



## Atwell College Board Meeting Minutes

**18:30 pm Tuesday 26<sup>th</sup> March 2024**

**1.0 Meeting opened:**

**2.0 Welcome**

**2.1 Attendance**

**Present:** Nicole Boak, Ken Bohan, Samantha Brown, Kate Linton, Natalie Machin, Jennifer Parker, Darren Payton, Edward Proudler.

**Apologies:** Mike Ciccotosto, Samantha Higgins

**Absent:** Cindy van der Wal

|            | ITEM                                 | ITEM TYPE | LED BY  | TIME (min) | DISCUSSION/PROGRESS REPORT  | ACTION/TIMELINE |
|------------|--------------------------------------|-----------|---------|------------|---|-----------------|
| 2.2        | Acknowledgement of country           |           | Natalie | 1          | I respectfully acknowledge the past and present traditional custodians of this land, the land of the spiritual rainbow serpent, the Waakal and Whadjuk Noongar boodjar. |                 |
| 2.3        | Declaration of conflicts of interest |           | Natalie | 1          | Any conflicts of interest with any agenda items identified by individual board members?   | None            |
| <b>3.0</b> | <b>Minutes of Previous Meeting</b>   |           |         |            |   |                 |
| 3.1        | Review minutes of previous meeting   |           | Natalie | 2          | Acceptance of minutes.<br>Accepted by: N. Machin                      Seconded by: N. Boak  |                 |

|            |                                  |                         |         |    |   |  |
|------------|----------------------------------|-------------------------|---------|----|---|--|
| <b>4.0</b> | <b>Business Arising</b>          |                         |         |    |   |  |
| 4.1        | 2024 New Members                 | Welcome                 | Natalie | 3  | Two nominations for parent representatives. Berry Johnston (Yr 8, 10 and 12) Michael Remeze have nominated.   | N. Machin to contact and accept nominations for the Board.   |
| 4.2        | 2024 Enrolment update            | Dialogue                | Darren  | 5  | <p>Year 7 – 117, 22 mainstream spaces available, 1 Education Support space available. 4 MESH sets running concurrently. 4 Literacy and Numeracy support classes. Rugby, Netball and SEL.</p> <p>Year 8 – 128, 13 mainstream spaces, 4 MESH sets.</p> <p>Year 9 – 147, 25 mainstream spaces, 5 MESH sets.</p> <p>Year 10 – 204, 8 mainstream spaces, 6 MESH sets.</p> <p>Year 11 – 158, 17 mainstream spaces, 13 ATAR &amp; 2 VET classes.</p> <p>Year 12 – 183, 17 mainstream spaces, 15 ATAR &amp; 2 VET classes.</p> <p>Total School Student Population 936</p> |  |
| 4.3        | Business plan                    | Dialogue                | Mike    | 1  | Member feedback / chair contribution.   | BP has been finalised and can be viewed on Atwell College website.   |
| 4.4        | Uniform policy update            | Information             | Darren  | 1  | Faction uniform shirts now being work by students.  | The Board's understanding is the faction shirts will only be worn on Friday activity days and during Health and Phys Ed classes. |
| <b>5.0</b> | <b>Agenda</b>                    |                         |         |    |   |  |
| 5.1        | Review of 2023 performance data. | Information /Discussion | Darren  | 15 | Information and discussion on the process for forming the gridlines, subject offerings and the rationale and data behind the process.   |  |

|            |  |             |        |    |   |  |
|------------|--|-------------|--------|----|---|--|
| 5.2        | Strategic improvement plan update.                                 | Discussion  | Mike   | 15 | Milestone progress. KPIs. Focus on high impact teaching. Professional learning communities.   | To be carried over to the next meeting.  |
| 5.3        | Budget. <i>(Appendix 1)</i>  | Information | Darren | 20 | Reference to agenda attachments. Discussion on overall budget and \$1,100,000 funding shortfall. Historical Summary Report, Salaries Plan and Cash Budget Tool presented. | D. Payton to review areas of expenditure saving and provide information to the next Board meeting. |
| <b>6.0</b> | <b>General Business</b>  |             |        |    |   |  |
| 6.1        | ATAR Mathematics Classes   | Discussion  |        | 10 | Period Zero, Mathematics assessments and communication to parents. All other subjects conduct their assessments during class time. Board members asking for reason.       | D. Payton to investigate and report back to the Board meeting.                                     |
| <b>7.0</b> | <b>Next Meeting – Week 13, 2024 (14.05.24) 18:00 Meeting time.</b> |             |        |    |   |  |
| <b>8.0</b> | <b>Meeting Close: 20:00</b>  |             |        |    |   |  |

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

Signature: .....*N. Machin*.....

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



## Appendix 1

### A. Preliminary Historical Summary Report

Issued on 25<sup>th</sup> March 2024

School Name: Atwell College

School Code: 4184

#### Per Student Funding at Census

|                   | Actual 2022        |              | Actual 2023        |              | Forecast 2024      |              |
|-------------------|--------------------|--------------|--------------------|--------------|--------------------|--------------|
|                   | Funded Student FTE | Amount       | Funded Student FTE | Amount       | Funded Student FTE | Amount       |
| Year 7            | 159                | \$1,499,369  | 144                | \$1,445,040  | 125                | \$1,298,375  |
| Year 8            | 197                | \$1,857,315  | 148                | \$1,485,180  | 140                | \$1,454,180  |
| Year 9            | 182                | \$1,715,070  | 203                | \$2,037,105  | 140                | \$1,454,180  |
| Year 10           | 294                | \$2,771,146  | 176                | \$1,766,160  | 200                | \$2,077,400  |
| Year 11           | 207                | \$2,098,325  | 236                | \$2,546,204  | 160                | \$1,786,720  |
| Year 12           | 220                | \$2,230,860  | 167                | \$1,801,763  | 200                | \$2,233,400  |
| Total Per Student | 1,259              | \$12,172,085 | 1,074              | \$11,081,452 | 965                | \$10,304,255 |

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

#### F. Preliminary Dashboard – Salary

|                                       | Actual December 2022   | Actual 2023 Year to date | Forecast 2024          |
|---------------------------------------|------------------------|--------------------------|------------------------|
|                                       | PP 26                  | PP 26                    |                        |
| Carry Forward                         | \$788,932.80           | \$509,381.19             | \$163,828.00           |
| Student-Centred Funding               | \$18,618,822.13        | \$17,474,843.94          | \$16,384,972.42        |
| School Transfers                      | -\$2,422,007.72        | -\$1,238,306.84          | \$39,735.00            |
| Department Adjustments                | -\$42,548.69           | -\$39,163.54             |                        |
| <b>Total Funds</b>                    | <b>\$16,943,198.52</b> | <b>\$16,706,754.75</b>   | <b>\$16,588,535.42</b> |
| Projected Expenditure (HRMIS)         | \$16,433,817.33        | \$16,542,927.11          | \$15,702,777.76        |
| Future Planned Expenditure (Planning) | \$0.00                 | \$0.00                   | \$1,295,074.96         |
| <b>Forecast Expenditure</b>           | <b>\$16,433,817.33</b> | <b>\$16,542,927.11</b>   | <b>\$16,997,852.72</b> |
| <b>Forecast Variance</b>              | <b>\$509,381.19</b>    | <b>\$163,827.64</b>      | <b>-\$409,317.30</b>   |

#### G. Preliminary Dashboard – Cash

|                             | Actual December 2022  | Actual 2023 Year to date | Forecast 2024         |
|-----------------------------|-----------------------|--------------------------|-----------------------|
|                             | Verified Dec          | Verified Dec             |                       |
| Carry Forward               | \$491,481.00          | \$775,917.00             | \$809,622.02          |
| Student-Centred Funding     | \$228,316.41          | \$126,491.66             | \$39,735.00           |
| School Transfers            | \$2,422,367.84        | \$1,236,504.00           | -\$39,735.00          |
| Department Adjustments      | \$0.00                | \$0.00                   |                       |
| Locally Raised Funds        | \$1,012,744.70        | \$779,887.78             | \$1,145,000.00        |
| <b>Total Funds</b>          | <b>\$4,154,909.95</b> | <b>\$2,918,800.44</b>    | <b>\$1,954,622.02</b> |
| <b>Forecast Expenditure</b> | <b>\$4,058,682.48</b> | <b>\$2,712,981.12</b>    | <b>\$1,832,623.00</b> |
| <b>Forecast Variance</b>    | <b>\$96,227.47</b>    | <b>\$205,819.32</b>      | <b>\$121,999.02</b>   |

#### H. Reserves

|  | Actual December 2022 | Actual 2023 Year to date | Forecast 2024  |
|--|----------------------|--------------------------|----------------|
| Transfer to Reserve Accounts           | \$800,000.00         | \$95,130.00              | \$0.00         |
| Transfer from Reserve and DGR Accounts | \$237,096.00         | \$5,526.00               | \$700,000.00   |
| Balance of Reserve Accounts            | \$1,936,064.90       | \$2,025,668.90           | \$1,325,668.90 |

#### 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 | 965.00             | \$16,997,852.72            |

| 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 | -109.00                   | -11.3%              | \$454,925.61                      | 2.7%                |

2023 may include future planned expenditure.

2024 is forecast FTE and expenditure.





Department of Education

Preliminary 2024

## Preliminary Salaries Plan

Issued on 25 March 2024

|                |                           |                               |      |
|----------------|---------------------------|-------------------------------|------|
| <b>School:</b> | Atwell College            | <b>School Year:</b>           | 2024 |
| <b>Region:</b> | South Metropolitan Region | <b>Aria:</b>                  | 0    |
|                |                           | <b>Distance to Perth (km)</b> | 21.2 |

### Forecast One Line Budget –Salaries Component (Workforce Plan) 2024

|                          |           |                   |
|--------------------------|-----------|-------------------|
| Carry Forward:           | \$        | 163,828           |
| Student-Centred Funding: | \$        | 16,424,707        |
| School Transfers         | \$        | 0                 |
| <b>Total Funds:</b>      | <b>\$</b> | <b>16,588,535</b> |

|  |           | Actual YTD       | Future            | Forecast          |
|--|-----------|------------------|-------------------|-------------------|
| <b>EXPENDITURE</b>                       |           |                  |                   |                   |
| Appointed Staff:                         | \$        | 2,741,681        | 12,772,148        | 15,513,830        |
| New Appointments:                        |           |                  | 1,058,342         | 1,058,342         |
| Casual Payments - General:               | \$        | 80,634           | 236,733           | 317,366           |
| Casual Payments – Leave Relief:          | \$        | 96,471           | 0                 | 96,471            |
| Other Salary Expenditure:                | \$        | 11,843           | 0                 | 11,843            |
| <b>Total Salary Expenditure:</b>         | <b>\$</b> | <b>2,930,630</b> | <b>14,067,223</b> | <b>16,997,853</b> |
| <b>Unallocated / Over Allocated (-):</b> | <b>\$</b> |                  |                   | <b>-409,317</b>   |



Department of  
Education

Operational- Mar 2024

## Student-Centred Funding Statement

Issued on 26 March 2024

|         |                           |                         |          |
|---------|---------------------------|-------------------------|----------|
| School: | Atwell College            | School Year:            | Mar 2024 |
| Region: | South Metropolitan Region | Aria:                   | 0        |
|         |                           | Distance to Perth (km): | 21.2     |

### Student-Centred Funding - Mar 2024

|                                     |                        |
|-------------------------------------|------------------------|
| Per Student Funding:                | \$10,328,929.00        |
| Student and School Characteristics: | \$5,748,640.14         |
| Disability Adjustments:             | \$86,862.73            |
| Targeted Initiatives:               | \$552,379.27           |
| Operational Response Allocation:    | \$546,724.40           |
| Regional Allocation:                | \$0.00                 |
| <b>Total Mar 2024:</b>              | <b>\$17,263,535.54</b> |

### Per Student Funding - At Census

| Per Student  | Funded Student FTE |                 | Amount                 |
|--------------|--------------------|-----------------|------------------------|
|              | Below Threshold    | Above Threshold |                        |
| Year 7       | 124.00             |                 | \$1,287,988.00         |
| Year 8       | 134.00             |                 | \$1,391,858.00         |
| Year 9       | 143.00             |                 | \$1,485,341.00         |
| Year 10      | 201.00             |                 | \$2,087,787.00         |
| Year 11      | 175.00             |                 | \$1,954,225.00         |
| Year 12      | 190.00             |                 | \$2,121,730.00         |
| <b>Total</b> | <b>967.00</b>      |                 | <b>\$10,328,929.00</b> |

### Student and School Characteristics Funding – At Census

| Funded Student FTE                           |        | Amount                |
|--|--------|-----------------------|
| Student Characteristics                      |        |                       |
| Aboriginality                                | 32.00  | \$73,088.00           |
| Disability                                   | 245.37 | \$5,048,922.92        |
| English as an Additional Language or Dialect | 16.00  | \$51,344.00           |
| Social Disadvantage                          | 289.17 | \$270,269.25          |
| Sub Total                                    |        | \$5,443,624.17        |
| School Characteristics                       |        |                       |
| Enrolment-Linked Base                        |        | \$305,015.97          |
| Locality                                     |        | \$0.00                |
| Sub Total                                    |        | \$305,015.97          |
| <b>Total</b>                                 |        | <b>\$5,748,640.14</b> |





### Student Characteristics Funding (Detailed) – At Census

|   | Funded Student<br>FTE | Amount                |
|---|-----------------------|-----------------------|
| Aboriginality   | 32.00                 | \$73,088.00           |
| Disability  |                       |                       |
| Disability  | 115.00                | \$4,895,570.00        |
| Educational Adjustment  | 130.37                | \$153,352.92          |
| Disability - Total  | 245.37                | \$5,048,922.92        |
| English as an Additional Language or Dialect                          |                       |                       |
| English as an Additional Language or Dialect                          | 16.00                 | \$51,344.00           |
| English as an Additional Language or Dialect Intensive English Centre | 0.00                  | \$0.00                |
| English as an Additional Language or Dialect - Total                  | 16.00                 | \$51,344.00           |
| Social Disadvantage   |                       |                       |
| Social Disadvantage Decile 1  | 67.89                 | \$102,198.21          |
| Social Disadvantage Decile 2  | 104.88                | \$106,859.83          |
| Social Disadvantage Decile 3  | 116.40                | \$61,211.21           |
| Social Disadvantage - Total   | 289.17                | \$270,269.25          |
| <b>Total Student Characteristics</b>                                  |                       | <b>\$5,443,624.17</b> |

**Note:** Please refer to the appropriate support sheet for further details on the calculations in the table above.

### Targeted Initiatives (Detail)

|   | Amount              |
|---|---------------------|
| Targeted Initiative: Additional support for delivery of mental health programs            | \$12,753.51         |
| Targeted Initiative: Chaplaincy and Student Wellbeing Program                             | \$24,817.23         |
| Targeted Initiative: Graduate Teacher Induction Program and Graduate Curriculum Materials | \$15,937.48         |
| Targeted Initiative: Level 3 Classroom Teachers Additional Teacher Time                   | \$12,753.51         |
| Targeted Initiative: Schools With Low Proportion of Level 3 Classroom Teachers            | \$12,753.51         |
| Targeted Initiative: Specialist Career Practitioners                                      | \$127,535.12        |
| <b>Total</b>  | <b>\$206,550.36</b> |

### Targeted Initiatives – At Census

|  | Funded Student FTE | Amount              |
|--|--------------------|---------------------|
| Targeted Initiative: VET delivered to secondary students | 287.04             | \$320,360.26        |
| Targeted Initiative: Additional Educational Adjustment   | 45.17              | \$25,468.65         |
| <b>Total</b>   |                    | <b>\$345,828.91</b> |

### Operational Response Allocation (Detail)

|   | Amount              |
|---|---------------------|
| Operational Response: Base for schools with department endorsed education support program | \$488,727.00        |
| Operational Response: Host School Psychologists   | \$525.00            |
| Operational Response: Hydrotherapy Pool Chemicals (Education Support)                     | \$13,935.00         |
| Operational Response: Hydrotherapy Pools Technical Officers (Education Support)           | \$42,767.40         |
| Operational Response: Personal Care in Schools Payments                                   | \$770.00            |
| <b>Total</b>  | <b>\$546,724.40</b> |