

**AUSTRALIAN ASSOCIATION FOR INTERNATIONAL EDUCATION (INC)**  
**MINUTES OF THE ANNUAL GENERAL MEETING OF THE**  
**ASSOCIATION**

**5 pm Wednesday 18 April 2018**

Held at the International School of Western Australia  
22 Kalinda Drive  
City Beach WA

**ATTENDANCE**

**Present:**

Lance Perry (LP)	Chair
Tony O'Brien (TO)	Treasurer
Caroline Aube (CA)	
Ben Banwait (BB)	
Ron Gorman (RG)	
Gerrit Godecke (GG)	

**Apologies:**

Nkandu Beltz  
Jamil Al Naser  
Joao Segorbe  
Geoff Stowe

Maria Coate (MC)	Principal
Helen Brand (HB)	Minutes

**Families Present:** As per attendance register

**1. WELCOME**

The meeting opened at 5:05 pm.  
Lance Perry Chair of the Board thanked everyone for attending the Annual General Meeting.

**2. MINUTES OF PREVIOUS MEETING**

Minutes of the AGM held on the 26<sup>th</sup> October 2016 were approved.

**3. CHAIRMAN'S REPORT (see attached)**

The Chairman of the Board Lance Perry, delivered his address (Refer to Chairman's Annual Report)

Update: As of today, the West Australian government has submitted its application to the planning committee and seeks approval imminently – this will be the final step and a wonderful outcome for the school.

**4. TREASURER'S REPORT (see attached)**

The Treasurer of the Board (TO) presented the Financial Report. (Refer to Financial Statement for the year ended 31 December 2017).

The Treasurer gave a PowerPoint presentation.

The Annual Statutory Report was made available during the meeting.

**5. PRINCIPAL'S REPORT (see attached)**

MC presented the Principal's Report (Refer to the Principal's Annual Report).

The Principal gave a PowerPoint presentation with a hardcopy handed out.

**QUESTIONS AND ANSWERS**

**Question 1.** *Per the Constitution and as previously requested, we wish to see Board meeting minutes from 2017 to the present. Can this be put online to members of the association (i.e. in the parent login area). It is acknowledged that individual names may be redacted in accordance with the Privacy Act (Cth).*

**LP ANSWER:**

I am happy for the Constitution to be put online to members of the association (**ACTION**)

**Question 2.** *Also, per the Constitution we wish to see documents regarding the proposed changes to the school holidays (e.g. consultant reports, research, surveys of staff, parent preferences, and any other materials developed or referenced pertaining to the proposed change).*

**LP ANSWER:**

In accordance with the Constitution, a member may inspect the Board minutes and various documents as requested.

Before the Documents can be inspected they will have to be reviewed by a senior person (probably the Principal) within the organisation to be identified as the class of Documents requested and, for compliance with the requirements of the *Privacy Act* the names of individuals and any other information by which individuals can be identified will have to be redacted. This will take some time. (**ACTION**)

Whether or not the Board minutes will be put online is something that will need to be considered by the Board. Historically, they have never been put online. At this stage there has been no decision to place the Board minutes on the parent portal (SEQTA). I note that there is no obligation to do so under the ISWA Constitution or the Associations Act.

Background Information

- The Constitution states in section 11.7 that “A Member may at any reasonable time inspect without charge the rules, books, documents, records and securities of the Association subject to provisions of the Privacy Act 1988 (Cth)”.
- **Note,** the redaction of personal information goes further than what Dr Chang has contemplated in his email. For **compliance** with the *Privacy Act* the redactions must cover all “*personal information*”. The *Privacy Act* defines personal information as “... *information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.*”

Question 3.

*Is the Board still intent on changing the holiday dates, if so please confirm the processes and the options to be considered? (e.g. the current, Australian or a hybrid calendar?).*

**LP ANSWER:**

As per my letter dated 18 February 2018, at the Board meeting on Thursday 15 February 2018 it was decided by the Board to delay the implementation of the change in the calendar for the academic year 2018/2019 and revisit the issue for the academic year 2019/2020 after a review has been conducted.

At this stage there has been no further deliberation by the Board on the issue.

**Question 4.**

*What steps are being taken to recruit the 2 additional Board members required to make up 13 Board members as per the Constitution? What mechanism will be used to identify/appoint the additional members?*

**Question 5b.**

*Are there any gaps in skills on the current Board that the Board would prioritise in selecting the remaining 2 members?*

**LP ANSWER:**

This issue is currently being considered by the Governance Committee on behalf of the Board.

The decision as to a Board appointment is a Board decision.

As per the Constitution:

7.2 Composition of Board

- (a) The Board should use best endeavours to procure that there are thirteen (13) Board Members at all times.
- (b) The Board should use best endeavours to procure that at all times there are at least four (4) Board Members who do not have a Child enrolled at the School.
- (c) The Board should use best endeavours to procure that at all times there are at least seven (7) Board Members who do have a Child enrolled at the School.

**Question 7.**

*When does the Board plan to update the Constitution to adopt the requirements of the Associations Incorporation Act 2015? Our understanding is that the required changes must be adopted by July 2019, but it is desirable that they be adopted sooner.*

**LP ANSWER:**

You are correct that all Associations have three years to adopt the requirements of the Associations Incorporation Act 2015, namely July 2019. Thank you for raising this issue – I have asked Maria Coate (Principal) to initiate a legal review of the Constitution to ascertain what changes (if any) need to be made to the Constitution to ensure compliance with the Act. **(ACTION)**

**Question 8.**

*Please could the Board/school provide a list of existing or planned sponsorships or relationships with any events in 2017/18 including whether those sponsorships or relationships include financial support?*

**MC ANSWER:**

The school sponsored Cottesloe Football Club (\$2500) in 2017 and Scarborough Junior Football Club (\$2000) in 2017 with the aim of brand awareness and giving to the community in ISWA target enrolment markets. The school is sponsoring the Subiaco Junior Soccer Club in 2018. All three clubs approached the school for sponsorship. The school was approached by Miss Teen Australia, the school will not be sponsoring this programme.

**Question 9.**

*Are there any official guidelines or criteria the Board/school use when determining which events to sponsor to ensure these reflect well upon ISWA and that they are aligned with its values? How are conflicts of interest avoided? For example, the relevance of the Miss Teen Australia event to ISWA?*

**MC ANSWER:**

All sponsorships are vetted by the Principal and the Business Manager. The applications are vetted on a case by case basis based on marketing/brand awareness and on the guidance by the school's marketing consultant. The sponsorships come out of the Marketing budget.

**Question 10.**

*The school's results in NAPLAN are exceptional and they have been for the last few years, especially for the early PYP (considering half of the students have English as their second language). What are the plans for continuing this level of performance with the loss of so many key resources over the last 12-18 months?*

**MC ANSWER:**

There has been no loss of key resources. There has been some staff turnover. We do not have an approach to NAPLAN. We do not specifically teach it nor prepare students for it. The results are due to many factors, the most significant being the **timing** of the NAPLAN (May each year). ISWA students who sit the exam in May, are completing Term 4 (the end of the academic year) and have almost completed their learning in Years 3, 5, 7. Whereas students in WA schools' sit the exam at the beginning of Term 2. The skills learnt in both the PYP and MYP focus on conceptual learning and critical thinking (where students will be able to apply familiar skills to unfamiliar contexts). The NAPLAN also tests familiar skills in unfamiliar contexts.

**Question 11.**

*What are the plans for retaining staff other than proposed changes to the calendar?*

**MC ANSWER:**

As Lance noted earlier, the Board will revisit the calendar issue for the academic year 2019/2020 after a review has been conducted.

Securing the long-term future of the school (relocation); improved facilities; more resources; the new Strategic Plan; ensuring competitive market rate remuneration in terms of salaries; creating middle-management opportunities; increased professional learning opportunities; offering second term contracts to the management team; continued recruitment.

**Question 12.**

*What are the plans for promoting a positive welcome in the new school location?*

**MC ANSWER:**

The plans regarding all aspects of the relocation are being, and will be, developed.

The Principal has a positive relationship with the Principal of Doubleview Primary and has met with some parents. The Principal invited the Mayor of the City of Stirling, Cr Mark Irwin to our Harmony Day. Mark gave a warm and welcoming speech at our assembly and stated that ISWA was warmly welcomed to the City of Stirling.

**Question 13.**

*What are the plans for ensuring high standards in secondary school (matching the PYP)?*

**MC ANSWER:**

The Secondary School has significantly improved in the last three years and has a very high standard. The MYP was introduced in 2016 and the authorisation visit is later this year. At the consultation visit by the International Baccalaureate Organisation in December 2017, we received outstanding feedback on our progress to date. Notably in teaching, learning & assessment. Our International Baccalaureate Diploma Programme (IBDP) passing average is currently 35 (out of 45) compared to the world average of 29.05. Our Advanced Placement (AP) results have been translated into 98 and 99 ATARs (Australian Tertiary Entrance Rank) for students in the past 3 years, making them in the highest percentage ranking of students in the country. These achievements are particularly notable given that our academic pathways are non-selective.

**Question 14.**

*What are the strategies to promote local and expat students to remain through to the final IB years?*

**MC ANSWER:**

We offer two academic pathways which are both internationally recognised – the International Baccalaureate Diploma Programme and the Advanced Placement Programme. Since July 2015, the school (Laura Nicholson) has created and now offers a world class careers and college counselling program. The approach is an individualised process working directly with each student and each family on a one-to-one basis to narrow down pathway choices and what and where to study (locally and globally). This involves the creation of bespoke transcripts to meet the individual needs of each university and highly personalised letters of recommendation as well as on-going one-to-one support throughout Years 10-12. Most students in the school and in the secondary school are international and therefore relocate overseas as per the transitional nature of the school population. We also enrol students from local schools who transfer to ISWA for their final years as well as from overseas.

There being no further questions, the meeting closed at 6:15 pm

CHAIR