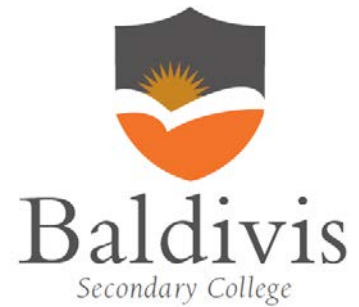

Minutes of the Baldivis Secondary College Board Meeting
Board Room, Baldivis Secondary College
15/05/2013 at 6.00pm



Present:

Kendal Drew, Karen Illich, Lynda Hamersley, Keith Svendsen, Delia Makking-Robinson, Tim O’Keeffe, Stephen Bell, Alison Parolo, Alan MacLeod

Apologies:

Lisa Carey, Dean Hird, Gavin Bassett

Agenda:

1. Election of College Board Chair Person

- Stephen Bell nominate Tim O’Keeffe for the position of College Board Chair; secondary by Kendal Drew
- No other nominees.
- Tim O’Keeffe unanimously elected unopposed.

2. Election of Board Representative on College Finance Committee

- Stephen Bell nominated Delia Makking-Robinson to the position of Board Representative on College Finance Committee; Seconded by Kendall Drew
- No other nominees.
- Delia Makking-Robinson unanimously elected unopposed.

3. Delivery and Performance Agreement

- Keith tabled and spoke to the Baldivis Secondary College Delivery and Performance Agreement. The Delivery and Performance Agreement is an agreement between the principal of the school, school board chair, and the Department (represented by the Director General).
- The Agreement outlines:
 - the performance and accountability expectations of the school; and
 - the resources and support that will be supplied by the Department
- The Agreement also contains information about :
 - resourcing and support the school will receive
 - programs the school will deliver
 - compliance - what the school is expected to do
 - governance - the role of the principal and the board
 - student achievement and how it will be monitored, and
 - the Business Plan - a three year strategic plan
- Keith asked that the DPA be endorsed by the College Board.
- Moved – Karen Illich; Seconded- Alan Macleod. Carried unanimously

4. College Business Plan

- Keith tabled and spoke to the Business Plan template which will provide the framework to be used in developing the college's Business Plan.
- The Business Plan outlines the broad direction of the college and describes the college's:
 - vision and purpose
 - context
 - self-assessment overview
 - student achievement improvement targets, and
 - key focus areas and strategies to improve school performance
- Once finalised the Business Plan is endorsed by the Board and signed by the Board Chair.
- Keith explained that the Business Plan is accompanied by the colleges Operational Plan which explicitly states the strategies and initiative which will be implemented to meet the targets outline in the Business Plan.
- Keith is keen to have the Business Plan in place by the end of Term 2 and would like the Board's involvement in establishing the Business Plan and proposed that an afternoon workshop be scheduled to analysis relevant system and school data and establish targets. College staff would be involved in preliminary planning – data gathering, analysis etc. which would be provided to Board members ahead of the scheduled meeting.
- It was agreed that Ali and Keith would liaise with Board members to establish as suitable date and time.

5. Financial Report

- Karen tabled and spoke to the Financial Report including the Initial Allocation Statement and the Comparative Budget Report. Karen reported that the college is likely to receive additional funding due to the increase in student numbers since the start of the year. (School Grant Allocation – per capita based on 180 students)
- Karen reported that currently and for first two year Faults and Utilities not managed at school level.
- Karen reported that the Oval, Sports Hall and PA are all being hired out to community organisations at various stages through the course of the week.
- In relation to the Comparative Budget, Karen explained that C Accounts represented Revenue Accounts (monies coming into the school) and D Accounts represented Expenditure Accounts.
- Karen explained that with regard to the Cafeteria Revenue/Expenditure does not include salaries. Karen explained that the college's Finance Committee made the decision to incur a loss in the short term in order to be able to provide a fulltime service to students and families.
- Accountability – Karen explained that financial reports are sent through to the Regional Office and Treasury on a monthly basis. Any anomalies found are addressed immediately.
- Rollover - Karen explained that the college is not permitted to rollover more than 10% on an annual basis. Funds can be allocated to Reserve Accounts to fund repair and replacement of college resources.
- College Board will be asked to endorse the Budget.
- Any queries/questions to Ali. Karen will address next meeting.

General Business:

1. Slate Feedback

- Keith reported that the implementation of the one-to-one take home program has taken an immense effort and commended Karen on her efforts to date in this endeavour.
- Time queried the use of the slates in classes. Keith reported that the devices were being used extensively in classes in a variety of different ways.
- Keith explained that there are some concerns about the 'robustness' of the device and that part of the review process will involve exploring other products of a similar nature.

2. Academic Support for Students

- Keith reported that the staff are supporting a number of initiatives by which students can access academic support. A Breakfast/Homework Club operates two morning a week on Tuesdays and Thursdays and an Academic Alliance is running on Monday afternoons. Both are being very well attended.
- Keith invited Board Members to attend if they would like to.

Next Meeting:

- Next meeting will be the Business Plan Workshop. Date to be advised.

Close of Meeting:

- Meeting closed at 7.15pm