



JOHN FORREST Secondary College

COLLEGE BOARD

14 March 2022

Present: Mark Wirtz, Denise Robinson, Theo Anton, Richard Bath, Robert Bayliss, Alicia Denman, Camille Grubba, Demelza Ireland, Linda Lawrance, Kathy Lawson, Nicola Sorrell, Rama Sugiatha, Emma Pearce

Apologies: Lisa Baker, Maya Peranovic, Amanda Vale

Agenda Item	Discussion/Outcomes	Action
1.0	Welcome and apologies	
1.0	Declaration of any conflict of interest: None declared.	
1.1	Acknowledgement of country by Mark Wirtz.	
2.0	Introduction of New Board Members	
	<ul style="list-style-type: none"> Resignation of Maya Peranovic noted and accepted. Mark introduced new Principal Denise Robinson, who provided some information regarding her appointment to John Forrest and her background in education. The new 2022 Head Prefects, Rama Sugiatha and Emma Pearce, were welcomed. Head Prefects presented their March 2022 report (Attachment 2.1) outlining student activities. The successful College Ball was a highlight of the term and the student body thanked all staff that volunteered their time and expertise to help plan and supervise the event. 	
3.0	Minutes of Previous Meeting (Attachment 3.1)	
	<p>Noted that Richard Bath should be an apology on 16 Nov and Robert Bayliss was an attendee.</p> <p>Moved: Demelza Ireland</p> <p>Seconded: Robert Bayliss</p> <p>Accepted</p>	
3.0	<p>Business Arising</p> <ul style="list-style-type: none"> Board members noted that the final draft of the Business Plan was well presented but felt it could be more inspirational or aspirational, particularly incorporating reference to the new buildings and the opportunities they would bring to the students. The plan referred to Morley and Bayswater which wasn't reflective of the college's intake area. Denise requested all feedback to be considered be provided to her via email over the next two weeks and she would bring the Business Plan back to the Board for endorsement at the next meeting. 	
4.0	Financial Report	
4.1	<p>Alicia presented the Minutes from the last Finance Committee meeting (Attachment 4.1), the 2022 Online Budget report (in Preliminary mode as SCF will not be loaded into Operation mode until end of March, Attachment 4.2) and the 2022 Minimum expenditure requirement (Attachment 4.3).</p> <ul style="list-style-type: none"> Our 2021 C/F figures for both salaries and cash were higher than budgeted due to implementation of strategies to reduce both salaries and cash expenditure. 2021 cash C/F was lower than prior years due to increased baseline costs in all areas (including equipment, resources, services and utilities). Due to current inflationary pressures this was expected to continue for the 2022/2023 and departments would need to prioritise spending. 	



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	<ul style="list-style-type: none"> 2021 salaries C/F was partially increased by the cancellation of excursions due to Covid. 2022 Budgets had been finalised and fixed at the last Finance Committee meeting. <p><i>The Board noted the financial report.</i></p>	
3.2	Alicia distributed the 2022 Minimum Expenditure requirement and noted it would be met based on current 2022 budget.	
5.0	2021 student Achievement Data	
	Denise presented and reviewed the 2021 Student Achievement Data (Attachment 5.1). The college cohort has achieved well again.	
6.0	Principal's Report	
	Denise presented Term 1 Principal's Report – Attachment 6.1	
8.0	General Business	
	<ul style="list-style-type: none"> 2022 Priorities - Mark called for suggestions for the Board's 2022 list of priorities. Sustainability Expo – Camille has been putting together a submission for funding for a community event drawing on the new buildings and the student sustainability club. Bushrangers update – in hiatus for Semester 1 due to Covid. College would like to continue with a new Unit Leader but staffing is also affected by Covid. Will reconsider options in Semester 2. Annual Report – now due in Term 2. 2023 student numbers – query if greater than 200 students required for Year 7 2023 to allow for attrition. Covid update by Denise – College is a safe place, attendance has been impacted and the executive team are currently receiving and implementing daily updates from the Health and Education Departments. 	
	Mark thanked all Board members for their service in 2021.	
	Next Meeting	
	Meeting closed at 6.40pm, next meeting Tuesday 31 May 2022.	

Chairperson: _____

Dated: _____

Principal: _____

Dated: _____