



Atwell College Board Meeting Minutes

18:00 pm Tuesday 14th May 2024

1.0 Meeting opened:

2.0 Welcome

2.1 Attendance

Present: Nicole Boak, Samantha Brown, Samantha Higgins, Berry Johnston, Kate Linton, Natalie Machin, Jennifer Parker, Darren Payton, Edward Proudler, Nicole Richardson.

Apologies: Ken Bohan, Mike Ciccotosto,

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 Elders and traditional custodians of this land, the land of the spiritual rainbow serpent, the Waakal. It is a privilege for the Atwell College community to be standing on 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 identified.
3.0	Minutes of Previous Meeting					
3.1	Review minutes of previous meeting		Natalie	2	Acceptance of minutes. Accepted by: Nat Machin. Seconded by: Kate Linton.	Minutes Carried.

4.0	Business Arising					
4.1	2024 New Members	Welcome	Natalie	3	Two nominations for parent representatives. Bernice (Berry) Johnston (Yr 8, 10 and 12) and Michael Remisz (Yr 8).	Berry Johnston welcomed to the Board. Nat to ring Michael Remisz. Nicole Richardson to organise two student representatives.
4.2	ATAR Mathematics Classes	Dialogue	Kate	5	Period Zero, Mathematics assessments and communication to parents. All other subjects conduct their assessments during class time. Board members asking for reason.	Conversation with Ingrid Vidot-Emery on timing of assessments. Regular class time will be used for assessments in the future.
5.0	Agenda					
5.1	2024 Tell Them From Me Survey	Information / Discussion	Darren	20	Tell Them from Me survey data presented. Discussion and conversation around results and trends. Specific areas of interest addressed.	Darren to follow up on break down of Year 8 respondents and parents.
5.2	Public School Review	Information / Discussion	Darren	10	The Atwell College Public School review will be conducted on 19 th June 2024. The review will require input from the School Board as part of the reflective process. Kate will be leading the logistics and planning for the staff selected to respond to each section of the review. Darren will complete the ESAT in preparation for the interviews.	Darren and Kate to provide further information to the Board Chair during the process and a summary at the next meeting (10.06.24).
5.3	Budget. <i>(Appendix 1)</i>	Information / Discussion	Darren	15	Reference to agenda attachments. Discussion on overall budget and \$1,100,000 funding shortfall reduced to \$700,000. Historical Summary Report, Salaries Plan and Cash Budget Tool presented.	
5.4	School Ball	Information / Discussion	Darren	5	Proposal to allow only Atwell College students to attend the 2024 School Ball.	Board agreement on proposal. Darren to inform F. Williams to advise Year 12 cohort and parents.

5.5	Mobile Phone and Good Standing Policy <i>(Appendix 2)</i>	Information / Discussion	Nicole	5	Changes to Mobile Phone and Good Standing Policy presented. Proposed: Nicole. Seconded Samantha. Carried.	Policy changes ratified and passed by the Board.
5.6	Faction Names	Information / Discussion	Kate	5	Faction names proposal to increase belonging amongst students in the school. The existing Faction names at Atwell College are not relevant as they do not reflect a connection to the school or the factions.	Board support for the development of new Faction names. Kate to provide feedback to the next Board meeting (10.06.24).
6.0	General Business					
6.1	Meeting dates.	Discussion	Samantha	10	Meetings will be Week 3 and 8 and the day before the P&C Meetings as information is currently being presented to the P&C before the Board Meetings. Move the Board meetings to Monday and P&C on Tuesday. Term 2: 10 th June 2024. Term 3: 29 th July & 2 nd September 2024 Term 4: 21 st October & 25 th November 2024	Darren to send out proposed dates to Board members in Minutes of meeting.
7.0	Next Meeting – Week 18, 2024 (Monday 10.06.24) 18:00 Meeting time.					
8.0	Meeting Close: 19:55					

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

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

Date: *21-10-2024*

Appendix 1



2024 Operational

Atwell College (4184)

2024 Minimum Expenditure Requirement

Issued on 6 May 2024

Region: South Metropolitan Region

Aria: 0

Distance to Perth (km): 21.2

2024 Budget = Student-centred Funding + School Transfers + Department Adjustments + Locally Raised Funds (excluding Reserve Transfers)

2024 Carry Forward = Salary Carry Forward + Cash at Bank (excluding Suspense, Tax and Deductible Gift Recipient funds)

2023 Budget = Student-centred Funding + School Transfers + Department Adjustments + Locally Raised Funds (excluding Reserve Transfers)

2024 Budget

2024 Budget (SCFM and Locally Raised Funds)

Current Budget	\$	17,805,793
Minimum Expenditure of 96%	\$	17,093,561

2024 Carry Forward (Salary and Cash at Bank)

Carry Forward	\$	2,999,119
2023 Budget	\$	18,308,809
% of 2023 budget	%	16
Minimum Expenditure of 10%	\$	299,912

2024 Minimum Expenditure Requirement

96% of Current Budget	\$	17,093,561
10% of Carry Forward	\$	299,912
Total 2024 Minimum Expenditure Requirement	\$	17,393,473

2024 Current Forecast Expenditure

Salaries	\$	16,831,431
Appointed Staff	\$	15,546,012
New Appointments	\$	675,359
Casual Payments (General)	\$	399,523
Casual Payments – Leave Relief	\$	190,302
Other Salary Expenditure	\$	20,236
Goods and Services (Cash Expenditure)	\$	1,974,075
Total Expenditure 2024	\$	18,805,506

Information Used

2024 Budget	May 2024
Verified Cash	Apr 2024

Operational-Apr 2024

Operational-Apr 2024

Operational One Line Budget Statement

Issued on 6 May 2024

School:	Atwell College	School Year:	Apr 2024 (Verified Apr Cash)
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2

One Line Budget – Apr 2024

	Current Budget	Actual YTD	Variance
Carry Forward (Cash):	\$ 809,622	809,622	0
Carry Forward (Salary):	\$ 163,828	163,828	0
INCOME			
Student-Centred Funding (including School Transfers & Department Adjustments):	\$ 17,327,536	17,318,299	9,237
Locally Raised Funds:	\$ 1,170,392	943,133	227,259
Total Funds:	\$ 19,471,378	19,234,882	236,496
EXPENDITURE			
Salaries:	\$ 16,764,246	4,526,370	12,237,875
Goods and Services (Cash):	\$ 1,974,075	701,617	1,272,458
Total Expenditure:	\$ 18,738,321	5,227,988	13,510,333
Variance:	\$ 733,057	14,006,894	-13,273,837

Income

	Current Budget	Actual YTD	Variance
Carry Forward (Cash)	\$809,622.00	\$809,622.00	\$ 0.00
Carry Forward (Salary)	\$163,827.64	\$163,827.64	\$ 0.00
Student-Centred Funding (including School Transfers & Department Adjustments)	\$17,327,536.03	\$17,318,299.03	\$9,237.00
Per Student	\$10,328,929.00	\$10,328,929.00	\$ 0.00
School and Student Characteristics	\$5,748,640.14	\$5,748,640.14	\$ 0.00
Disability Adjustments	\$257,341.62	\$257,341.62	\$ 0.00
Targeted Initiatives	\$588,027.79	\$585,758.79	\$2,269.00
Operational Response Allocation	\$546,724.40	\$539,756.40	\$6,968.00
Regional Allocation	\$ 0.00	\$ 0.00	\$ 0.00
School Transfers – Salary	\$-117,776.92	\$-117,776.92	\$ 0.00

School Transfers - Cash	\$ 0.00	\$ 0.00	\$ 0.00
Department Adjustments	\$-24,350.00	\$-24,350.00	\$ 0.00
Locally Raised Funds (Revenue)	\$1,170,392.00	\$943,133.08	\$227,258.92
Voluntary Contributions	\$35,000.00	\$29,133.96	\$5,866.04
Charges and Fees	\$272,293.00	\$131,382.88	\$140,910.12
Fees from Facilities Hire	\$60,000.00	\$22,650.01	\$37,349.99
Fundraising/Donations/Sponsorships	\$18,607.00	\$17,911.00	\$696.00
Commonwealth Govt Revenues	\$ 0.00	\$ 0.00	\$ 0.00
Other State Govt/Local Govt Revenues	\$ 0.00	\$ 0.00	\$ 0.00
Revenue from CO, Regional Office and Other schools	\$ 0.00	\$ 0.00	\$ 0.00
Other Revenues	\$84,492.00	\$42,055.23	\$42,436.77
Transfer from Reserve or DGR	\$700,000.00	\$700,000.00	\$ 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	\$19,471,377.67	\$19,234,881.75	\$236,495.92

Expenditure

	Current Budget	Actual YTD	Variance
Salaries	\$16,764,245.76	\$4,526,370.45	\$12,237,875.31
Appointed Staff	\$15,478,826.68	\$4,153,043.35	\$11,325,783.33
New Appointments	\$675,359.33	\$ 0.00	\$675,359.33
Casual Payments	\$589,824.22	\$353,091.57	\$236,732.65
Other Salary Expenditure	\$20,235.53	\$20,235.53	\$ 0.00
Goods and Services (Cash Expenditure)	\$1,974,075.00	\$701,617.37	\$1,272,457.63
Administration	\$121,700.00	\$25,218.81	\$96,481.19
Lease Payments	\$ 0.00	\$ 0.00	\$ 0.00
Utilities, Facilities and Maintenance	\$752,254.00	\$291,147.08	\$461,106.92
Buildings, Property and Equipment	\$339,509.00	\$194,539.24	\$144,969.76
Curriculum and Student Services	\$660,530.00	\$170,356.50	\$490,173.50
Professional Development	\$90,000.00	\$9,547.12	\$80,452.88
Transfer to Reserve	\$ 0.00	\$ 0.00	\$ 0.00
Other Expenditure	\$9,957.00	\$10,683.62	\$-726.62
Payment to CO, Regional Office and Other schools	\$125.00	\$125.00	\$ 0.00
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	\$18,738,320.76	\$5,227,987.82	\$13,510,332.94



Department of
Education

Operational - Apr 2024

Salaries Plan

Issued on 13 May 2024

School:	Atwell College	Month Year:	Apr 2024
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2

One Line Budget –Salaries Component (Workforce Plan) Apr 2024

Carry Forward:	\$	163,828
Student-Centred Funding:	\$	17,395,974
Transfers:	\$	-117,777
Department Adjustments:	\$	-24,350
Total Salary Budget:	\$	17,417,675

		Actual YTD	Future	Forecast
EXPENDITURE				
Appointed Staff:	\$	4,153,043	11,325,783	15,478,827
Casual Payments - General:	\$	162,790	236,733	399,523
Casual Payments – Leave Relief:	\$	190,302	0	190,302
New Appointments:	\$		675,359	675,359
Other Salary Expenditure:	\$	20,236	0	20,236
Total Salary Expenditure:	\$	4,526,370	12,237,875	16,764,246
Unallocated / Over Allocated (-):	\$			653,429



Operational- Apr 2024

Student-Centred Funding Statement

Issued on 13 May 2024

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

Student-Centred Funding - Apr 2024

Per Student Funding:	\$10,328,929.00
Student and School Characteristics:	\$5,748,640.14
Disability Adjustments:	\$257,341.62
Targeted Initiatives:	\$588,027.79
Operational Response Allocation:	\$546,724.40
Regional Allocation:	\$0.00
Total Apr 2024:	\$17,469,662.95

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
Total	967.00		\$10,328,929.00

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
Total		\$5,748,640.14



Student Characteristics Funding (Detailed) – At Census

	Funded Student 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
Total Student Characteristics		\$5,443,624.17

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

Targeted Initiatives (Detail)

	Amount
Student Allowances: Secondary Assistance Scheme - Clothing Allowance	\$2,300.00
Student Allowances: Secondary Assistance Scheme - Education Program Allowance	\$30,785.00
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	\$18,501.00
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
Total	\$242,198.88

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
Total		\$345,828.91

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
Total	\$546,724.40



Department of
Education

Operational-Apr 2024

School Financial Summary

Issued on 13 May 2024

School:	Atwell College	School Year:	Apr 2024 (Verified Apr Cash)
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2

One Line Budget

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Variance:	\$ 733,057	14,006,894	-13,273,837

Student-Centred Funding		
Per Student	\$	10,328,929.00
School and Student Characteristics	\$	5,748,640.14
Disability Adjustments	\$	257,341.62
Targeted Initiatives	\$	588,027.79
Operational Response Allocation	\$	546,724.40
Regional Allocation	\$	0.00
Total	\$	17,469,662.95

Minimum Expenditure Requirement Summary		
Current Budget - SCFM and Locally Raised Funds	\$	17,797,928
Minimum Expenditure Requirement		
96% of current budget	\$	17,086,011
10% of carry forward	\$	299,912
Total Minimum Expenditure	\$	17,385,923
Current Forecast Expenditure		
Salaries	\$	16,764,246
Goods and Services (Cash Expenditure)	\$	1,974,075
Total Forecast Expenditure (cash and salaries)	\$	18,738,321

Bank Account Balances (Cash)		
Bank Account	\$	2,121,244.10
Investment Account(s)	\$	322,417.88
Building and Other Funds Account	\$	0.00
Total for all Bank Accounts*	\$	2,443,661.98

*Reserve balances are included in the total

Reserve Account Balances		
Administration Server Reserve	\$	19,500.00
Office Equipment Reserve	\$	12,000.00
Plant & Equipment Reserve	\$	41,975.00
Plant&Equip Technologies Reser	\$	84,973.00
School Bus Reserve	\$	61,310.00
Building Fabric & Infra Reserv	\$	59,876.00
BFI Grounds/Shade	\$	220,000.00
Computer Resource Reserve	\$	165,000.00
Furniture & Fitt Resource Rese	\$	140,000.00
Cleaning/Gardening Equip Reser	\$	44,540.00
Resource Reserve	\$	69,999.90
Library Books Replacement Rese	\$	10,000.00
Multi-Media Reserve	\$	100,000.00
Photocopier Reserve	\$	20,000.00
Strategic Plan Reserve	\$	100,000.00
IPS General Reserve	\$	176,495.00
Total for all Reserve Accounts	\$	1,325,668.90

Appendix 2:



Mobile Phone 'Off & Away All Day'

Policy

Mobile phones (and other electronic devices such as smart watches and listening devices such as headphones and earbuds) are not permitted to be used at Atwell College from the moment the student arrives on school grounds until the conclusion of the school day. This includes before school and at break time.

Students can have their mobile phone in their possession, but it must be turned off and kept out of sight. Earbuds and other listening devices must also be kept out of sight throughout the school day. Students who wear a smart watch must ensure that it is switched to 'airplane mode' so phone calls and messages cannot be sent or received during the school day.

Exemptions are allowed in the following circumstances:

- Students who have approval to use a mobile phone to monitor diagnosed health conditions as part of an approved documented health care plan.
- where staff give students permission to use mobile phones for a specific educational purpose.
- Noise cancelling headphones are permitted in class as part of an approved documented plan.
- Students are permitted to use their mobile phone in the canteen line for the purpose of purchasing food only.

It is important to note that it is not a requirement at Atwell College for students to have a mobile phone at school, however we do recognise that an increasing number of our parents/carers wish to provide their children with mobile phones for safety, security and/or emergency purposes.

Parents and carers who wish to contact their children for emergencies can do so via Student Services reception on 6174 2276. Students may use the telephone in the Student Services if parents need to be contacted.

Atwell College has duty of care for all students when they are attending our school. In emergencies, where students need to get in contact with parents/carers, students are to notify the appropriate school staff who will make arrangements to contact the parent/carer.

The Mobile Phone Policy supports staff and students to reduce the potential for learning distraction, protect the privacy of staff and student, reduce the chance of students bringing external issues to school through technology and to improve health and well-being.

Breaches of the 'Off and Away All Day' Mobile Phone Policy

At Atwell College we aim to empower our students to thrive, be successful lifelong learners and resilient, prosocial citizens. Following the school rules and staff instructions are part of this journey.

Students who are sighted with their mobile phone, earbuds, headphones or using their smart watch off airplane mode will be in breach of the mobile phone policy and this will be managed in accordance with the Colleges Behaviour Management Policy. A student who breaches this rule will have his/her phone or device confiscated and held in Student Services until the conclusion of the school day.

- Breach 1 – Phone and/or other devices confiscated from student and held in Student Services. Student can collect at the conclusion of the school day.
- Breach 2 – Phone and/or other devices confiscated from student and held in Student Services. Student can collect at the conclusion of the school day.
- Breach 3 – Phone and/or other devices confiscated from student and held in Student Services. Student can collect at the conclusion of the school day. An '**Intention to Suspend**' will be issued to the student on the third breach.
- Breach 4 – Student will be '**Suspended**' for continual refusal to follow the Mobile Phone Policy. Student will also lose their Good Standing. Following a suspension the process will reset again for the student.

A student who is in breach of the Mobile Phone Policy and refuses to hand over their mobile phone, earbuds, headphones or smart watch to staff will be escalated to Student Services. Staff will work with the student and encourage them to follow the instruction of handing over the device.

Students that refuse to hand over their device to Student Services staff will be issued an '**Intention to Suspend**'. Students who do not follow these instructions on the next occurrence will be suspended and lose their Good Standing.

For students that continually breach the Mobile Phone Policy, the Principal at their discretion may direct student that they are unable to bring a mobile phone on school site for a certain amount of time.

Illegal and Improper use of a Mobile Phone

Under the Mobile Phone Policy the following is prohibited at Atwell College:

- Sending of text or multi-media messages to insult, intimidate or threaten is prohibited.
- Taking of photographs, videos or sound recordings at Atwell College, without permission of staff, is prohibited and this includes the taking of any photo invading another person's privacy.
- Taking of a video or photograph of a fight or bullying behaviour is prohibited as per the Director General's Directive "Required Action to be Taken with Students fighting or Publishing Videos of Fighting" Issued on 3/12/2018, students who video or photograph a fight will lose Good Standing and will not be permitted to participate in school non-curricula activities". Videoing a fight will also incur an automatic suspension. Students will also be required to delete the images from their phones.
- The showing of offensive or obscene pictures on portable media devices is prohibited and referred to the Police if it is believed that an offence has been committed.
- A student who engages in illegal and improper use of a mobile phone will be issued a Suspension, will lose Good Standing and may face further disciplinary action from external agencies which may include confiscation of the device while an investigation occurs. The device may also be requested to be handed to the Police.

Security of mobile phones and portable media devices

The College accepts no responsibility for any loss or damage to students' mobile phones or portable media devices if their device has been confiscated due to the fact that they were in breach of the policy.