



# KENT STREET

## SENIOR HIGH SCHOOL

*Minutes of the Kent Street Board – Meeting No. 11 held on 24 May 2016*

**MEMBERSHIP:** Graeme Eley, Scott Montgomery, Josephine Hart, Kath Ward, Paul Currie, George Hayden, Sharron Sutton, Lyn Diver, Marina Bay, Deanne Poole, Marilyn Harvey.

1.0	Welcome	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>The meeting was opened by Graeme Eley at 6.30pm.</li> </ul>	
2.0	<b>Usual business suspended – University entry through Certificate achieved</b>	
	Brian Gould presented ATAR v's non ATAR entry into university. At Kent street our students complete Cert II or above. ATAR score of 70 for direct entry to university, ATAR score of 80 for UWA. Curtin – direct into university with a Cert IV Cert II Sports and Recreation – a group from 2015 were not doing so well – this year they enrolled into a Cert IV and they will come out with a ATAR equivalent of a 83 ATAR score – a direct pathway into university. This is an alternative for our students. Central Institute – up until amalgamation – there was a guaranteed pathway into Curtin with a Cert II. Relaxing rules into university entrance.	
3.0	<b>Guest Speaker – Alan Genoni – DES Review process</b>	
	Alan is the Principal of Canning College – first round IPS school Just completed 2 <sup>nd</sup> round DES review. Alan discussed the issues facing Kent Street with our upcoming DES review IPS reviewed rigorously every third year. Becomes a public document, must be displayed on website. Self-review is the key. How have you gone about our processes and practices? Analysis – planning – implementation. Target setting is a key requirement of IPS – have we met these targets? Actions if not met. Improved student outcomes – this is core and essential. The school's finances are incidental by comparison. The keys documents are; <ul style="list-style-type: none"> <li>3 year Strategic Plan</li> <li>Annual Operational Plan</li> <li>Annual Report</li> </ul> These will be requested for each of the 3 years of the review.  The Report <ul style="list-style-type: none"> <li>Effective self-review against the Business Plan</li> <li>Improving student learning for all students</li> <li>Creating environment that promotes learning and wellbeing for students</li> </ul>	Graeme and Kath to meet to discuss our timeline for review.



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	<ul style="list-style-type: none"> <li>○ Student service support</li> <li>○ Access to technology</li> <li>● How well placed are we as a school to sustain and improve?</li> </ul> <p>The Process</p> <ul style="list-style-type: none"> <li>● Submit the documents – several weeks prior to the desktop audit</li> <li>● Lines of enquiry determined – two key sources are school provided documents and DoE, SCSA provided.</li> <li>● 2 days of rigorous examination – the Board is critical to this process; <ul style="list-style-type: none"> <li>○ How are you enabled to play your role?</li> <li>○ Teachers, students and external partners are included</li> </ul> </li> <li>● End of the review we will receive a brief summary. Commendations and areas for implementation. The document is shared to Director General and Minister of Education.</li> </ul>	
<b>4.0</b>	<b>Apologies:</b>	
4.1	Scott Montgomery	
4.2	Confirmation of agenda. <i>The Board confirmed the agenda.</i>	
<b>5.0</b>	<b>Disclosure of interest</b>	
	No changes.	
<b>6.0</b>	<b>Minutes of previous meeting</b>	
	Review minutes of previous meeting. Graeme Eley presented to the Board the minutes 5 April 2016 meeting for approval. Marilyn moved to accept and Paul seconded the acceptance of the minutes. Carried. The Board endorsed the minutes of the previous meeting as complete and accurate.	
<b>7.0</b>	<b>Business Arising</b>	
7.1	<u>Uniform – progress school shorts</u> Students with Celine Turton meeting with Harvey and his designer for a round table discussion – meeting this Thursday to come up with a design and material.	Kath to address at next meeting
7.2	<u>Student Behaviour Policy</u> Redrafted policy presented by Kath. Copy attached. Staff has been an integral part of this process. Major change – use of the mobile phones – some students use their mobile phones as their BYOD. Free time prior to the start of the day students need to be able to use their phones – music, email etc – policy needed to be modified to encompass this. Appropriate v's Inappropriate use. Responsible use of the mobile phone during break times.	



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	<p>Kath moved that this policy be ratified as the official policy. The board endorsed the redrafted policy. George moved and Sharron seconded.</p>	<p>The board would like a review of this change and how effective it has been later in the year.</p>
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<b>AGENDA ITEMS</b>	
<b>1.0</b>	<b>Principal Report</b>
	<p>Kath presented her report which included the following issues;</p> <ul style="list-style-type: none"> <li>• Census</li> <li>• Student hosts</li> <li>• Marketing               <ul style="list-style-type: none"> <li>○ Local PS</li> <li>○ Field days</li> <li>○ Open day – 15 September 2016</li> <li>○ Facebook page</li> </ul> </li> <li>• NAPLAN</li> <li>• LSL liability</li> <li>• PBS</li> </ul> <p>Please note a full copy of Principal's Report is attached.</p>
<b>2.0</b>	<b>Financial Report</b>
	<p>Merilyn Harvey presented the financial reports. Total One Line Budget funds available \$10,300,860 Forecast Expenditure \$10,121,335 Variance as per OLB Statement \$179,525</p> <p>Current collection rates for 2016 as follows: 54.34% Voluntary Contributions Year 7 – 10 67.01% Total Charges collected Year 7 – 12 More charges paid but fewer voluntary fees coming in. More payment plans have been set up by parents with the school. Qkr – new phone app by Commonwealth bank for payment of excursion and camps. Great initiative by Merilyn.</p>



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<b>3.0</b>	<b>Positive Behaviour School Matrix</b>	
	<p>Craig presented the PBS matrix – attached.          It is about teaching positive behaviours to students. Staff are being trained in these.          Committee meets every fortnight.          Staff was asked to identify behaviours within the school that are an issue. Students were also involved in this process.          Our school values are:</p> <ol style="list-style-type: none"> <li>1. Respect for learning</li> <li>2. Resilience to achieve</li> <li>3. Responsibility to our school and community</li> </ol> <p>These values are demonstrated;</p> <ol style="list-style-type: none"> <li>1. In our learning areas</li> <li>2. Around the school grounds</li> <li>3. Through our use of technology</li> <li>4. In our community</li> </ol> <p>The implementation of the PBS model is a three year plan – we are about one year into this process.          Links in well with our Restorative practices.</p>	<p>Board to email Kath any feedback.</p>
<b>4.0</b>	<b>Attendance</b>	
	<p>Craig presented the data analysis for semester 1 2016.</p> <ul style="list-style-type: none"> <li>• Year 7 - 95.0%</li> <li>• Year 8 – 88.5%</li> <li>• Year 9 – 90.7%</li> <li>• Year 10 – 87.6%</li> <li>• Year 11 – 88.2%</li> <li>• Year 12 – 87.9%</li> </ul> <p>Average 89.4%</p> <p>Whole school – 89.4% Target is 90%          Aboriginal – 71.4% Target is 75%</p> <p>Summary from the data analysis shows a pleasing start to the year with an average attendance rate of 89.4% just below our overall target of 90%. The most positive aspect of this data was the excellent attendance rate of the Year 7 cohort at 95%.</p>	
<b>5.0</b>	<b>Workforce Plan</b>	
	<p>Kath - too early for our needs at this stage – put out queries to staff re FTE etc – the process is happening. LSL liability – the Executive team themselves have over 300 days on their own. Plans have been set up for each member of the executive team. Karen Reid – recently retired principal will step in for Kath during her time off. This is for seamlessness and continuity of the school. All liability will be resolved for the executive team by the end of 2017.</p>	



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6.0	Business Plan	
	<p>Paul presented the Business plan – a work in progress. He highlighted the key aspects of the document with respect to both content and layout. The crest with arrows didn't appeal to many so this will need to be reformatted into a circle. Remove second K on right side.</p> <p>On left side, the picture of the tree really dominates whereas students should.</p> <p>The last page with the table is really hard to read, needs to be reformatted. Colour and font should be more uniform.</p> <p>Add the Facebook page details.</p>	<p>Aim to have a final draft for the next meeting.</p>



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<b>7.0</b>	<b>Annual Public Meeting</b>	
	<p>Kath discussed the idea of holding our APM in concert with the Year 10-12 parent night. A range of possibilities were shared from attending the coffee room in the quad, walking around and introducing ourselves to the community, or being formally booked in via the online booking system.</p> <p>General query about internet access and SEQTA was addressed via accessing Library – Helen MacCue and/or John Cotterel.</p>	<p>School Board badges to be organised by Lou.</p> <p>Kath to create a document that outlines the role and achievements of the Board for review at the next meeting.</p> <p>Board members to review their availability on the day.</p> <p>Q&amp;A activity for next meeting so that we provide an unified response to typical Board questions. 20 min to be allocated.</p>
<b>8.0</b>	<b>Next Meeting</b>	
	Tuesday 21 June 2016 at 6.30pm	
<b>9.0</b>	<b>Round table evaluation of meeting</b>	
	Happy to have Alan Genoni present; pace of meeting was good; glad to have had an opportunity to share; positive note; good discussion re behaviour policy; really enjoyed Brian's pathways – good idea to get other speakers about what they offer in Learning Areas; informative – DES review and attendance; thought that it was good; terminology – targets not used often in classrooms – increased awareness of this; really liked the matrix and change to mobile policy.	
<b>10.0</b>	<b>Meeting closed</b>	
	8.30pm	

Note for next meeting – Graeme would like to include how the open day will occur in our pre-meeting.

Signed (Chair)

Date: