



# KENT STREET

## SENIOR HIGH SCHOOL

*Minutes of the Kent Street Board – Meeting No. 10 held on 5 April 2016*

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

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>The meeting was opened by Graeme Eley at 6.30pm.</li> </ul>	
1.2	Apologies: Lyn Diver and George Hayden	
1.3	Confirmation of agenda. <i>The Board confirmed the agenda.</i>	
<b>2.0</b>	<b>Disclosure of interest</b>	
2.1	No changes.	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	Review minutes of previous meeting. Graeme Eley presented to the Board the minutes 1 March 2016 meeting for approval. Sharron Sutton moved to accept and Marina Bay seconded the acceptance of the minutes. Carried. The Board endorsed the minutes of the previous meeting as complete and accurate.	
<b>4.0</b>	<b>Business Arising</b>	
4.1	Parent teacher meetings – letter from Sue Cuneo approving the early close for Parent Teacher meetings on Wednesday 6 April 2016.	
4.2	Paul presented information on the proposed layout of our updated business plan. The updated plan will be a double sided A3 document, folded to A4. It will include more graphics and photos so that it can be used as a promotional tool. There will be an insert to the document which will show more details of targets, etc.  The draft version from the publishing company will hopefully be available for the next meeting.	Paul and Kath to continue to work on the layout and liaise with the publishing company to obtain a draft version for review and feedback at next meeting.



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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>• Student numbers – Paul offered to present the retention figures at the next meeting</li> <li>• Census</li> <li>• Staffing</li> <li>• Self-assessment cycle</li> <li>• Long Service Leave liability</li> <li>• Evacuation and lock down procedures</li> <li>• Perimeter fencing</li> <li>• Presented the Principal's Report given to the P&amp;C meeting on 22/3/2016</li> </ul> <p>Please note a full copy of Principal's Report is attached.</p>	Paul to present retention figures at next meeting
<b>2.0</b>	<b>Financial Report</b>	
	<p>Merilyn Harvey presented the financial reports.            Total One Line Budget funds available \$10,182,077            Forecast Expenditure \$10,001,945            Variance as per OLB Statement \$180,132            Merilyn explained that this variance was inaccurate due to deductions and additions that will be made, and therefore current surplus is approximately \$213,000:            Deductions-            ~\$10,000 Central Office overpayment for Switch teacher            ~\$10,000 Census audit deduction for 1 ineligible student            Additions-            \$31,490 Education Program Allowance (to be paid in April)            \$5,060 Clothing Allowance (to be paid in April)            \$17,000 Adjusted forecast casual payments</p> <p>Merilyn explained the new requirement for schools to expend a minimum of 96% of their budget. According to the Minimum Expenditure Requirement report, Kent St SHS needs to expend \$9,148,134 and our forecast expenditure is \$9,965,945, which is well over the requirement.</p> <p>Current collection rates for 2016 as follows:            39.86% Voluntary Contributions Year 7 – 10            52.72% Total Charges collected Year 7 – 12</p> <p>The Board was requested to endorse the whole school financial budget for Salaries and Cash. The Funding Agreement will be signed the Kath Ward and Graeme Eley and attached to the minutes.            Moved Scott, Marina seconded – Carried.</p>	Kath and Graeme to sign the Funding Agreement; to be attached to the minutes.



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<b>3.0</b>	<b>Annual Report</b>	
	<p>Kath presented the 2015 Annual Report for feedback.          Moved Dee, seconded Sharron.          The document will go live this week. Any feedback (eg typing errors) to Kath.</p>	
<b>4.0</b>	<b>Kent Street staff expertise and 2016 timetable</b>	
	<p>Paul presented information about teachers who are teaching outside their area of expertise. Where this is occurring, it is in Year 7 and 8 and the teachers concerned are more than capable of teaching in those areas. Overall we have 1.3% of staff teaching outside their area of expertise. This is a very low percentage. Kent Street is fortunate to be an attractive, inner city school and we are able to obtain teachers with the correct expertise to match our timetabled subjects.</p>	
<b>5.0</b>	<b>Uniform Issue</b>	
	<p>Kath tabled a petition containing 131 student signatures. There is a concern that the uniform shorts are poor quality (tearing at seams, fading, ill-fitting).          Following a discussion, the Board agreed that Uniform Concepts will be approached to see if there are any other options for shorts.          If they are unable to provide a better option, students will be given the option of purchasing a plain pair of navy blue shorts that will need to be approved by the school. The school would purchase sew on tabs that are embroidered with the school name to match that on the uniform shorts. Students wishing to wear their own (approved) shorts would need to purchase an embroidered tab and sew it on their shorts.</p> <p>An issue was raised by a Board member about certain uniform orders not being available for two months. This will also be raised with Uniform Concepts.</p> <p>Board members queried if the leavers jackets with hoods had arrived. This will be an agenda item at the next meeting to discuss if there are any issues with regards to the hoods, once students start wearing them.</p>	<p>Kath to raise issue of short style with Uniform Concepts</p> <p>Kath will raise issue with Uniform Concepts</p> <p>Kath to add agenda item next meeting</p>
<b>6.0</b>	<b>Positive Behaviour Policy</b>	
	<p>Kath tabled the draft Positive Student Behaviour Policy for review by the Board. Feedback required at next meeting with a view to endorse the policy.          The draft document (watermarked 'Draft') has been uploaded to SEQTA for staff to peruse and provide feedback.</p>	<p>Board members to provide feedback at next meeting</p>



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<b>7.0</b>	<b>General Business</b>	
<b>7.1</b>	Graeme asked for volunteers for Board members to be deputy chair. Scott Montgomery volunteered. Kath Ward moved, Sharron Sutton seconded. All in favour. Accepted	
<b>7.2</b>	Scott queried if the SEQTA login issue have been resolved. Kath advised that it is still an issue. Board members suggested that a discount on the SEQTA invoice may be appropriate given the problems the school and community have been dealing with.	Kath to liaise with Helena with a view to seeking a final resolution of the login problems and also seek a discount.
<b>8.0</b>	<b>Next Meeting</b>	
	Tuesday 24 May 2016 at 6.30pm	
<b>9.0</b>	<b>Round table evaluation of meeting</b>	
	All agreed good meeting. Documentation will be provided earlier in future. Looking forward to seeing the new layout of the business plan.	
<b>10.0</b>	<b>Meeting closed</b>	
	8.23pm	

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Signed (Chair)

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Date: