

MINUTES OF MEETING No 12

Held at Greenwood College 23 October 2013

ATTENDEES: J Harris, L Cohen, K Starr, S Elliss, C Anderson, G Burnside, G Grundy, M Bell, B Tooker, L Hunt, R Bandow, M Williams

1.0	Welcome and Apologies	ACTIONS
1.1	Meeting opened at 6.00 pm.	Noted
1.2	Apologies: D Moncrieff, D Mayes, A Mitchell, T Dunn	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.	Accepted by L Cohen, seconded by C Anderson.
3.0	Actions Arising from Previous Minutes:	
3.1	P&C Accounts Update Jo has met with Jeff Edwick who has identified three issues must still be addressed: one with Music, one with Volleyball and a general issue. He assured Jo everything will be finished by the next meeting on 27 November.	Note
3.2	Survey The survey is now up and running. It is done every year by board members and Jo would appreciate honest assessments. Kevin queried the fact that all questions appear to be directed towards Jo even when issues raised are already recognised concerns by the board. Jo stated that she is ultimately responsible and so questions may seem directed towards her, but it is a school team effort. Board members are encouraged to comment on the survey if they wish.	Note
4.0	Priority Items	
4.1	Approval of 2014 Contributions and Charges Rob Bandow explained the differences between contributions and charges and how different expenses are itemised and charged. Faculties must submit their budgets (with changes to the curriculum reflected from the previous year). Most areas remain the same (ie, don't increase costs) but must make sure they can work within the budget they propose. There are also funds given by the school to learning areas from the school grant. This is allocated according to how many students do the course. Our fee collection has improved and we do use a debt collector in a few cases. Jo and Rob presented the proposed contributions and charges for 2014. The amounts charged are based on what is being done in classes, experience from previous years and essentially trying to keep costs down, also hiring of facilities etc. There are also general charges that the school asks for including first aid services, pool maintenance and chaplain services etc. The board was asked to approve these contributions and charges for 2014. Accepted by M Bell, seconded by Sandy Elliss.	Moved that 2014 Contributions and Charges be accepted (M Bell, S Elliss)
4.2	Finance Report Darren has contacted Jo and suggested that we present the board with less information (instead of going through the whole comparative budget) and just give a summary of certain parts. Rob showed a number of summaries that are currently available, including revenue and expenditure. At this stage the school accounts are healthy and next year we plan to spend on building upgrades in some areas and a canteen upgrade - all to benefit students. The financial summary was shown which outlines all accounts, budgets, revenue and expenditure at the current time. The outstanding amount in our SFSA is decreasing each month as we are making savings by not always replacing staff when they are on leave. There will be less money coming into schools than in previous years - we are effectively down by	The Finance Report was accepted by C Anderson and seconded by L Cohen.

	about \$90,000 - \$100,000 as a result of the government cut backs. Rob is not sure how this will affect the school finances just yet, but we should be able to manage.	
4.3	<p>Impact of Government Cuts</p> <p>After the announcement of the cuts to education funding Sandy and Jo attended a meeting with IPS principals and their board chairs. It was decided that the board chairs would write a letter to the Premier and the Minister for Education outlining their views. The theme of the letter was to be that schools are being hurt and as a group they do not agree with the cuts. Another issue that is very relevant is that the cuts have not finished yet, there will be more in 2015. One main reason for this meeting was to let politicians know that the north west schools and boards are getting together and voicing their opinions. Jo will provide a copy of the letter to any board members who wish to see it.</p>	
4.4	<p>Review and Planning Update</p> <p>Darren and Jo have been working on a document that presents information to the board in a more succinct way. Jo distributed this single page document of the Greenwood College Business Plan that shows a summary of the progress of the meeting of our targets over the years. Some targets will need reviewing as they may have been unrealistic when initially proposed. Jo will go through each target at the next meeting and review them. This is a great document and board members should have a look at it prior to the next meeting.</p>	Board to look over the new Business Plan Summary sheet prior to next meeting.
4.5	<p>Professional Development Days 2014</p> <p>The Professional Development days for 2014 will remain the same as last year (same time of the year, different dates). We are permitted to change them but as we work with other schools it is best for all to remain the same. The days are: The one change: we are proposing is to trial a different format for our Parent Night on 1 July, where we will close the school and hold parent/teacher interviews during the afternoon and evening. The board unanimously approved the dates of the Professional Development days for 2014.</p>	Approval for 2014 PD days given
4.6	<p>Open Board Meeting Agenda</p> <p>The next meeting on 27 November is the open board meeting for 2013. Items on the agenda to date include the financial plan and the school targets. Jo asked for agenda item suggestions from board members. An invitation to parents and community members will go out through the next newsletter. Sandy suggested sending invitations to the Joondalup Council and politicians in our area.</p>	
4.7	<p>Approval to Mandate the Greenwood College Winter Uniform</p> <p>We have already mandated the summer uniform and now wish to mandate the wearing of the winter uniform. The changes mean that all long pants and wind cheaters worn by students must have the school logo on them. The wearing of plain blue items will no longer be permitted. This change will be made clear through a letter sent to parents before the end of this year. Approval given.</p>	Approval given to mandate the wearing of the Greenwood College Winter Uniform
5.0	Reports and Operational Matters	
5.1	<p>Principal's College Update</p> <p>Jo outlined a number of news items, events, changes and plans to the board, including:</p> <ul style="list-style-type: none"> • The parent volleyball group is now under the school umbrella and will be managed. It will then be audited by the department. The P&C are happy with this arrangement. • The signs are now in place for the buses. Jo met with John Chester from the Joondalup Council. She has asked to have the Good Samaritan bins removed from near the bus bays, asked for scholarship donations and parking for West Greenwood Primary School. • Staffing changes next year - some fixed term positions available as staff will be on leave. • Our Year 12 students have been great, behaving well at their end of year functions (assembly, leavers breakfast) Awards Night coming up on 30 October and WACE exams beginning on 1st November. 	Jo to email board members the PD days for 2014.

	<ul style="list-style-type: none"> Interschool athletics – Greenwood is in ‘B’ grade and came 4th out of 9 schools. One of our students was the Open Girls Champion. Upcoming events - Choreography Night on 25 October, World Day on . Year 7 Orientation, Music Dinner, Year 10 and 11 exams At this stage we have 144 Year 8 students enrolled for next year A staff team from the IEC recently completed the Oxfam Walk (100 kms) and raised over \$6000 NAPLAN results very good Year 11 maths students have begun their Year 12 program. <p>Sandy suggested that World Day should be advertised more and articles should be in the papers, Jo will talk to Kristy (PR staff), although we are restricted by space in the gym. We should also invite other important people.</p> <ul style="list-style-type: none"> 	
5.2	<p>P&C Report</p> <p>At the last P&C meeting the Treasurer resigned and Adam Davies is now the interim Treasurer and Greg Grundy the interim Vice President until those positions can be filled at the AGM next year. Approval has been given for funds to go towards an award at the Year 12 Awards Night and for school netball uniforms. The P&C President (Karen Evans) has sent a letter to the premier and Luke Simpkins regarding the government funding cuts. Finance reports were all presented. The main issue raised was how to encourage parents to join the P&C. A lot of discussion from board members on this problem, which affects all schools: can we target parents to join P&C when they enrol. Mary feels we need to change our approach but how? Could have meet the teachers day. Greg thinks we need to start as soon as people enrol. Send a letter to parents saying they are expected to contribute to the school, attend P&C etc. A personalised letter inviting parents to meetings or asking them to join or help is a good idea. Sandy thinks having a parent representative from each year group could work (may miss out on P&C funding if no parent representative on the committee) - Sandy suggested also get an IEC representative.</p>	Advertise for a parent representative on the P&C Committee from each year group for 2014. Send a personalised invitation to parents to join the P&C.
6.0	Other Business	
6.1	<p>Joondalup Learning Precinct</p> <p>Lynn Cohen spoke of the Joondalup Learning Precinct which is a group set up between ECU, Joondalup City Council, the WA Police Institute and West Coast TAFE. It is a very good educational forum aimed at assisting schools in a variety of ways. There is a lot of willingness to help and a lot of experience available. Lynn and Jo will speak to see how the precinct may be able to help Greenwood College.</p>	
6.2	<p>Newsletter Email Addresses</p> <p>The newsletter is no longer posted to parents. It is now emailed and we currently have approximately 80% of parent email addresses. Board members were also emailed the latest newsletter.</p>	
7.0	Next Meeting	
7.1	Meeting No 13 will be held on Wednesday 27 October, 6.00pm at Greenwood College. This will be an Open Board Meeting.	Note
8.0	Roundtable Evaluation	
	Thank you to Brett Tooker for chairing the meeting in the absence of both Darren Moncrieff and David Mayes.	
9.0	Meeting Closed	
	The meeting was closed by Brett Tooker at 7.40pm.	