



Applecross Senior High School IPS Board

MINUTES

Meeting No.	37
Meeting location	Board Room Applecross SHS
Meeting time and date	5.30 pm, Thursday 9 March 2017

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
GW	Gavin Whittome	Community Rep
FS	Fiona Schaper	P&C Rep
FV	Fran van Oyen	Staff Rep
GP	Gary Peel	Parent Rep
SC	Samantha Cooke	Head Girl
GT	George Thompson	Head Boy
MB	Michelle Birkholz	Parent Rep
PM	Phil Marshall	Community Rep (Chair 2016)
MB	Mike Bracher	Parent Rep
SB	Suzanne Brown	Community Rep (Secretary 2016)
PL	Paul Leech	Principal

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> The meeting was opened by PM at 5.30pm. 	
1.1	Apologies: <ul style="list-style-type: none"> Amanda Woods-McConney 	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> PM presented to the board the minutes of Meeting No. 32, 27 June 2016, for approval. The board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved FS, seconded FV.</i> 	
1.4	Actions arising from previous meeting <ul style="list-style-type: none"> SB presented minutes from meeting No. 36 Action 34.1 Defer to next meeting Action 35.1 Closed. Action 35.2 Addressed in agenda item 3.1. Action 36.1 Addressed in agenda item 3.1 Action 36.2. subcommittee and /or working groups will be formed as needed. Closed. 	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.
2.0	Special items	
2.1	Presentation on Review of year 12 (2016) results (Deputy Principal, Rex Lilleyman). Results, analysis and program for improvement were presented and noted by the Board. The work was commended by PL and the Board agreed it was a thorough analysis.	
2.2	Board member packs were distributed by PL, containing induction information.	
2.3	Election of Board positions for 2017: <ul style="list-style-type: none"> Chair – one nomination prior to the meeting - Suzanne Brown Secretary – one nomination received at the meeting – Michelle Birkholz Both positions elected unopposed.	
3.0	Standing Items	

Item	Subject	Actions
3.1	Principal's report (PL) <ul style="list-style-type: none"> distributed and noted by the Board. It was noted that this is the final year of the school business plan. An external review of the school will be conducted next year by the Dept of Education Services (DES). Two key documents will be reviewed (the Business Plan and the Delivery and Performance Agreement) 	
3.2	Finance Report <ul style="list-style-type: none"> no report as it is too early in the year. PL will email to members out of session. 	
3.3	P&C report (FS) <ul style="list-style-type: none"> AGM held 20/2. No president elected yet, Vice president and secretary elected. An update from PL noted that two nominations for president have been received. A volunteers grant has been applied for. The second hand uniform shop is up and running. 	
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4.0	General Business	
4.1	Overview of Business Plan targets (PL) <ul style="list-style-type: none"> Presented and discussed. Some were not met. Targets that have been achieved will be reviewed and potentially increased. 	
4.2	Preparation for DES review 2018 (PL) <ul style="list-style-type: none"> PL discussed the plans in place to prepare for the review. 	
4.3	Annual report (PL) <ul style="list-style-type: none"> This is now in draft form. PL noted comments from an reviewer of last year's report and has added the mandatory survey results. The draft will be distributed to Board members by the week ending 17/3, and comments are welcome. 	
4.4	Proposal to update the Board Terms of Reference to add an Executive Officer <ul style="list-style-type: none"> This was discussed, voted on and carried by the Board. 	37.1 PL to distribute proposed new words for the ToR for members to consider and resolve at the next meeting. We will also use this opportunity to review the ToR as is required.
4.0	Other business	
	• None	
5.0	Close	
	<ul style="list-style-type: none"> The next meeting is scheduled for 5.30pm on 6 April 2017. The meeting was closed by PM at 7pm 	

Signed (Chair) _____

Date: _____