



## 2022 Working Group Minutes Term 3 Roebourne District High School

<b>DATE:</b>	25/08/2022	<b>CHAIR PERSON:</b>	<i>Natasha Walker</i>
<b>TIME:</b>	3:10pm	<b>MINUTE SECRETARY:</b>	<i>MCS: Suzanne Evans</i>

<b>ATTENDEES: STAFF</b>	Liz Ritchie (Principal), Beth Smith, Suzanne Evans and Shenara Smith
<b>COMMUNITY/PARENTS/GUARDIAN</b>	Natasha Walker, Kim Gentle, Ross Humphries, Susan Grylls and Sam Walker
<b>APOLOGIES:</b>	<i>Matt Hewitson (Waiting in Teams)</i>

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	<b>Welcome Acknowledgement to Country</b>	<b>Chairperson</b>	<i>Natasha Walker</i>	
2.	<b>Business from Previous Meeting</b>	<b>Chairperson</b>	<p><i>Liz spoke about the requirement of members to complete NCCHC Screening, once all members are compliant the group will then become a Council.</i></p> <p><i>Time for meetings to remain at 3.00pm</i></p> <p><i>Advertising of meeting for more to attend. Sam advised she is happy to help get flyers out.</i></p>	<i>Working on members to be compliant with options for members to complete a Statutory Declaration and the Verification of Applicant Identity form from NCCHC,</i>
3.	<b>Build – Advisory group</b>	<b>Liz</b>	<p><i>Liz spoke about the update for the build after the build teams visit.</i></p> <p><i>School build master plan has changed due to the high-cost escalations of building materials, and the original plan coming in over budget. Government has committed some additional funds to the project however there is still a cost reduction that needed to happen. The build advisory group were presented a couple of options that would get the design within the new budget, but this means that a couple of the building will not be built and</i></p>	<p><i>Demolishing of the high-rise buildings hope to see commence over the January school holidays 2023.</i></p> <p><i>Buildings will be completed over four stages with the completion forecast of 2025.</i></p>

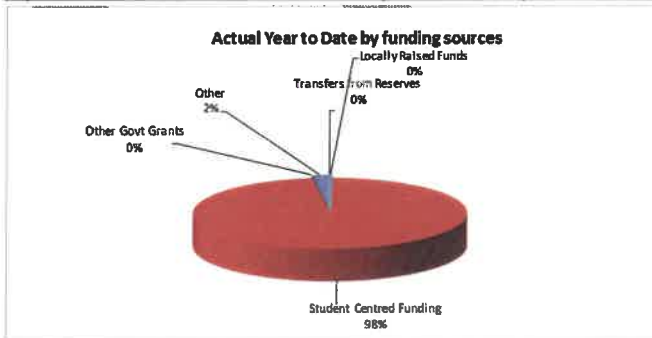
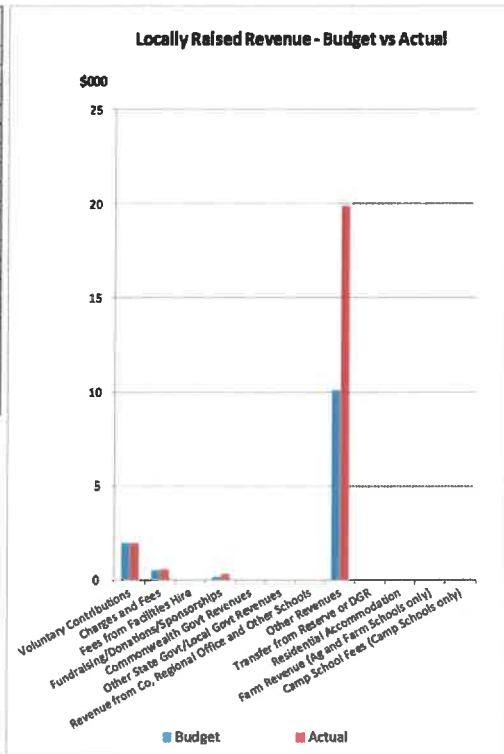
			<i>some buildings in the design will be repurposed. Early years will be transportable buildings and the original high school will stay with additional transportable buildings put on the courts for Home Economics and Design and Technology.</i>	
4.	<b>Attendance</b>	Liz	<p><i>There is currently an interagency focus on the school attendance and the planning for young people with complex needs across the state. The school is reviewing all attendance processes and supports to measure their effectiveness. Support for a community response to attendance has been requested.</i></p> <p><i>There has been a lot of information gathered regarding student attendance. Girls in high school is the lowest with fighting and bullying being an issue. Drug use in the community is challenging and affecting high school attendance.</i></p>	<p><i>Question asked, do we need a community event?</i></p> <p><i>Youth Police are supportive and Junior Justice working with Principal</i></p> <p><i>RSAS working with Primary school until 12:00pm each day.</i></p> <p><i>Suggested to source some bikes and continue with the bike program and link in with SEDERA for safety.</i></p>
5.	<b>School Review</b>	Liz	<i>Follow-up of school review in term 4 week 2. Teacher quality and Leadership. Work has been mostly in student services for improvements.</i>	
6.	<b>Financial Summary as 28 August 2022</b>	Suzanne/Liz	<p><i>Majority of expenditure on staffing, curriculum and utilities.</i></p> <p><b><u>Allocations of budgets</u></b></p> <p><b>Administration</b> - Stationary, Photocopier paper &amp; website</p> <p><b>Lease Payments</b> – Computers, Vehicles</p> <p><b>Buildings, Property and Equipment</b> – Repairs and Maintenance</p> <p><b>Curriculum and Student Service</b> – IT equipment, Chaplaincy, curriculum programs, classroom expenses</p> <p><b>Professional Development</b> – Staff Development</p>	<p><i>Attached Financial Summary dated 28 August 2022</i></p> <p><i>Sam asked what the Expenditure items listed on the Financial Summary related too.</i></p>

			<p><i>Ipads/laptops, classroom projectors and communication equipment ie PA system and CCTV</i></p> <p><b>Other Expenditure</b> - Canteen purchases, Community participation, Year book, Student uniforms</p> <p><b>Payment to Co, Regional Office</b> - Cleaning contract</p>	
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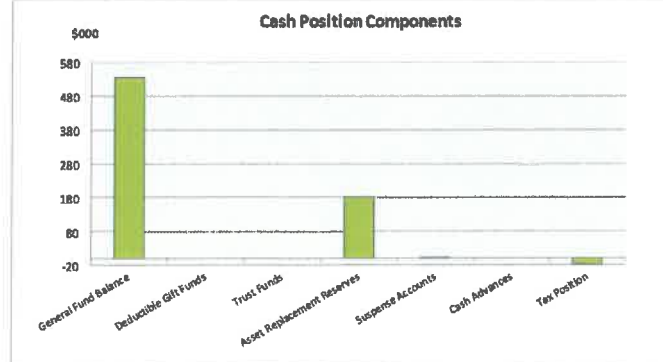
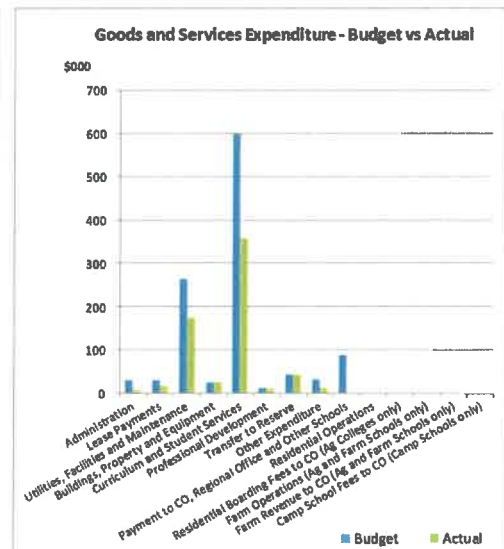
NEXT MEETING:	Term 4 9 November	MEETING CLOSED:	4:10pm	SIGNED:		19/9/2022
					CHAIRPERSON	DATE

**Roebourne District High School**  
**Financial Summary as at**  
**28 August 2022**

Revenue - Cash & Salary Allocation	Budget	Actual
1 Voluntary Contributions	\$ 1,961.00	\$ 1,961.00
2 Charges and Fees	\$ 542.50	\$ 572.50
3 Fees from Facilities Hire	\$ -	\$ -
4 Fundraising/Donations/Sponsorships	\$ 142.90	\$ 311.80
5 Commonwealth Govt Revenues	\$ -	\$ -
6 Other State Govt/Local Govt Revenues	\$ -	\$ -
7 Revenue from Co, Regional Office and Other Schools	\$ -	\$ -
8 Other Revenues	\$ 10,120.50	\$ 19,891.73
9 Transfer from Reserve or DGR	\$ -	\$ -
10 Residential Accommodation	\$ -	\$ -
11 Farm Revenue (Ag and Farm Schools only)	\$ -	\$ -
12 Camp School Fees (Camp Schools only)	\$ -	\$ -
<b>Total Locally Raised Funds</b>	<b>\$ 12,766.90</b>	<b>\$ 22,737.03</b>
Opening Balance	\$ 203,819.00	\$ 203,819.35
Student Centred Funding	\$ 954,328.67	\$ 954,978.67
<b>Total Cash Funds Available</b>	<b>\$ 1,170,914.57</b>	<b>\$ 1,181,535.05</b>
<b>Total Salary Allocation</b>	<b>\$ 3,294,577.00</b>	<b>\$ 3,294,577.00</b>
<b>Total Funds Available</b>	<b>\$ 4,465,491.57</b>	<b>\$ 4,476,112.05</b>



Expenditure - Cash and Salary	Budget	Actual
1 Administration	\$ 29,290.56	\$ 7,081.00
2 Lease Payments	\$ 28,476.00	\$ 16,591.15
3 Utilities, Facilities and Maintenance	\$ 264,348.00	\$ 175,140.66
4 Buildings, Property and Equipment	\$ 25,611.00	\$ 25,224.68
5 Curriculum and Student Services	\$ 600,473.06	\$ 358,692.60
6 Professional Development	\$ 10,370.00	\$ 8,643.13
7 Transfer to Reserve	\$ 42,518.00	\$ 42,518.00
8 Other Expenditure	\$ 32,668.44	\$ 12,230.17
9 Payment to CO, Regional Office and Other Schools	\$ 88,300.00	\$ -
10 Residential Operations	\$ -	\$ -
11 Residential Boarding Fees to CO (Ag Colleges only)	\$ -	\$ -
12 Farm Operations (Ag and Farm Schools only)	\$ -	\$ -
13 Farm Revenue to CO (Ag and Farm Schools only)	\$ -	\$ -
14 Camp School Fees to CO (Camp Schools only)	\$ -	\$ -
<b>Total Goods and Services Expenditure</b>	<b>\$ 1,122,055.06</b>	<b>\$ 646,121.39</b>
<b>Total Forecast Salary Expenditure</b>	<b>\$ 2,939,745.00</b>	<b>\$ 1,741,327.00</b>
<b>Total Expenditure</b>	<b>\$ 4,061,800.06</b>	<b>\$ 2,387,448.39</b>
<b>Cash Budget Variance</b>	<b>\$ 48,859.51</b>	



Cash Position Components	
Bank Balance	\$ 699,743.50
Made up of:	
1 General Fund Balance	\$ 535,413.66
2 Deductible Gift Funds	\$ -
3 Trust Funds	\$ -
4 Asset Replacement Reserves	\$ 181,138.98
5 Suspense Accounts	\$ 430.90
6 Cash Advances	\$ -
7 Tax Position	\$ (17,240.04)
<b>Total Bank Balance</b>	<b>\$ 699,743.50</b>

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, \_\_\_\_\_, of \_\_\_\_\_, occupation \_\_\_\_\_.

{name, address and occupation of person making declaration}

sincerely declare as follows:-

{insert content of the statutory declaration; use numbered paragraphs if content is long}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

At

{place}

On

{date}

in the presence of -

.....  
{Signature of authorised witness}

{Name of authorised witness and qualification as such a witness}

by.....

{Signature of person making the declaration}

VERIFICATION OF APPLICANT IDENTITY  
BY AN AUTHORISED REFEREE



This form is for applicants who have not met the minimum identity proofing requirements outlined in the *Nationally coordinated criminal history check - Application and informed consent form*.

In order to meet the requirements for a nationally coordinated criminal history check, an authorised referee must provide a reference to confirm your identity. The definition of authorised referee is outlined in Section 3.

**Privacy and your personal information**

Your personal information is protected, including by the *Privacy Act 1988* (Cth). This includes all personal information collected and used by the Australian Criminal Intelligence Commission (ACIC), the ACIC accredited body (named below) and the accredited body's legal entity customer (if applicable and named below) to verify your identity for a nationally coordinated criminal history check.

You can get more information about how the ACIC handles your personal information on [www.acic.gov.au](http://www.acic.gov.au). You can also contact the accredited body or its legal entity customer for more information on how your personal information is handled. Their contact details are in section 1.

**1. Accredited body details**

This section must be completed by the accredited body or its legal entity customer.

Accredited body

Department of Education Western Australia

Phone number

08 9264 4111

Email address

Screening@education.wa.edu.au

Legal entity customer (if applicable)

Phone number

Email address

**2. Applicant's personal details**

This section must be completed and then signed by the applicant in the presence of the authorised referee. However, if the applicant is in a remote location and is unable to sign in the presence of the authorised referee, the accredited body or legal entity customer should complete this section and provide to the authorised referee, in accordance with instructions from the applicant.

Family name

First given name(s)

Other given name(s)

Other names you have used or been known by. Please include name at birth, nickname, maiden name, previous married name, Aboriginal or tribal name, aliases etc).

Date of birth

Place of birth

Current residential address

Street address

Suburb/town

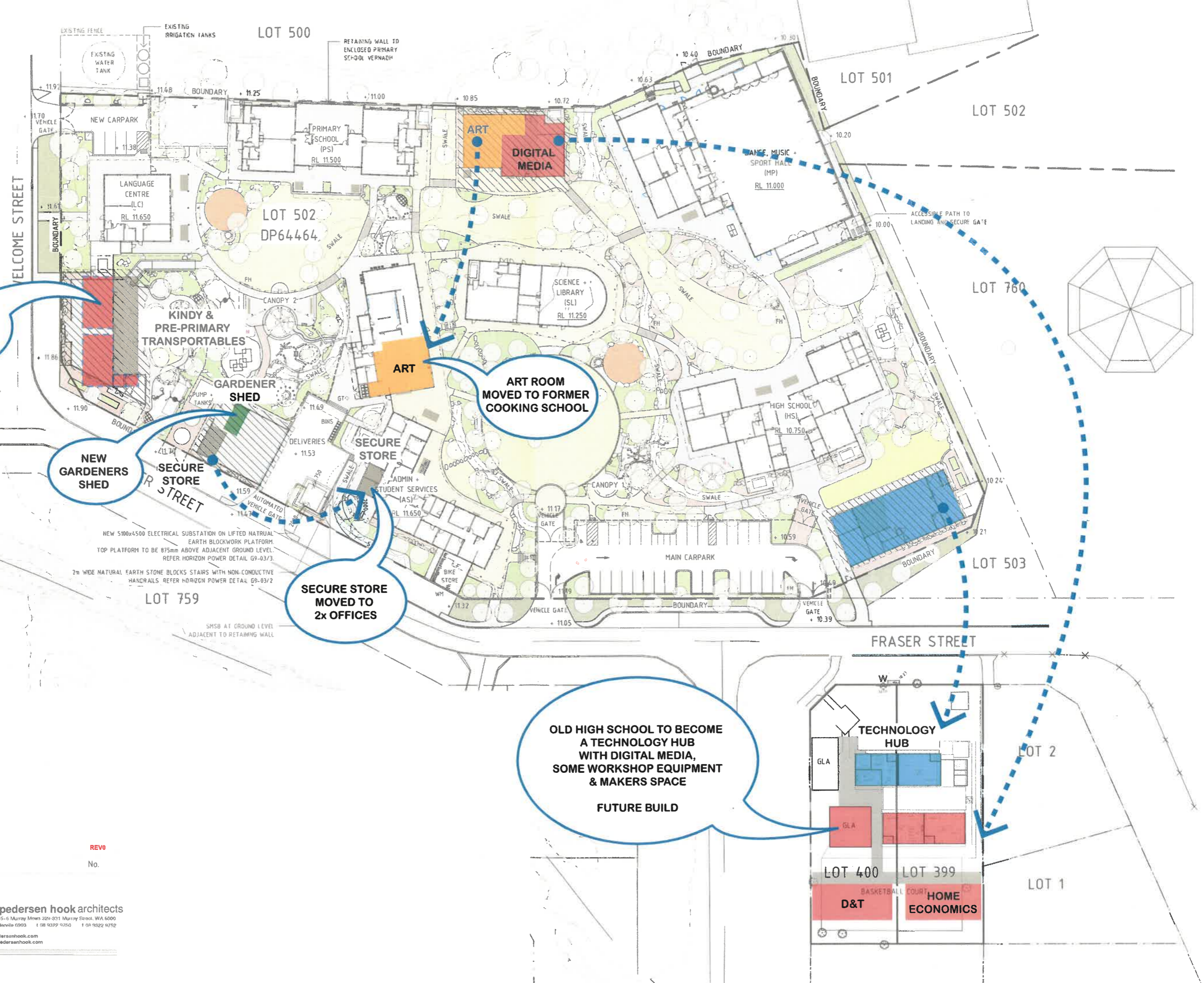
State/territory

Postcode

Country

Signature of applicant (to be signed in the presence of the authorised referee)

Date



2x TRANSPORTABLE  
KINDY / PRE-PRIMARY  
CLASSROOMS

NEW  
GARDENERS  
SHED

SECURE STORE  
MOVED TO  
2x OFFICES

ART ROOM  
MOVED TO FORMER  
COOKING SCHOOL

OLD HIGH SCHOOL TO BECOME  
A TECHNOLOGY HUB  
WITH DIGITAL MEDIA,  
SOME WORKSHOP EQUIPMENT  
& MAKERS SPACE  
  
FUTURE BUILD

22/08/22 OPTION A REVO  
DATE REVISION No.  
  
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