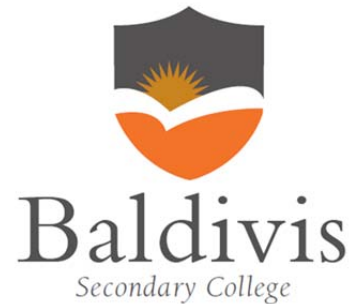

Minutes of the Baldivis Secondary College Board Meeting
Board Room, Baldivis Secondary College
4 March 2014 at 6.00pm



Present:

Tim O’Keeffe; Dean Hird, Keith Svendsen, Alison Parolo, Kendall Drew, Delia Making-Robinson, Lisa Cary, Greg Maguire, Karen Illich

Agenda:

1. WELCOME:

Tim O’Keeffe welcomed board members and opened the meeting.
Keith introduced Greg Maguire, President of the P&C who was elected as the P&C's College Board representative.

2. APOLOGIES:

Gavin Bassett, Alan McLeod, Lynda Hamersley

3. CONFIRMATION OF MINUTES OF PREVIOUS MINUTES:

Motion: Motion from Keith Svendsen; Seconded by Kendal Drew: To approve the minutes for 19 November 2013

Vote: **Motion carried**

Resolved: Minutes from the meeting on 19 November 2013 approved without modification.

4. MATTERS ARISING FROM PREVIOUS MEETING:

4.1 Community Representation on College Board

Community participation will be revisited through the course of this year.

4.2 Builder

Builder appointed is Cooper Oxley

5. INWARD AND OUTWARD CORRESPONDENCE:

Nil

6. REPORTS:

6.1 Financial Report:

- Karen spoke to the financial documentation which was sent through prior to meeting.
- Financial Summary to 31 December 2013 - \$1.2 Million expended ICT - query re ongoing provision of one-to-one devices. Keith explained that it was likely that we would go with a mixture of computer labs, trolleys and BYOD options.
- Carry over funds \$76,000

- Cash Reserves \$120,000 (now totalling \$200,000) Canteen Trading Statement - \$2,000 deficit which was a fantastic outcome. Current takings approximately \$8,000 per week, so likelihood of a profit in 2014.
- Discussion regarding poor Contributions and Charges collection rate thus far this year. 15% collection rate for Year 9 and 58% for Year 8. Karen proposed that a letter be sent to parents from the Board Chair and the Principal.
- Motion: Motion from Lisa Cary; Seconded by Kendal Drew: To approve the Financial Report and 2014 Budget as tabled.
- Vote: **Motion carried**
- Resolved: Financial Report and 2014 Budget approved as tabled.

6.2 Principal's Report:

- Keith tabled and spoke to the Principal's Report.
- Student numbers - discussion regarding capacity to accept students from outside of the local intake area. Due to accommodation pressures it is highly unlikely that we will be able to accept students from outside the local intake area.
- Building community – Focus in classes and in staff professional development thus far has centred on building community.
- Interns – Currently have five pre-service teachers from Murdoch University placed in the college on internships – three in Science, one in English and one is Indonesian/Society & Environment.
- AVID – Huge investment made by the college in providing all staff with training toward the end of last year is paying dividends with AVID being consistently used in all classes across the college. very positive response from parents of the Year 8 cohort.
- Stage 1 Defects – currently finalising the defects process associated with the completion of the Stage 1 build.
- Stage 2 – has commenced. Despite initial delays the builder is on schedule
- Charges and Contributions - very disappointing collection of contributions and charges so far this year. Greg suggested possible incentives for families who pay their fees in full and on time. Karen and Keith to follow up.
- Motion: Motion from Delia Makking-Robinson; Seconded by Lisa Cary: To approve the Principal's Report as tabled.
- Vote: **Motion carried**
- Resolved: To approve the Principal's Report as tabled
- Query re Australian Curriculum from Lisa Cary. Keith explained that the college is well place. All Phase One courses are being assessed. The college is looking at ways to work with our partner primary schools in relation to Australian Curriculum.

7. POSTED AGENDA ITEMS:

7.1. Annual Report:

- Keith is working on the Annual Report at present. Board members will be provided with a draft prior to going to press

7.2. Traffic Management:

- Query from Dean Hird regarding movement of heavy vehicles along Stillwater Drive. Keith to request no heavy vehicle movement between 2.30pm and 3.00pm at PCG meeting tomorrow.
- Staff manning pedestrian crossing at front of school.
- Manned crosswalk pending – waiting on site-works by City of Rockingham.

8. GENERAL BUSINESS

8.1 Lower School and Senior School

- Years 7 to 9 would be considered Lower School and Years 10 to 12 Senior School. Need to determine varying uniform.

9. NEXT MEETING:

Wednesday, 5 May 2014 – 6.00pm

10. CLOSE OF MEETING:

- Meeting closed at 7.01pm