



Applecross Senior High School IPS Board

MINUTES

Meeting No. 38
Meeting location Board Room Applecross SHS
Meeting time and date 5.30pm, Thursday 6 April 2017

Initials	Attendee	Role
AC	Adam Coppard	Staff 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 (Secretary)
PM	Phil Marshall	Community Rep
MB	Mike Bracher	Parent Rep
SB	Suzanne Brown	Community Rep (Chair)
PL	Paul Leech	Principal
PC	Paul Currie	Executive Officer

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> SB opened the meeting at 5.30pm. SB welcomed Paul Currie (new role, Executive Officer) and Sharon Morley (Corporate Services Manager) to the meeting. 	
1.1	Apologies: <ul style="list-style-type: none"> Amanda Woods-McConney Gavin Whittome 	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> SB presented to the board the minutes of Meeting No. 37, 9 March 2017, for approval. The Board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved PM, seconded MB.</i> 	
1.4	Actions arising from previous meeting: <ul style="list-style-type: none"> Action 34.1 – PC to present overview at agenda item 3.4. Action 37.1 – proposed amendments to the ToR accepted; PC to join Board in Executive Officer capacity. 	38.1 Board to review ToR and send through comments/proposed changes to SB for collation and distribution prior to next meeting.

2.0	Standing Items	
2.1	<p>Finance Report (SM)</p> <ul style="list-style-type: none"> • Finance report presented by Sharon Morley (Corporate Services Manager). • One Line Budget endorsed by the Board. <i>Moved GP, seconded PM.</i> • Proposed leasing fees presented for use of school facilities, eg oval, classroom, gym etc. Current proposed rates endorsed by the Board. <i>Moved GP, seconded PM.</i> 	<p>38.2 SM to provide three items to the Board each month for review, along with any relevant commentary:</p> <ol style="list-style-type: none"> 1. Operational One Line Budget Statement 2. Cash Report 3. Financial Summary (showing Forecast Variance) <p>38.3 SM to further consider leasing fees to ensure all school costs associated with leasing (eg cleaning, electricity etc) are taken into account. Also, schedule of rates to consider commercial users versus community/not-for-profit users (two sets of rates to be agreed).</p>
2.2	<p>Principal's Report (PL)</p> <ul style="list-style-type: none"> • Term 1 has focused on key Business Plan indicators to address needs, develop strategies and appropriately allocate resources. • Business Plan targets have been reviewed and updated accordingly where targets have been met (new stretch targets added). • A lot of useful information gleaned from the various surveys undertaken in 2016 – PL and PC collaborating with Curtin University and 'Like Schools' to develop improvement strategies on basis of survey feedback. • Board training – SB to undertake two-day course with PL and PC, with abridged training to then be offered to all Board members. 	
2.3	<p>P&C Report (FS)</p> <ul style="list-style-type: none"> • 2016 President (Chris Lavender) re-elected. • Canteen Report tabled at P&C meeting – going well. • Request received from Year 7 parents for review of backpacks and school hats. P&C to purchase hats for all Year 7 students. • Wish List – request for input. 	<p>38.4 Board members to consider any Wish List items to present to the P&C (Head Boy/Girl to present SRC items at agenda item 3.2).</p>
3.0	General Business	
3.1	<p>Welcome to Paul Currie and Changes to ToR (SB)</p> <ul style="list-style-type: none"> • ToR already discussed at agenda item 1.4. • PC provided an overview of the Executive Officer's role – research/ information gathering and presenting findings to the Board. 	<p>38.5 PC to present School Board 2016 survey feedback at next meeting.</p>
3.2	<p>Student Report (SC & GT)</p> <ul style="list-style-type: none"> • Student input across all years being gathered via the Student Representative Council (SRC). • SC and GT meet fortnightly with PL to discuss any feedback/ opportunities/ issues. • Year 12 Common Room now up and running. • Suggested items for P&C Wish List: <ul style="list-style-type: none"> ○ bag racks/hooks to alleviate congestion in Science Block ○ outdoor beanbags and picnic chairs (PL advised new outdoor furniture to be installed shortly) ○ EFTPOS machine at canteen or ability to put funds on student cards and pay at canteen using these • Proposed changes to the uniform – update boys' and girls' shorts and consider adding a dress. Uniform Committee to be formed and consultation with students and parents to be undertaken. Any changes to the uniform will ultimately need to be approved by the Board. • YouTube now being used as a learning tool by Year 12s. • Year 12 Ball at the Hyatt was a great success. • World's Greatest Shave fundraising event raised \$2,800. 	
3.3	<p>Annual Report for endorsement and approval (PL)</p> <ul style="list-style-type: none"> • Monitoring Student Improvement section added to comply with DES expectations. • Some Business Plan targets updated (as discussed at agenda item 2.2). • The Board endorsed the Annual Report. <i>Moved FvO, seconded MB.</i> 	

3.4	<p>Student recognition (PC)</p> <ul style="list-style-type: none"> • PC presented an overview of the student recognition initiatives undertaken by the school. • Board discussed need to recognise students at all levels, not just the top, but also for improved performance and more broadly focused beyond just academic achievement. • GT advised house points system was not a great incentive for upper school students. • Student Services currently reviewing reward and recognition program and considering what is done at other schools. • SRC to also provide ideas/feedback to PL and PC. 	38.6 PC to provide further feedback (Student Services review and SRC feedback) and ideas at next meeting.
4.0	Other business	
4.1	<ul style="list-style-type: none"> • PL thanked PM for his efforts over the past two years as Board Chair and presented him with a gift. 	
4.2	<ul style="list-style-type: none"> • PL asked the Board if they would like to have the next meeting at either Curtin or Murdoch University, with dinner following. It was agreed to go to Curtin. 	38.7 PL to liaise with Curtin re next meeting.
4.3	<ul style="list-style-type: none"> • SB noted that the recent parent/teacher meetings were run very professionally, with the teachers well prepared. 	
5.0	Close	
	<ul style="list-style-type: none"> • The next meeting is scheduled for 5.30pm on 18 May 2017 (venue TBC). • The meeting was closed by SB at 7.08pm. 	

Signed (Chair)

Date: