

Minutes for Board Meeting 6:30pm Tuesday 20 February 2024

	ITEM	ITEM TYPE	LED BY	TIME (min)	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.0	Meeting opened:					
2.0	Welcome					
2.1	Attendees: Natalie Machin, Ken Bohan, , Samantha Higgins, Kate Linton, Nicole Boak, Samantha Brown, Micheal Ciccotosto. Apologies: Edward Proudler, Jennifer Parker, Cindy van der Wal Absent:					
2.2	Welcome and acknowledgement of country.		Natalie	1	I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Whadjuk Noongar people.	
2.3	Declaration of conflicts of interest		Natalie	1	Any conflicts of interest with any agenda items identified by individual board members?	
3.0	Minutes of Previous Meeting					
3.1	Review minutes of previous meeting.		Natalie	2	Acceptance of minutes. Accepted by: Nicole Boak Seconded by: Sam Brown	
4.0	Business Arising					
4.1	Business plan	Information	Mike	2	Website and hard copies	
4.2	Board membership	dialogue	Natalie and Mike	5	Welcome to Kate Linton elected to board by her peers.	To be advertised. Membership list needs to be reviewed EOI's to the community. MC to manage responses and communicate to Natalie.
4.3	Strategic improvement plan update	Information	Mike	5		Extra ordinary exec meeting to discuss various aspects. No longer in "caretaker" mode. Board agreed for Executive team to actively assume Kolin's role in decision making in his absence.
5.0	Agenda					
5.1	2023 Enrolment update	Dialogue	Mike	2	Yr 7 – 102 +21ES, Yr 8 – 117+ 19ES, Yr 9 133 +12ES, Yr 10 – 185 + 20ES, Yr 11 -170 +14ES,	Student numbers comparable to 2023 estimates

					Yr 12 -180 +14ES.	
5.2	WACE 2023 performance data	Information/discussion	Mike	7		The board asked to communicate congratulations to staff for their effort in excellent 2023 WACE results. Natalie asked for a review of current year 12 data as a possible indicator of 2024 achievement. MC to action.
5.3	Board training.	Information	Mike	2		Mike to provide details on upcoming board training at Hammond Park College.
5.4	OLNA, NAPLAN, TTFM	Information/update	Mike	2		Information on distribution of timing of assessments and TTFM surveys to go to parents. OLNA schedule has been sent.
5.5	Uniform	Information/discussion	Mike	5		Communication to community required. MC to approach Fiona Wilson (MCS) re this. Reference made to the board minutes dated on 16 th May when item last raised. P&C were not aware of the change to the PE top.
5.6	Budget.	Information/discussion	Mike	10		Budget from December 2023 discussed. However, 2024 was not populated as census submission will occur on Wednesday 21 st February. An accurate picture of our financial status will be provided after census.
6.0	General Business					
6.1						
7.0	Next Meeting – week 9, 26 th March					
8.0	Meeting Close: 7.42pm					

Chair: ...Natalie Machin.....

Signature:*P. Machin*.....

Date:*21-10-2024*.....

Appendix 1:



Department of Education

Operational-Dec 2023

Cash Report

Issued on 19 February 2024

School:	Atwell College	School Year:	Dec 2023 (Verified Dec Cash)
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2

One Line Budget – Cash Component – Dec 2023

	Current Budget	Actual YTD	Variance	%Budget
Carry Forward:	\$ 775,917	775,917	0	100.00%
Student-Centred Funding (Including School Transfers and Department Adjustments):	\$ 1,362,996	1,362,996	0	100.00%
Locally Raised Funds:	\$ 779,888	753,966	25,922	96.68%
Total Cash Budget:	\$ 2,918,800	2,892,879	25,922	99.11%

EXPENDITURE

Goods and Services:	\$ 2,712,981	2,083,257	629,724	76.79%
Total Cash Expenditure:	\$ 2,712,981	2,083,257	629,724	76.79%
Variance:	\$ 205,819	809,622	-603,803	

Locally Raised Funds (Revenue)

Locally Raised Funds	Current Budget	Actual YTD	Variance	%Budget
Voluntary Contributions	\$53,856.00	\$53,855.90	\$.10	100.00%
Charges and Fees	\$457,503.53	\$431,582.40	\$25,921.13	94.33%
Fees from Facilities Hire	\$65,732.00	\$65,732.28	\$-.28	100.00%
Fundraising/Donations/Sponsorships	\$85,975.00	\$85,974.52	\$.48	100.00%
Commonwealth Govt Revenues	\$.00	\$.00	\$.00	%
Other State Govt/Local Govt Revenues	\$1,000.00	\$1,000.00	\$.00	100.00%
Revenue from CO, Regional Office and Other schools	\$.00	\$.00	\$.00	%
Other Revenues	\$110,295.25	\$110,294.94	\$.31	100.00%
Transfer from Reserve or DGR	\$5,526.00	\$5,526.00	\$.00	100.00%
Residential Accommodation	\$.00	\$.00	\$.00	%
Farm Revenue (Ag and Farm Schools only)	\$.00	\$.00	\$.00	%
Camp School Fees (Camp Schools only)	\$.00	\$.00	\$.00	%
Total	\$779,887.78	\$753,966.04	\$25,921.74	96.68%



Department of Education

Operational-Dec 2023

Goods and Services (Expenditure)

Goods and Services	Current Budget	Actual YTD	Variance	%Budget
Administration	\$128,950.00	\$57,301.79	\$71,648.21	44.44%
Lease Payments	\$.00	\$.00	\$.00	%
Utilities, Facilities and Maintenance	\$822,307.00	\$660,953.86	\$161,353.14	80.38%
Buildings, Property and Equipment	\$675,800.00	\$493,982.73	\$181,817.27	73.10%
Curriculum and Student Services	\$788,496.85	\$654,840.13	\$133,656.72	83.05%
Professional Development	\$120,000.00	\$59,861.30	\$60,138.70	49.88%
Transfer to Reserve	\$95,130.00	\$95,130.00	\$.00	100.00%
Other Expenditure	\$40,612.27	\$19,501.97	\$21,110.30	48.02%
Payment to CO, Regional Office and Other schools	\$41,685.00	\$41,684.84	\$.16	100.00%
Residential Operations	\$.00	\$.00	\$.00	%
Residential Boarding Fees to CO (Ag Colleges only)	\$.00	\$.00	\$.00	%
Farm Operations (Ag and Farm Schools only)	\$.00	\$.00	\$.00	%
Farm Revenue to CO (Ag and Farm Schools only)	\$.00	\$.00	\$.00	%
Camp School Fees to CO (Camp Schools only)	\$.00	\$.00	\$.00	%
Total	\$2,712,981.12	\$2,083,256.62	\$629,724.50	76.79%

Historical Summary Report

Issued on 19 February 2024

School Name: Atwell College School Code: 4184

A. Per Student Funding at Census

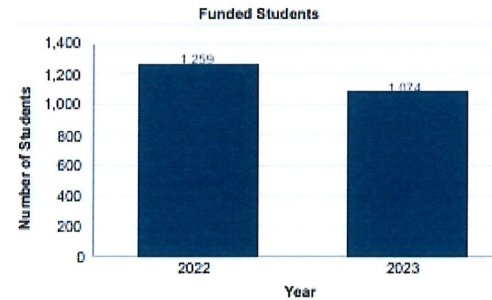
	2022		2023	
	Funded Student FTE	Amount	Funded Student FTE	Amount
Year 7	159.00	\$1,499,369.00	144.00	\$1,445,040.00
Year 8	197.00	\$1,857,315.00	148.00	\$1,485,180.00
Year 9	182.00	\$1,715,070.00	203.00	\$2,037,105.00
Year 10	294.00	\$2,771,146.00	176.00	\$1,766,160.00
Year 11	207.00	\$2,098,325.00	236.00	\$2,546,204.00
Year 12	220.00	\$2,230,860.00	167.00	\$1,801,763.00
Total Per Student	1,259.00	\$12,172,085.00	1,074.00	\$11,081,452.00

The figures above are prior to census verification adjustments, if applicable

**B. Enrolments at Census**

	2022	2023	2024
Funded Students	1,259.00	1,074.00	0.00
Aboriginal Students	49.00	51.00	0.00
English as an Additional Language or Dialect	1.00	3.00	0.00
Disability Level 1	7.00	7.00	0.00
Disability Level 2	26.00	25.00	0.00
Disability Level 3	24.00	33.00	0.00
Disability Level 4	40.00	31.00	0.00
Disability Level 5	10.00	8.00	0.00
Disability Level 6	3.00	4.00	0.00
Disability Level 7	1.00	1.00	0.00
Unfunded Students	56.00	49.00	0.00
Total Students	1,315.00	1,123.00	0.00

The figures above are prior to census verification adjustments, if applicable

**C. School Characteristics Funding at Census**

	2022	2023	2024
Enrolment-Linked Base	\$0.00	\$159,366.42	\$0.00
Locality	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$159,366.42	\$0.00

The figures above are prior to census verification adjustments, if applicable

D. Student Characteristics Funding at Census

	2022		2023		2024	
	Funded Student FTE	Amount	Funded Student FTE	Amount	Funded Student FTE	Amount
Aboriginality – Total	49.00	\$102,165.00	51.00	\$112,506.00	0.00	\$0.00
Disability	111.00	\$4,415,468.00	109.00	\$4,418,882.98	0.00	\$0.00
Educational Adjustment	148.12	\$154,311.59	118.48	\$133,020.85	0.00	\$0.00
Disability – Total	259.12	\$4,569,779.59	227.48	\$4,551,903.83	0.00	\$0.00
English as an Additional Language or Dialect	1.00	\$2,928.00	3.00	\$9,300.00	0.00	\$0.00
English as an Additional Language or Dialect – Total	1.00	\$2,928.00	3.00	\$9,300.00	0.00	\$0.00
Social Disadvantage Decile 1	66.15	\$90,685.60	70.21	\$101,993.49	0.00	\$0.00
Social Disadvantage Decile 2	123.19	\$114,342.13	109.61	\$107,688.01	0.00	\$0.00
Social Disadvantage Decile 3	139.98	\$66,937.66	129.43	\$65,733.76	0.00	\$0.00
Social Disadvantage - Total	329.32	\$271,965.39	309.25	\$275,415.26	0.00	\$0.00
Total Student Characteristics		\$4,946,837.98		\$4,949,125.09		\$0.00

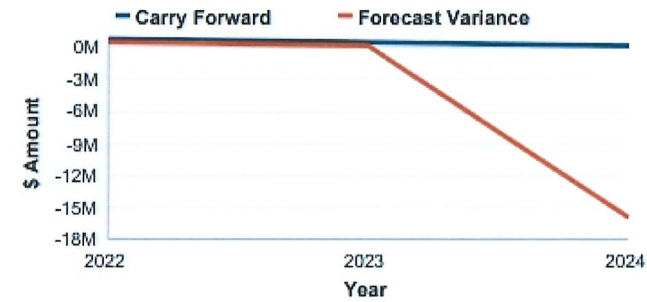
The figures above are prior to census verification adjustments, if applicable

E. Student-centred Funding Totals

	December 2022	December 2023	2024 Year to date
Per Student Funding:	\$12,172,085.00	\$11,081,452.00	\$0.00
Student and School Characteristics:	\$4,946,837.98	\$5,108,491.51	\$0.00
Disability Adjustments:	\$244,287.94	\$36,725.91	\$0.00
Student Allowances: Secondary Assistance Scheme - ABSTUDY Supplement Allowance	\$79.00	\$0.00	\$0.00
Student Allowances: Secondary Assistance Scheme - Clothing Allowance	\$4,485.00	\$3,450.00	\$0.00
Student Allowances: Secondary Assistance Scheme - Education Program Allowance	\$49,996.25	\$29,610.00	\$0.00
Targeted Initiative: Additional Educational Adjustment	\$0.00	\$28,642.44	\$0.00
Targeted Initiative: Additional support for delivery of mental health programs	\$11,648.96	\$12,369.24	\$0.00
Targeted Initiative: Career Learning Toolkit for Years 8 and 9 Students	\$10,215.14	\$0.00	\$0.00
Targeted Initiative: Commonwealth Grants	\$0.00	\$50,253.36	\$0.00
Targeted Initiative: Curriculum Support Professional Learning (EBA)	\$0.00	\$621.57	\$0.00
Targeted Initiative: Graduate Teacher Induction Program and Graduate Curriculum Materials	\$25,138.83	\$24,168.28	\$0.00
Targeted Initiative: In School State Funded Chaplaincy Program	\$2,239.99	\$3,408.84	\$0.00
Targeted Initiative: Inspiring Australia - Science Engagement Programme - Sponsorship	\$25,000.00	\$0.00	\$0.00
Targeted Initiative: Level 3 Classroom Teachers Additional Teacher Time	\$11,648.96	\$12,369.24	\$0.00
Targeted Initiative: Maritime Industry School Pathways	\$50,500.00	\$0.00	\$0.00
Targeted Initiative: National School Chaplaincy Programme	\$20,280.00	\$0.00	\$0.00
Targeted Initiative: National Student Wellbeing Program	\$0.00	\$20,280.00	\$0.00
Targeted Initiative: Schools With Low Proportion of Level 3 Classroom Teachers	\$11,648.96	\$12,369.24	\$0.00
Targeted Initiative: Specialist Career Practitioners	\$118,182.09	\$123,692.43	\$0.00
Targeted Initiative: Teacher Development Schools	\$44,000.00	\$0.00	\$0.00
Targeted Initiative: VET delivered to secondary students	\$315,983.78	\$321,166.19	\$0.00
Targeted Initiatives Total	\$701,046.96	\$642,400.83	\$0.00
Operational Response: Additional Cleaning Time Coronavirus (COVID-19)	\$154,853.48	\$0.00	\$0.00
Operational Response: Attraction and Retention	\$2,897.75	\$28,592.22	\$0.00
Operational Response: Base for schools with department endorsed education support program	\$446,231.00	\$472,200.00	\$0.00
Operational Response: Host School Psychologists	\$0.00	\$1,515.00	\$0.00
Operational Response: Hydrotherapy Pool Chemicals (Education Support)	\$13,660.00	\$13,797.00	\$0.00
Operational Response: Hydrotherapy Pools Technical Officers (Education Support)	\$38,573.60	\$41,154.10	\$0.00
Operational Response: Personal Care in Schools Payments	\$1,085.00	\$1,607.27	\$0.00
Operational Response: WA Curriculum Support	\$5,000.00	\$4,887.00	\$0.00
Operational Response Allocations Total	\$662,300.83	\$563,752.59	\$0.00
Regional Allocation: South Metro Hosting Regional Teams in Schools	\$0.00	\$1,400.00	\$0.00
Regional Allocation: South Metro Regional Network	\$0.00	\$67,112.76	\$0.00
Regional Allocation: South Metro Regional Operational Response Allocation	\$120,579.83	\$100,000.00	\$0.00
Regional Allocations Total	\$120,579.83	\$168,512.76	\$0.00
Sub Total (TIORRAs)	\$1,483,927.62	\$1,374,666.18	\$0.00
Census Verification Budget Adjustment:	\$0.00	-\$10,468.47	\$0.00
Transition Adjustment:	\$0.00	\$0.00	\$0.00
Total After Transition Adjustment:	\$18,847,138.54	\$17,590,867.13	\$0.00

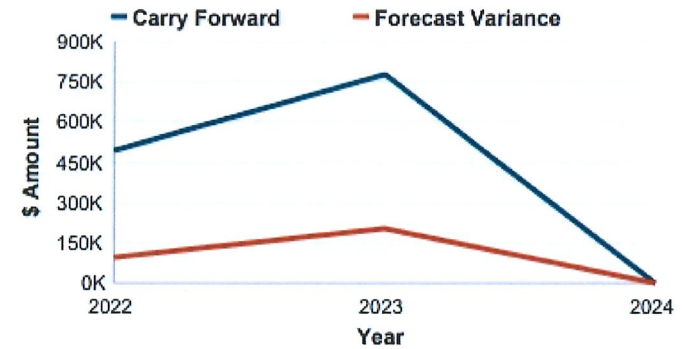
F. Operational Dashboard – Salary

	December 2022	December 2023	2024 Year to date
	PP 26	PP 26	PP 4
Carry Forward	\$788,932.80	\$509,381.19	\$163,827.64
Student-Centred Funding	\$18,618,822.13	\$17,474,843.94	\$0.00
School Transfers	-\$2,422,007.72	-\$1,238,306.84	\$0.00
Department Adjustments	-\$42,548.69	-\$39,163.54	\$0.00
Total Funds	\$16,943,198.52	\$16,706,754.75	\$163,827.64
Period Spend	\$1,198,907.28	\$1,220,527.15	\$1,214,475.58
YTD Spend	\$16,433,817.33	\$16,542,927.11	\$1,302,701.01
YTD Balance	\$509,381.19	\$163,827.64	-\$1,138,873.37
Projected Expenditure (HRMIS)	\$16,433,817.33	\$16,542,927.11	\$16,114,450.66
Future Planned Expenditure (Planning)	\$0.00	\$0.00	\$0.00
Forecast Expenditure	\$16,433,817.33	\$16,542,927.11	\$16,114,450.66
Forecast Variance	\$509,381.19	\$163,827.64	-\$15,950,623.02



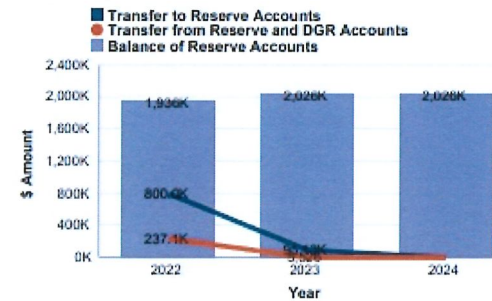
G. Operational Dashboard – Cash

	December 2022	December 2023	2024 Year to date
	Verified Dec	Verified Dec	Verified Jan
Carry Forward	\$491,481.00	\$775,917.00	\$0.00
Student-Centred Funding	\$228,316.41	\$126,491.66	\$0.00
School Transfers	\$2,422,367.84	\$1,236,504.00	\$0.00
Department Adjustments	\$0.00	\$0.00	\$0.00
Locally Raised Funds	\$1,012,744.70	\$779,887.78	\$0.00
Total Funds	\$4,154,909.95	\$2,918,800.44	\$0.00
YTD Spend (Goods and Services)	\$3,389,417.99	\$2,083,256.62	\$24,103.74
YTD Balance	\$765,491.96	\$835,543.82	-\$24,103.74
Forecast Expenditure	\$4,058,682.48	\$2,712,981.12	\$0.00
Forecast Variance	\$96,227.47	\$205,819.32	\$0.00



H. Reserves

	December 2022	December 2023	2024 Year to date
Transfer to Reserve Accounts	\$800,000.00	\$95,130.00	\$0.00
Transfer from Reserve and DGR Accounts	\$237,096.00	\$5,526.00	\$0.00
Balance of Reserve Accounts	\$1,936,064.90	\$2,025,668.90	\$2,025,668.90

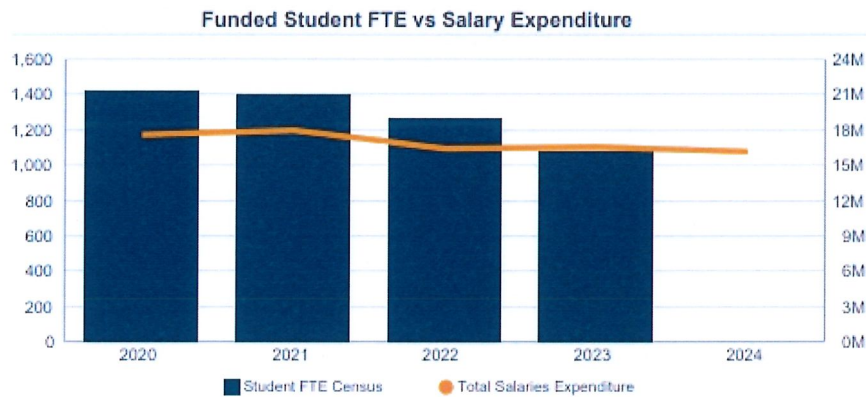


I. Funded Student FTE (at census) vs Salary Expenditure

Year	Funded Student FTE	Total Salaries Expenditure
2020	1,414.00	\$17,633,735.57
2021	1,395.00	\$17,963,703.89
2022	1,259.00	\$16,433,817.33
2023	1,074.00	\$16,542,927.11
2024		\$16,114,450.66

In 2024, \$0.00 is future planned expenditure.

Year	Funded Student FTE Change	% Change (Students)	Total Salaries Expenditure Change	% Change (Salaries)
2020 to 2021	-19.00	-1.3%	\$329,968.33	1.9%
2021 to 2022	-136.00	-9.7%	-\$1,529,886.56	-8.5%
2022 to 2023	-185.00	-14.7%	\$109,109.78	0.7%
2023 to 2024			-\$428,476.45	-2.6%





Operational-Dec 2023

Operational One Line Budget Statement

Issued on 19 February 2024

School:	Atwell College	School Year:	Dec 2023 (Verified Dec Cash)
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2
One Line Budget – Dec 2023			
	Current Budget	Actual YTD	Variance
Carry Forward (Cash):	\$ 775,917	775,917	0
Carry Forward (Salary):	\$ 509,381	509,381	0
INCOME			
Student-Centred Funding (including School Transfers & Department Adjustments):	\$ 17,560,369	17,560,369	0
Locally Raised Funds:	\$ 779,888	753,966	25,922
Total Funds:	\$ 19,625,555	19,599,633	25,922
EXPENDITURE			
Salaries:	\$ 16,542,927	16,542,927	0
Goods and Services (Cash):	\$ 2,712,981	2,083,257	629,724
Total Expenditure:	\$ 19,255,908	18,626,184	629,724
Variance:	\$ 369,647	973,450	-603,803

Income

	Current Budget	Actual YTD	Variance
Carry Forward (Cash)	\$775,917.00	\$775,917.00	\$0.00
Carry Forward (Salary)	\$509,381.19	\$509,381.19	\$0.00
Student-Centred Funding (including School Transfers & Department Adjustments)	\$17,560,369.22	\$17,560,369.22	\$0.00
Per Student	\$11,081,452.00	\$11,081,452.00	\$0.00
School and Student Characteristics	\$5,108,491.51	\$5,108,491.51	\$0.00
Disability Adjustments	\$36,725.91	\$36,725.91	\$0.00
Targeted Initiatives	\$642,400.83	\$642,400.83	\$0.00
Operational Response Allocation	\$563,752.59	\$563,752.59	\$0.00
Regional Allocation	\$168,512.76	\$168,512.76	\$0.00
Transition Adjustment	\$0.00	\$0.00	\$0.00
School Transfers – Salary	\$-1,238,306.84	\$-1,238,306.84	\$0.00



School Transfers - Cash	\$1,236,504.00	\$1,236,504.00	\$0.00
Department Adjustments	\$-39,163.54	\$-39,163.54	\$0.00
Locally Raised Funds (Revenue)	\$779,887.78	\$753,966.04	\$25,921.74
Voluntary Contributions	\$53,856.00	\$53,855.90	\$0.10
Charges and Fees	\$457,503.53	\$431,582.40	\$25,921.13
Fees from Facilities Hire	\$65,732.00	\$65,732.28	\$-0.28
Fundraising/Donations/Sponsorships	\$85,975.00	\$85,974.52	\$0.48
Commonwealth Govt Revenues	\$0.00	\$0.00	\$0.00
Other State Govt/Local Govt Revenues	\$1,000.00	\$1,000.00	\$0.00
Revenue from CO, Regional Office and Other schools	\$0.00	\$0.00	\$0.00
Other Revenues	\$110,295.25	\$110,294.94	\$0.31
Transfer from Reserve or DGR	\$5,526.00	\$5,526.00	\$0.00
Residential Accommodation	\$0.00	\$0.00	\$0.00
Farm Revenue (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Camp School Fees (Camp Schools only)	\$0.00	\$0.00	\$0.00
Total	\$19,625,555.19	\$19,599,633.45	\$25,921.74

Expenditure

	Current Budget	Actual YTD	Variance
Salaries	\$16,542,927.11	\$16,542,927.11	\$0.00
Appointed Staff	\$14,967,415.40	\$14,967,415.40	\$0.00
New Appointments	\$0.00	\$0.00	\$0.00
Casual Payments	\$1,490,364.46	\$1,490,364.46	\$0.00
Other Salary Expenditure	\$85,147.26	\$85,147.26	\$0.00
Goods and Services (Cash Expenditure)	\$2,712,981.12	\$2,083,256.62	\$629,724.50
Administration	\$128,950.00	\$57,301.79	\$71,648.21
Lease Payments	\$0.00	\$0.00	\$0.00
Utilities, Facilities and Maintenance	\$822,307.00	\$660,953.86	\$161,353.14
Buildings, Property and Equipment	\$675,800.00	\$493,982.73	\$181,817.27
Curriculum and Student Services	\$788,496.85	\$654,840.13	\$133,656.72
Professional Development	\$120,000.00	\$59,861.30	\$60,138.70
Transfer to Reserve	\$95,130.00	\$95,130.00	\$0.00
Other Expenditure	\$40,612.27	\$19,501.97	\$21,110.30
Payment to CO, Regional Office and Other schools	\$41,685.00	\$41,684.84	\$0.16
Residential Operations	\$0.00	\$0.00	\$0.00
Residential Boarding Fees to CO (Ag Colleges only)	\$0.00	\$0.00	\$0.00
Farm Operations (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Farm Revenue to CO (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Camp School Fees to CO (Camp Schools only)	\$0.00	\$0.00	\$0.00
Total	\$19,255,908.23	\$18,626,183.73	\$629,724.50

Operational-Dec 2023

Salaries Plan

Issued on 19 February 2024

School:	Atwell College	Month Year:	Dec 2023
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2

One Line Budget – Salaries Component (Workforce Plan) Dec 2023

Carry Forward:	\$	509,381
Student-Centred Funding:	\$	17,474,844
Transfers:	\$	-1,238,307
Department Adjustments:	\$	-39,164
Total Salary Budget:	\$	16,706,755

	Actual YTD	Future	Forecast
EXPENDITURE			
Appointed Staff:	\$ 14,967,415	0	14,967,415
Casual Payments - General:	\$ 557,221	0	557,221
Casual Payments – Leave Relief:	\$ 933,143	0	933,143
New Appointments:	\$	0	0
Other Salary Expenditure:	\$ 85,147	0	85,147
Total Salary Expenditure:	\$ 16,542,927	0	16,542,927
Unallocated / Over Allocated (-):	\$		163,828