



ATWELL COLLEGE

Minutes for Board Meeting 6:30pm Tuesday 28 March 2023

	ITEM	ITEM TYPE	LED BY	TIME (min)	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.0	Meeting opened: 6:34					
2.0	Welcome					
2.1	Attendees: Natalie Machin, Kolin van der Wal, Wade Westphal-Groves, Jennifer Parker, Ken Bohan, Cindy van der Wal, Edward Proudler, Chelsea Packer, Nicole Boak, Michael Ciccotosto Apologies: Alison Hilton Absent: Samantha Higgins, Samantha Brown					
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. I also acknowledge the contributions of Aboriginal and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together - Australia	
2.3	Declaration of conflicts of interest		Natalie	1	Any conflicts of interest with any agenda items identified by individual board members? – No.	
3.0	Minutes of Previous Meeting					
3.1	Review minutes of previous meeting.		Natalie	2	Acceptance of minutes. Accepted by: Natalie Minchin Seconded by: Jennifer Parker	Agreement for Y11 ATAR Geography addition from last meeting
4.0	Business Arising					
4.1	2023 Enrolment update	Dialogue	Kolin	2	Enrolments trending down in lower school. We ended up with more students in Year 7 than originally	

					predicted.	
4.2	School day structure	Dialogue	Kolin	2	Bus times did not align at beginning of year, hence second change in week 4. Improvements noted regarding student behaviour whilst waiting for public transport services. Discussion around Homeroom.	
4.3	Business Plan				Statement from Board for Business Plan	N. Minchin to work out a message for Business Plan
4.4	Uniform Policy				Wording has changed to allow parents options to	
4.5	Booklists				Key item (safety glasses) added to general items.	
4.6	Languages				Wording has changed on website. Clarity surrounding availability in upper school. Moving to offering only one language (Japanese). Feeder primary schools mostly do Japanese	
4.7	Resignation (Alison Hilton)	Dialogue	Kolin	3	Board co-opts Ken Bohan as community rep Parent position open. Agreement to wait until next year when Wade will also resign board.	
5.0	Agenda					
5.1	Terms of Reference	Information / Discussion	Kolin	15	Discussion re highlighted sections of Terms of Reference (agenda attachment). Updates made to Board to composition, now 14 members. Natalie nominated to continue as Board Chair, membership agreed. Term 3 to be a public meeting.	Term 3 public meeting to be advertised to school community closer to the meeting.
5.2	Review of 2022 performance data.	Information / Discussion	Kolin	15	Presentation and discussion. WACE achievement, Attainment, VET, ATAR Scores, OLNA, Y12 Destinations, and etc. Some trending down but largely linked to attendance. Attendance improved significantly T1 2023 compared with T1 2022.	
5.3	Strategic improvement plan processes.	Information	Kolin	5	Review of meeting structure to inform Board of how work is progressing on Strategic Improvement Plan. Initiative owners inform on key milestones and leadership team meets and discussion and follow-up on milestones. Meet twice per term. Roles clearly laid out.	

5.4	Strategic improvement plan update.	Discussion	Kolin	10	Milestone progress. KPIs. Focus on high impact teaching. Staff survey of 122 questions and <i>Tell Them From Me</i> for school community in strategic plan and used to inform planning/KPIs. Rich data source to monitor progress against goals. Professional learning communities (PLCs) introduced. Six hours allocated every term to PLCs, Learning Areas moving away from operational information meetings to practical sessions to be used in areas at learning areas discretion, often informed by key data on student performance.	Kolin to email Strategic Plan milestone review document with Board agenda prior to each meeting.
5.5	Board training.	Information	Kolin	3	Training available, refer to information package attached to agenda. Online modules also available.	
5.6	Budget.	Information	Kolin	10	Preliminary budget information presented. Discussion re overall budgeting tool and where funding originates from. Refer to agenda attachments.	
5.7	Staff survey – High Reliability Schools	Information	Kolin	5	Discussion as above 5.4	
5.8	Board survey	Discussion	Kolin	5	Discussion around whether to re-take survey this year. Suggested focus areas for 2023: <ul style="list-style-type: none"> - Meetings have time set aside for focused strategy development. - The board has developed a succession plan to identify the skills needed from members. - The agenda for meetings is dominated by “routine” motions or items “for information only” 	Kolin to set one of these focus areas as an agenda item to address next meeting.
6.0	General Business					
6.1						
7.0	Next Meeting – Week 4 Term 2 2023 (16 May)					
8.0	Meeting Close: 7:55pm					

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

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

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