



# KENT STREET

## SENIOR HIGH SCHOOL

*Minutes of the Kent Street Board – Meeting No. 17 held on 28 February 2017*

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

1.0	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1 2.0	Opening and welcome. <ul style="list-style-type: none"> <li>• The meeting was opened by Graeme Eley at 6.30pm.</li> </ul> Apologies: George Hayden Absent: Rachel Grant – to commence next meeting.	Welcome Ken Pascoe as Executive Officer.
3.0	<b>Disclosure of interest</b>	
	No changes.	
4.0	<b>Minutes of previous meeting</b>	
	Review minutes of previous meeting. Graeme Eley presented to the Board the minutes 6 December 2016 meeting for approval. Marina moved to accept and Lyn seconded the acceptance of the minutes. Carried.	The Board endorsed the minutes of the previous meeting as complete and accurate with no minor adjustments to be recorded.
5.0	<b>Business Arising</b>	
5.1	Clontarf Academy – Phil discussed and shared power point. Provided Cecil Andrews perspective (2 years in action) <ul style="list-style-type: none"> <li>• Improved attendance up to 60% in some year groups</li> <li>• Exceedingly well resourced – able to do quality field trips; pick up for improved attendance</li> <li>• Looked to power point. Health checks made a great difference</li> <li>• Good mentoring and case management</li> <li>• Support in drivers licence leads to increased employability</li> </ul> Graeme asked about integration with non-indigenous <ul style="list-style-type: none"> <li>• Phil's view – definitely bridged the gap</li> <li>• Homeroom available to anyone to visit at break times</li> </ul> Kath's observation – SAER Aboriginal boys most at risk group. Josie asked re: Student Services view. Still must case manage. Clontarf will collect parents for meetings and award nights. Phil – Growing Aboriginal numbers – decent number warranting support and of course not all will need intensive support. Lyn – similar to cricket students – re-engage and reward going off-track curriculum-wise. Sharron – females focus – how to address that? Kath – Kent Street already has a girls group focus.  Any places that the program hasn't worked well? Phil – not great in first year at Cecil Andrews. Learnt many lessons.	



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5.2	<p>Kath - Kent Street can learn from Phil's experience. Ken – Clontarf are moving towards incorporating girls into program</p> <p>Board Survey – mostly positive feedback and we appear to be functioning well in general. Points to consider:</p> <ul style="list-style-type: none"> <li>• Aiming for an annual review.</li> <li>• It was noted that two members of the board had not completed the survey and the data was only extracted on the day of our meeting so an indepth analysis was yet to occur.</li> <li>• Comments included the view that some of the questions might have been misinterpreted as discussion at the board clearly suggested that the membership has a clearer appreciation of some aspects than the data intimated.</li> <li>• Discussion about long term fiscal planning focused on this being a challenge when funding is not guaranteed from year to year and our finite resources result in our reserve accounts being small in comparison to some schools.</li> </ul>	<p>Merilyn moved that we embrace Clontarf Academy at Kent Street. Seconded by Sharron. Carried.</p> <p>Graeme and Kath to review the data more closely and to act on any perceived gaps in understanding.</p>
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<b>AGENDA ITEMS</b>		
<b>1.0</b>	<b>Principal Report</b>	
	<p>Kath presented her report (including P&amp;C report) which included the following issues;</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Enrolments</li> <li>• CEC initiative</li> <li>• Facilities</li> <li>• Aviation – need to update pictures in syllabus book</li> <li>• Year 12 Parent Information sessions</li> <li>• Principal LSL</li> </ul> <p>A full copy of Principal's Report was distributed with the agenda.</p> <p>Kath focused in discussion on the Aviation topic, noting that she and Kevin Bennett were headed to Canberra and Brisbane with Allan Blagaich this week.</p>	<p>P&amp;C Fundraising – suggestion re a market day eg; boot sale, Devonshire tea.</p> <p>Feedback on outcome of presentations to be shared at a future board meeting.</p>
<b>2.0</b>	<b>Financial Report</b>	
2.1	<p>Merilyn Harvey presented her financial report.</p> <ul style="list-style-type: none"> <li>• Preliminary Student Centred Funding as at 20 February 2017 \$9,750,378</li> <li>• Salary Rollover from 2016 \$320,629</li> </ul>	



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	<ul style="list-style-type: none"> <li>Total One Line Budget funds available \$10,071,007</li> <li>Allocation to Cash budget \$480,000</li> <li>Forecast Salary Expenditure \$9,230,582</li> <li>Salary variance as at 20 February 2017 \$360,425 less CEC funds \$19,465 = \$340,960</li> <li>Final Cash budget approved by Finance Committee 8 February 2017</li> <li>Budgeted Income total \$1,507,729 (including Cash rollover \$433,641 + \$480,000 from One Line Budget)</li> <li>Budgeted Expenditure total \$1,496,499</li> <li>Approved final cash budget surplus \$11,230</li> <li>Final collection rates for 2016 as follows: 71.13% Voluntary Contributions Year 7 – 10 (2015 = 75.78%) 93.79% Total Charges collected Year 7 – 12 (2015 = 81.19%)</li> </ul> <p>Merilyn addressed the board. Dramatic increase in collection rate – Merilyn was formally acknowledged for her efforts.</p> <ul style="list-style-type: none"> <li>Will transfer some funds from salaries to cash position. Aiming to continue good works around the school – facility upgrade.</li> <li>Projected education program allowance – frugal estimate but struggling to get people to ask for access this. Action plan in place to improve this.</li> <li>International full fee payers – very frugal estimate. Will barely make that amount as many have post-graduate visa which result in local fee paying. Fewer full fee paying students.</li> <li>Will be appointing another full time EA \$56K</li> </ul>	<p>Marina moved to accept and Scott seconded the acceptance of the budget for this year. Carried.</p>
<p><b>3.0</b></p>	<p><b>Year 12 results</b></p>	
	<p>Helena presented information about 2016 results and a comprehensive data package was provided in advance.</p> <ul style="list-style-type: none"> <li>Note great improvement in Health Studies.</li> <li>It is important to remember that historical data is somewhat dubious by comparison owing to altered WACE requirements and new courses recently commenced.</li> <li>Increased percentage undertaking ATAR than expected – Kent Street actively encourages students to challenge themselves.</li> <li>EALD teacher, Nadira Naidoo, achieved very fine results – all 7 achieved English competency.</li> <li>Attainment rate maintained when other schools experienced a considerable drop. Most pleasing.</li> <li>Helena was thanked for her effort in preparing this data for the Board.</li> </ul>	<p>Kath is currently meeting with HOLAs as part of their Learning Area reviews and strategic directions for 2017. A summary document will be prepared for the board by week nine.</p>
<p><b>4.0</b></p>	<p><b>Lower school data – tracking progress</b></p>	



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	<p>Phil presented a spreadsheet for tracking purposes. All staff can access achievement data on-line but the spreadsheet includes information that is Kent Street specific – behaviour plan, attendance plan, IEP etc. Good resource for staff to ensure they are focused on value adding. Cross-curricular perspective an advantage. Spreadsheet to be updated every term by Phil.</p> <p>Where there are gaps or no data for some individuals, this is usually because they have transferred from overseas or private school. DoE very good at data provision now. Lyn confirmed that this is very helpful. The big picture empowers Learning Area specialists to identify gaps and capacities of students so that they can better cater for individual need.</p>	
<b>5.0</b>	<b>Membership of Board</b>	
	<p>Kath explained Executive officer role – currently TBA in our terms of reference despite our agreement that this position was to be appointed by the principal to ensure that there was a ‘deputy’ member of the school’s leadership on the board. The board agreed that we should alter the wording to ensure that it stipulates that the principal is empowered to appoint the EO from the school’s leadership.</p> <p>Note that Ken Pascoe was appointed following the departure of Paul Currie from Kent Street. Ken is the Head of Humanities &amp; Social Sciences.</p>	<b>Terms of reference to be altered to reflect the board’s decision.</b>
<b>6.0</b>	<b>DES Review</b>	
	<p>Karen Read will be relieving for Kath once more at the end of term one (weeks 9 &amp; 10). Karen has recently trained as a DES reviewer. Kath and Graeme had discussed the possibility of Karen using some of her time in the school to peruse our current circumstances and conduct a mini-review so that we are empowered to make any necessary alterations to our current circumstances prior to our actual DES review in 2018. The board endorsed this idea.</p>	<b>Kath to confirm with Karen Read that we would appreciate some scrutiny of our operations and outcomes.</b>
<b>7.0</b>	<b>Sedexo / Rio – Tom Price</b>	
	Carried over.	<b>Graeme yet to meet with the key personnel.</b>
<b>8.0</b>	<b>Permission for early closure</b>	
	<p>Board approved the application to the RED for early closure on Wednesday 5 April 2017 for Year 7-9 parent interviews and again at the end of term two for Year 10-12 parent interviews.</p>	<b>Kath to apply to the RED with the Board’s approval.</b>
<b>9.0</b>	<p>General business matter – Josie raised the fact that the legal firm she works for is keen to ensure that it is noted (and minuted) that her appointment to the board and any opinions she shares are her personal view and not a legal perspective.</p>	<b>Noted.</b>



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<b>10.0</b>	<b>Next Meeting</b>	
	Tuesday 28 March 2017 at 6.30pm.	
<b>11.0</b>	<b>Round table evaluation of meeting</b>	
	Comment focused on the good order of the meeting, the positive outcome with regards to the Clontarf decision and a thank you to Scott Montgomery who has now fulfilled his term of service.	Kath to write Scott a formal letter of thanks.
<b>8.0</b>	<b>Meeting closed</b>	
	8.15 pm	

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Signed (Chair)

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Date: