



## Applecross Senior High School IPS Board

# MINUTES

<b>Meeting No.</b>	<b>34</b>
<b>Meeting location</b>	<b>Board Room Applecross SHS</b>
<b>Meeting time and date</b>	<b>5.45 pm, Monday 5 September 2016</b>

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
AWM	Amanda Woods-McConney	Community Rep
FS	Fiona Schaper	P&C Rep
FV	Fran van Oyen	Staff Rep
GC	Glenys Campbell	A/Principal
HE	Holly Emslie	Head Girl
JHP	Jia Ho Pow	Head Boy
LJ	Lina Jaafar	Parent Rep
MB	Michelle Birkholz	Parent Rep
PM	Phil Marshall	Community Rep (Chair 2016)
SB	Suzanne Brown	Community Rep (Secretary 2016)

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> <li>The meeting was opened by PM at 5.45pm.</li> </ul>	
1.1	Apologies: <ul style="list-style-type: none"> <li>Kerina Puttman</li> <li>Sharon Declerck</li> </ul>	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> <li>PM presented to the board the minutes of Meeting No. 33, 1 August 2016, for approval.</li> <li>The board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved MB, seconded AC.</i></li> </ul>	
1.4	Actions arising from previous meeting <ul style="list-style-type: none"> <li>SB presented actions from meeting No. 33.</li> <li>Action 33.1 Closed.</li> <li>Action 33.3 MB and SB have begun work and will meet prior to the next Board meeting to complete.</li> <li>Action 33.5 meeting convened and action closed.</li> </ul>	34.1 GC to ask student services to provide a written summary of the process for recognising high achieving students (such as lunches), which the Board may review for next year.
<b>2.0</b>	<b>Standing Items</b>	
2.1	Principal's report (GC) <ul style="list-style-type: none"> <li>distributed and noted by the Board.</li> <li>New initiative "Survey my class" to be used for year 11/12 for direct teacher feedback.</li> <li>New school values posters distributed for the Board's information.</li> </ul>	
2.2	Finance Report (GC) <ul style="list-style-type: none"> <li>No committee meeting, therefore no report.</li> </ul>	
2.3	Student report (HE and JHP) <ul style="list-style-type: none"> <li>Fundraising activities discussed (Daffodil Day, Footy Colours day)</li> <li>Sports carnivals imminent</li> <li>Exams and revision seminars imminent</li> </ul>	

Item	Subject	Actions
2.4	P&C Report (FS) <ul style="list-style-type: none"> <li>• The P&amp;C met in August with dinner supplied by the canteen.</li> <li>• Special Tennis Program – courts may need resurfacing in 18 months</li> <li>• Some concerns with fundraising days and communications with canteen – they need to know ahead of time in order to avoid wasting food</li> <li>• Student Services now has vouchers for kids in need to use at the canteen</li> <li>• Second hand uniform shop now running</li> <li>• No Carbon Schools initiative was discussed by the Environment Committee</li> <li>• BYOD policy was discussed.</li> </ul>	34.2 FS to update the Board on the No Carbon Schools initiative
<b>3.0</b>	<b>General Business</b>	
3.1	Governance committee update was presented by SB and MB. Further policy review work will be presented at the next Board meeting.	
3.2	Stakeholder committee update was presented by PM. Action plan tabled and noted by the Board. This plan is aligned to the Board Terms of Reference and School Plan Priority 3. Implementation of the “Skills Marketplace” as a teacher resource was discussed. This could include work experience placements for year 10s. It was suggested that the committee should present the plan to the school leadership team for feedback on implementation.	Noted. 34.3 PL to refine the plan and present to leadership team prior to end of term 4.
<b>4.0</b>	<b>Other business</b>	
	<ul style="list-style-type: none"> <li>• Additional questions for school survey were proposed by Emma Walker and noted by the Board.</li> <li>• The Board noted this was Holly’s and Jia’s last meeting and thanked them for their valuable contributions to the Board, and wished them every success in exams and beyond.</li> </ul>	
<b>5.0</b>	<b>Close</b>	
	<ul style="list-style-type: none"> <li>• The next meeting is scheduled for 5.45pm on 31 October 2016.</li> <li>• The meeting was closed by PM at 7:15pm</li> </ul>	

Signed (Chair) \_\_\_\_\_

Date: \_\_\_\_\_