



Board Meeting Minutes

A101 Board Room 18:30 Wednesday 6th September 2023

ITEM	ITEM TYPE	LED BY	TIME (min)	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.0	Welcome				
1.1	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
1.2	Circulation: Nicole Boak, Ken Bohan, Samantha Brown, Michael Ciccotosto, Samantha Higgins, Natalie Machin, Chelsea Packer, Jennifer Parker, Darren Payton Edward Proudler, Kolin van der Wal, Cindy van der Wal, Wade Westphal-Groves, Apologies: Edward Proudler, Kolin van der Wal, Cindy van der Wal				
2.0	Disclosure of Interests				
2.1	Declaration of conflicts of interest		Natalie	1	No real, perceived or potential conflicts of interest declared
3.0	Minutes of Previous Meeting				
3.1	Review minutes of previous meeting.		Natalie	2	Previous minutes Proposed by: N. Machin Seconded by: W. Westphal-Groves

4.0	Business Arising					
4.1	Finance update	Information	Darren	10	<p>Fees and charges, excursions & Booklists (Covering agenda items 5.1, 5.2, 5.2)</p> <p>Accepted by: N. Machin Seconded by: J. Parker</p> <ul style="list-style-type: none"> Discussion surrounding Y11 & 12 timetable. Currently using a floating timetable which allows for student preferences. Darren demonstrated timetable/grid workings and student pathways to Board. Some Y11 students have a review before timetable finalised. Concerns expressed that website promises subjects to Y12, e.g. languages, that have not run through for ATAR. School was unable to replace Japanese teacher after they left. Suggestion for school to inform parents/students of pathways earlier and to 'sell' general courses over VET. Board members made mention some books in booklists, e.g. Science book, not used most years. This can be a large expense for some families. 	<ul style="list-style-type: none"> Marnie Herbert to email finances to Board and members to approve via N. Machin for approval next meeting when ready for Finance Meeting (20.09.23). Website to be checked for subject wording for perceived 'promises' Darren & Mike to speak to HoLAs about booklist items.
4.2	2024 Student Numbers	Information	Darren	5	1035 students this year, 2024 numbers to be approximately 965 students. Approximate reduction of 70, similar loss as last year. SEL program running for Y7 & 8 in 2024, timetable designed to accommodate this.	
5.0	Agenda					
5.1	2024 Fees and Charges	Discussion	Darren	1	Covered above (4.1)	
5.2	2024 Booklist	Discussion	Darren	1	Covered above (4.1)	
5.3	2024 Excursions	Discussion	Darren	10	Covered above (4.1)	
5.4	Strategic Improvement plan	Information	Michael	10	Sixth review at end of term. Nothing of significant concern and currently on track and positive outlook. Executive aware of concerns of staff workload and have addressed this to try and prevent staff burn-out. The SIP is a large undertaking and the most comprehensive in school's history.	

5.5	"Special" and "Endorsed" programmes	Information	Darren	10	In response to query from Regional Office about a declined enrolment from Pt Kennedy, changes made to advertising (website etc.). AC does not have "specialist" program in line with the DoE definition, however, our programs are Rugby WA endorsed or Netball WA endorsed. Darren has organised change to website and communications with families.	
5.6	PARC/OLNA	Discussion	Michael	10	Only ten Y12 students not graduating due to inability to pass OLN (93% have passed) lowest number in recent years, does not include ES students. To address this in 2024, PARC classes will become OLN focus classes with English or Maths trained staff to build literacy and numeracy skills with targeted & tailored OLN skills. Those students who have passed will have a flexi period.	
5.7	Atwell College Toilets	Information	Darren	10	<p>After parent complaints, South Metropolitan Education Regional Office (SMERO) suggested an appraisal by DoE representative based on the College population and toilets accessible during class and break times. Advice from Bradley Day, Principal Consultant, Facilities Planning, Capital Works and Maintenance, DoE.</p> <p><i>"Noting we always recommend you utilise as many of the facilities as is practical, for amenity – the D, E, F and H block you've highlighted will cover your mainstream students for NCC compliance."</i></p> <p>Information on toilet/student ratios and maps sent to Board members via email attachments.</p>	<ul style="list-style-type: none"> Appendix 1
5.8	Last Day of Term Attendance	Discussion	Natalie	10	<p>Community members reporting frustration due to increased difficulty sending their child to school on last day of term. Students are reporting only few others in their class and no content delivered. Would like to see more support/messaging by school regarding expectations for end of term work.</p> <p>Need to also a balance, i.e. ensure no punitive measures for those who do not attend for personal reasons.</p>	<ul style="list-style-type: none"> Darren to ensure message to staff is no videos/class parties in last week, to be supported by HoLAs Data on final days of T1, T2 & T3 attendance to be shared with board at next meeting by Mike.

6.0	General Business					
6.1	Subject selections		Wade		Are parents getting information regarding costs when students change their subjects? Yes, the process has been streamlined & parents notified via front office. Lower year groups also provided	
	VET/Cert course period 0		Samantha		A Period 0 class canceled four weeks in a row due to no relief. Concerns this has negative impact on learning. Some notice regarding cancels was late (e.g. 9am the night before).	<ul style="list-style-type: none"> Darren/Mike to investigate
7.0	Next Meeting – Week 32, (17 October 2023)					
8.0	Meeting Closed: 8:33pm					

Board Chair Signature: D. Mat Date: 17-10-2023

Appendix 1:

National Construction Code (NCC) Requirements

School Population 1030 (including 93 Education Support students)

Under the NCC Atwell College 937 (480 boys and 457 girls) students require 7 Male WCs plus 6U and 13 Female pans.

D Block has 2 Male WC and 3U and 3 Female WC

E block has 2 Male WC and 3U and 3 Female WC

F Block has 2 Male WC and 3U and 4 Female WC

H Block has 1 Male WC and 2U and 3 Female WC

Total is 7 Male WC and 11U and 13 Female WC

Atwell College has more than equal amenity for male with 7 WC and 11U to the required 8 WC and 6U, and female with 13 WC to the required 13 WC.

7 pans and 6 urinals covers 500 male students and 13 pans covers 500 female students, in which case the current usage is higher than that required for compliance.

How many toilets are required in a school?

Users	Number of toilet pans	Number of urinals	Number of washbasins
Male students	1 per 1-25 male students 2 per 26-75 male students 3 per 76-150 male students 4 per 151-200 male students Add 1 per 100 if >200 male students	1 per 1-50 male students 2 per 51-100 male students Add 1 per 100 for >100 male students	1 per 1-10 male students 2 per 11-50 male students 3 per 51-100 male students Add 1 per 75 for >100 male students
Female students	1 per 1-10 female students 2 per 11-25 female students Add 1 per 25 for 26-100 female students Add 1 per 50 for >100 female students	N/A	1 per 1-10 female students 2 per 11-50 female students 3 per 51-100 female students Add 1 per 75 for >100 female students

