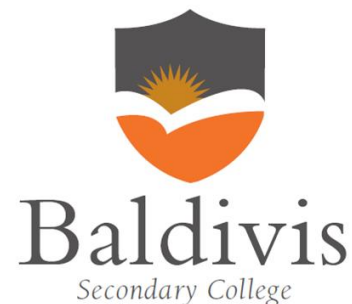


# Minutes of the Baldivis Secondary College Board Meeting

Board Room, Baldivis Secondary College

3 March 2015 at 6:00pm

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## Present:

Tim O’Keeffe; Dean Hird, Keith Svendsen, Alison Parolo, , Greg Maguire, Karen Illich,

## Agenda:

### 1.0 Welcome

Tim O’Keeffe welcome Board members and opened the meeting. Alison introduced Carl Sanders to the Board.

#### 1.1 Apologies

Kendall Drew, Gavin Bassett, Matthew Whitfield, Simon Miller and Delia Makking-Robinson

### 2.0 Confirmation of Minutes of Previous Minutes

#### 2.1 Previous Minutes

- **8.1** Dean pointed out that the date was incorrect and should have read 2015 not 2016.
- Dean moved that the minutes be approved with the amendment as stated; Moved Karen. Carried.

### 3.0 Reports

#### 3.3 Reports

##### 3.3.1 Financial Report

- Package contained 2015 Budget which was increased due to increased student’s numbers.
- One Line Budget is reflected in 2015 budget.
- One line Budget adjusts monthly dependent upon staffing and students numbers.
- Canteen Trading Statement – at the end of 2014 – credit of \$2,435.00. Profits will be invested into replacement of equipment.
- Tim O’Keeffe queried whether or not this model was sustainable. Karen explained that salaries and utilities are both included in calculations. Agreed

that the cafeteria offers a service and making a profit is not a major intention. Outsourcing the cafeteria is a consideration into the future.

- Keith explained he is keen to see funds allocated each year into a Reserve Account to ensure financial sustainability. Board would be involved in determining the percentage of funds allocated to the Reserve Account.
- Keith moved that the Financial Report be accepted as tabled
- Alan moved that the Projected 2015 Budget be accepted as tabled; Seconded by Dean.

### **3.3.2 Principal's Report**

- Keith tabled and spoke to his Principal's Report. Main points included;
  - 1104 students currently enrolled, 110 staff.
  - Stage 2 due to be handed over on 14 April 2015.
  - Traffic issues complicated by large numbers of tradesmen working on Stage 2 construction accessing street parking.
  - Implementation of Academy – concerns raised regarding use of biometric data and manner in which information was communicated to parents. Letter of apology with permission slip
  - Staff use of Connect. Course Outlines and Assessment Outlines are to be uploaded onto Connect. Keith has instructed all staff to ensure that the Marksbook component within the Connect module has been 'switched on'.
  - BYOD – initial teething problems essentially in relation to ICT infrastructure. Bandwidth was less than that assured by the Department and the wireless network was not installed as per the design brief.
  - Communication – looking to improve communication mechanisms to ensure that community is well informed. Keith implementing an e-Bulletin.
- Tim proposed that he, as the Board Chair would write a letter to the Builders (PACT and Cooper Oxley), Architects (JCY), BMW etc.
- Moved Tim, Seconded Alan

## **4.0 Posted Agenda Items**

### **4.1 Biometric Scanning**

- Dean referred to the Identified Particulars Act and additionally raised concerns that biometric data could be obtained by the Police using a search warrant.
- Keith explained that all biometric data has been deleted and that based on the views expressed by the Board that the use of biometrics would be suspended until further discussion and consideration by the Board.

#### **4.2 IPS Review**

- Keith explained that as an IPS, schools are externally reviewed by the Department of Education Services (DES)
- Discussion regarding process and Board involvement.
- Agreed that Board members if available would participate in Internal Review Meetings and meet on 24 March 2015 at 6:00pm to review Executive Summaries and provide further feedback to and ratify the review process.

#### **5.0 General Business**

- Nil

#### **6.0 Next Meeting**

##### **6.1 Date of Next Meeting**

Tuesday, 24 March 2015