

**MINUTES OF MEETING No 9**

Held at Greenwood College 10 April 2013

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

1.0	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Meeting opened at 6.05 pm.	Noted
1.2	Apologies: D Mayes	Noted
1.2	Confirmation of the agenda.	D Moncrieff
2.0	<b>Disclosure of interest</b>	
2.1	No real, perceived or potential conflicts of interest were tabled.	Noted by board
3.0	<b>Minutes of previous meeting</b>	
3.1	The Minutes from Meeting 8 were accepted as correct.	Moved by C Anderson, seconded by K Starr
3.0	<b>Actions Arising from Previous Minutes:</b>	
3.1	<b>Transperth buses to and from Greenwood College and Signage</b> No new information from Transperth regarding a sign. No buses run from Greenwood Train Station to Greenwood College. Can anything be done to create more parking options? Will be looked into.	Parking options to be looked into.
3.2	<b>PARTY Program</b> The PARTY Program is where students visited Shenton Park Rehabilitation Centre and see firsthand the effects of alcohol, drugs and accidents. We do have a booking (through a Science class) Schools can only book every two years and numbers are limited. School staff select the students who will attend. Darren asked if students that do go could do a presentation at assembly - great idea, Murray to look into and may also get some involvement from the police.	Student presentation after attending PARTY Program to be investigated.
3.3	<b>Staffing and International Students</b> Darren asked about fees paid by international students. We are funded an amount per student. Currently we are over staffed and the school pays for this, in part, by the fees paid by international students.	Note
4.0	<b>Priority Items</b>	
4.1	<b>Independent Public Schools Review Process</b> As an Independent Public School (IPS) we must fulfil our requirements as outlined in our DPA. The review process is very complicated and involved and we expect ours will be completed next year. It involves a self assessment (empowering now and understandings). Reviews are done based on the context of each individual school. The review team consists of ex principals who have analysed the school data. They initially meet with the board chair and principal for 1/2 day then return to interview specific people and at a later date provide feedback. The general process was outlined and Jo distributed to board members a handout with more detail. Greg asked about the feedback given to schools that have been reviewed. The main objective to focus on is to show how we can improve and show that targets are being met.	Note
4.2	<b>Staff Performance Management</b> All staff are involved in performance management. For teachers it is linked directly to the Business Plan and their Learning Area Plans. Jo will send samples to anyone wanting a copy. Darren asked about the process for under performers. This is a separate and very involved process - fortunately we don't have any. Darren asked about the actual interview process and accountability expected. As well as an initial interview Jo also asked that staff complete a self reflection process and plans to give staff another discussion session at the next staff meeting. Greg queried	Note

	<p>how staff prove that they have achieved what they say they have. They must have proof/data (eg, exam results, increased enrolments) and Jo also relies on her senior staff to report to her.</p>	
4.3	<p><b>Presentation of the Annual Report 2012</b></p> <p>The draft Annual Report was distributed. It is a public document which gives a snapshot of the school's achievement over the previous year. There are guidelines given by the department on what is expected to be in the report. We included more specific targets this year and how they were achieved. Board members made suggestions as to how they thought the report could be improved including an executive summary, table of contents, a letter from the board recognising students' achievements, better format and more academic analysis. Some of these changes will be done for this report; others will be included in the 2013 Annual Report.</p> <p>Discussion ensued about the content, especially the data regarding bullying. Each year a survey is done and the questions should be very specific to get the most accurate data according to Murray. Darren feels that the process or target should concentrate on how to get students to open up; they need to feel that they can trust. We are constantly working on ways to improve this but it is difficult to change adolescent behaviour and it is a slow process. Darren says in safety terms they approach people as a group. By-stander behaviour is recognised as highly significant. Darren asked about an anonymous reporting procedure. This will be looked into by Murray, who regularly tracks student behaviour.</p>	<p>Changes to the Annual Report to be made and sent to members for approval by the end of Term 1.</p> <p>Murray to investigate the possibility of an anonymous bullying reporting process.</p>
4.4	<p><b>Principal of Greenwood College Update</b></p> <p>Jo has been acting as the Principal of Greenwood College for several years and she recently approached the department about making her position permanent. Darren, in his role as Board Chair, was then asked to write some words to endorse her as the substantive Principal. He will then email this endorsement to Sharon O'Neill (Director General of Education) by the end of this week. The board agreed to unanimously endorse Jo Harris as the substantive Principal and this endorsement will be included in the email Darren sends on her behalf.</p>	<p>D Moncrieff to email Sharon O'Neill regarding Jo Harris becoming the substantive principal of Greenwood College.</p>
4.5	<p><b>Business Plan Target Adjustments</b></p> <p>Jo outlined and explained the reasoning behind changes to the Business Plan that she is wishing to make and asked the board to endorse. Brett asked if this was an annual event (changing targets). Jo said they can be changed whenever necessary but after they have been reported on. The targets were chosen conservatively when initially selected and for a variety of reasons, may change during the year and need updating. The targets are all reported on each year. Brett asked if there is an audit trail – the reporting on all targets prior to changing them acts as an audit trail. Darren moved that the changes to the Business Plan be accepted as long as there is supporting data behind them and the original Business Plan is kept on record.</p>	<p>Changes to the Business Plan moved by D Moncrieff, accepted by G Grundy and B Tooker.</p>
4.6	<p><b>Workforce Plan Update</b></p> <p>The Work force data will be presented at the next meeting as the staff survey has not yet been completed.</p>	<p>Note</p>
4.7	<p><b>Year 7 Report</b></p> <p>In 2015 we will have a double intake of students. At this stage we expect between 130 Year 7 students. Jo has attended professional development regarding Year 7 students. Some of the issues that need to be addressed are rooming, staffing, timetabling and resourcing. If board members want more information a PowerPoint is available from Jo. At Greenwood there has been a lot of planning already put in place in preparation.</p> <p>We have also acquired two more primary schools that we are able to draw students from - Hallidon and Creaney Primary Schools. Greg asked if there has been any feedback from the private schools as to how Year 7 students have adapted and what works but there has not been much to date. The main reason</p>	<p>Note</p>

	<p>secondary schools are taking Year 7 students is because of the Australian Curriculum. There may be many benefits and opportunities arising from Year 7s. Darren suggested we need a very well thought out and structured campaign to encourage new students and promote the college. He offered to send through details of how to run a great campaign - a winning business campaign. Jo says we cannot do too much until we get our funding from the department.</p>	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<p><b>Student Services Report</b> Murray presented attendance data and statistics and compared Greenwood College to other surrounding schools. He also expanded on the data presented in the annual report. Our results are very good and higher than the state average. Suspension data showed that the number of suspensions has dropped significantly between 2009 and 2012. Murray spoke of the tone of the school – saying that our students are happy, staff are happy, students are rewarded for doing the right thing and appreciate this. Student Services will continue to concentrate on improving and maintaining attendance. Testimonials to this effect from students and staff could be put on the web site. Discussion about whether we could report on attendance statistics that do not include absence for sickness - would show in the high nineties but this data could be found. Murray will present the figures at the next meeting – maybe it could be used for promotional purposes.</p>	<p>Murray to present attendance data that omits absences for sickness.</p>
5.2	<p><b>Finance Report</b> We are still waiting for School Flexible Staffing Allocation (SFSA) for this year which will show staffing levels and salaries as determined by the department. It will be presented next meeting. Rob Bandow explained the sources of the school's annual income and expenditure along with the cash position as at the end of 2012. Uncollectible fees from the previous years can be written off following the approval of the principal. The amount of this bad debt written off varies from year to year. The comparative Budget was outlined, with Rob explaining what the various types of accounts are and answering questions from board members. Unallocated funds should be about 6%. The comparative budget must be presented at each meeting and ratified by the board. During 2012 we managed our own faults and by doing so saved money.</p>	<p>The Finance Report (including the comparative budget) was ratified and accepted: S Elliss and M Bell.</p>
5.3	<p><b>P&amp;C Report</b> The audit of the P&amp;C has not yet been completed, however, will be done by the end of term. Jo has concerns regarding the processes of the P&amp;C. The P&amp;C Committee has been asked to meet with the auditor next week. There are no concerns regarding the funds, just the processes. Once this has occurred the audit report will be presented to the board. The letter written by the board last year has had the desired effect in making the P&amp;C Committee realise that everything involving money must have a transparent and clear trail. The P&amp;C does not come under the principal's direct control (bit of a gray area) but Jo has had to intervene. The auditor has been fantastic and will be involved in outlining the processes that are required (all in a voluntary capacity). The P&amp;C have been offered training but that has not been taken up in the past. The auditor (Jeff Edwick) will be invited to the next meeting.</p>	<p>Jo to invite Jeff Edwick to the next board meeting.</p>
<b>6.0</b>	<b>Other Business</b>	
6.1	<p><b>School Planning and Review</b> The school Accountability and Planning Cycle was tabled. Jo carries out planning and review meetings with staff. The Heads of Learning Areas Teachers-in-Charge are interviewed regarding their results (all data, curriculum, targets met or not, why). This is also linked to the performance management of staff. Jo expects that Greenwood College will have a review by an outside agency sometime during 2014 and is planning accordingly.</p>	<p>Note</p>

6.2	<b>Photo of Board Members</b> To be taken at next meeting, assuming all members are present.	
7.0	<b>Next Meeting</b>	
7.1	Meeting No 10 will be held on Wednesday 5 June 2013, 6.00pm at Greenwood College. It was decided that the next meeting should concentrate on the college finances and the P&C Committee processes. Students to be invited to the meeting in August.	Note
8.0	<b>Roundtable Evaluation</b>	
	Positive comments all round.	
9.0	<b>Meeting Closed</b> The meeting was closed by Darren Moncrieff at 8.55 pm.	