peter Collier said WA would not be supporting the Gonski report and raised the issue of WA's remoteness as being a prohibiting factor in funding. A question and answer session was held. From Sandy's view, it was a pleasant meeting, but not particularly informative about the future of education in WA.</p>	
7.0	Next Meeting	
7.1	Meeting No 12 will be held on Wednesday 23 October, 6.00pm at Greenwood College.	Note
8.0	Roundtable Evaluation	
	<p>Charmaine - still learning, impressed with P&C update</p> <p>Grace - good discussion, enjoys visuals, finance information good</p> <p>Brett - looking forward to newsletter</p> <p>Sandy - Worcestshire Band great and good PR for the college</p> <p>Mary – thought Rob Bandow was clear and explained the finances well, likes the fact that the school is looking to the future</p> <p>Kevin – giving thanks and compliments to the bus drivers would be a good idea,</p>	

	the more involved he gets, the more positive he thinks the school is David – confirmed the new bus procedure was working really well	
9.0	Meeting Closed The meeting was closed by David Mayes at 8.20 pm.	

Jo asked for approval to extend our parent information night next year (after reporting). Want to close school down for the day and parents come in from about 2.30 and go through to about 7.30pm. Students don't come in. Advantages are that parents can come in during the day and spend longer, caters for workers as well, the number of students is also increasing. Time with teachers could be extended to 15 minutes or so. The interim reporting night would stay the same after school. The number of hours available would increase to about 6 hours against 3 1/2 hours. Mary pointed out that students may need to be supervised during the day. Jo moved motion that parent evening in 2014 be extended from about lunchtime till evening and make a pupil free day. Agreed and Kevin seconded. The need for early notification to parents noted also.

P&C Update

Since last meeting figures from the vb account now shows income of \$50,000 in uniforms rather than in the sundries as was previously showing. Other changes were fairly minor. Now need bank statements to do the reconciliations. Hopefully that will be done by the next pc meeting. Had another look at uniform shop, when they took over there was 20000 owing to excalibur and that has now been brought down to 12,000 odd. The figures that Jeff has worked out show a profit of \$9350.12 for the uniform shop. The problem is in getting the actual cash flow figures - he will speak to Sandy. No problems with canteen accounts. Will get vb accounts up to date as a matter of urgency as they also affect the Pc and music accounts. Jeff feels that we will be able to say that we are happy with the liaison of the vb accounts within the uniform shop. Jo again thanked Jeff. He will be reporting at the PC meeting. He will have the final figures and a summary report for the board and pc. Move that accounts be accepted Chaimaine and Rob.

Rob outlined major points from the comparative budget including fees collection is at 86%

8- 10 is 87%

9

11-12 is at 90??%?

Internati students initial budget of 1 for 24 students we now have 33 studnets so will need to make an adjustment to 94,500 as an extra 50000 coming in requests from dept for bus

IT in classroom

David gave out docujentation - a strategic plan for this year. One target is to improve the way technology is used in the classroom. Have had a lot of OD on moodle, use of google as an educational aid, whiteboards. The gov is not providing anymore funding for the computers for classrooms program so that when they stop working that's it. We have just allocated .2 fte to Martin Q to promote staff use of technology and IT devices and programs in the classroom. He will train staff. The dept is moving towards a bring your own device program, which means bringing approved devices at the moment but this is changing so that students will be able to bring their own and connect to our network. Great initiative but about 24 months away. We are looking at extending our whiteboard use. The new software being developed will be able to monitor the use of students devices and will be able to look at what is being done by them. Any infringements to policy will be noted and strictly monitored. Martin was initially employed as part S&E teacher part tech support but will now be .8 teacher and .2 it in the classroom.

PC Report

No PC meeting since last board meeting, however at the end of each month the pC and its subcommittees present a financial report showing opening and closing balances as well as allocated funds. This consolidated view will show all accounts. Sandy has had the name changed to the Greenwood College PC All sub committees using the same format now for clearing accounting.

Whats happening

Handout that gives information relating to what is happening at Greenwood College. It covered Academic Reporting, Parent Night, Primary School Links, School Improvement, IPS Review and general information..

FORWARD NEWSLETTER

The college will decide on the PD days next year and Jo will email to the board the dates for approval.

School Newsletter

Schools can no longer have postage paid for by the dept. Our costs are about \$12000 and the amount that we are being allocated is \$3000. Our newsletter may be only emailed,

Going through data from Sem 1 review - senior staff with Jo

Survey - Liz to send link to board members within the next week to have completed by Friday 27 August.

Brett asked about the graffiti removal - usually quick but a bit lax this time.

Jo, Sandy, Jeff P met with Andrea Mitchell and P Collier recently. P Collier said WA would not be supporting the Gonski report. One point he raised was that WA's remoteness was a prohibiting factor in funding. Some schools miss out on funding as they do not need special funds and do not have parents contributing extra, so get overlooked sometime. Woodvale cluster asked why can't students go to any school they want, obvious. Sandy questioned some decisions but thought the meeting nice.

Anything anyone wants let Jo know

Round table evaluation:

Still learning, impressed with PC update - Charmaine Good discussion, enjoys visuals Very good, even financially Brett looking forward to newsletter Sandy - Worcesterhire band great, and good PR for the college Mary - Rob good and clear, looked to the future Kevin, compliments to the bus drivers would be a good idea, more involved he gets, more he thinks the school is good. David said the whole bus procedure was working really well.

Meeting finished at 8.20 pm.