



## Applecross Senior High School IPS Board

# MINUTES

<b>Meeting No.</b>	<b>39</b>
<b>Meeting location</b>	<b>Board Room Applecross SHS</b>
<b>Meeting time and date</b>	<b>5.30pm, Thursday 18 May 2017</b>

Initials	Attendee	Role
FS	Fiona Schaper	P&C Rep
FV	Fran van Oyen	Staff Rep
GP	Gary Peel	Parent Rep
SC	Samantha Cooke	Head Girl
MP	Michael Perry	Deputy Head Boy
MB	Michelle Birkholz	Parent Rep (Secretary)
PM	Phil Marshall	Community Rep
MRB	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"> <li>SB opened the meeting at 5.30pm.</li> </ul>	
1.1	Apologies: <ul style="list-style-type: none"> <li>Adam Coppard</li> <li>Amanda Woods-McConney</li> <li>Gavin Whittome</li> <li>George Thompson</li> </ul>	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> <li>SB presented to the Board the minutes of Meeting No. 38, 6 April 2017, for approval.</li> <li>The Board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved PM, seconded FS.</i></li> </ul>	
1.4	Actions arising from previous meeting: <ul style="list-style-type: none"> <li>Action 38.1 – MRB reviewed Board's ToR against the model provided by the Department to ascertain consistency – some variations noted.</li> <li>Action 38.2 – Finance Report items provided to the Board prior to meeting for discussion at agenda item 2.1.</li> <li>Action 38.4 – Wish List items to be discussed in P&amp;C Report at agenda item 2.3.</li> <li>Action 38.5 – School Board 2016 survey feedback to be discussed at agenda item 3.3.</li> <li>Action 38.7 – Board agreed to hold next meeting at Murdoch University, including a tour of the new Nursing facility and followed by dinner (anticipate longer meeting 5.30pm to 8pm).</li> </ul>	<p>39.1 SB to mark-up ToR (considering MRB's feedback) as working draft and circulate to the Board for further comment and discussion at next meeting.</p> <p>38.3 Finance Committee 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). <i>Still in process, to be carried over for discussion at next meeting.</i></p> <p>38.6 PC to provide further feedback (Student Services review and SRC feedback) and ideas. <i>To be distributed to the Board prior to the next meeting.</i></p>

<b>2.0</b>	<b>Standing Items</b>	
2.1	<p>Finance Report (PL)</p> <ul style="list-style-type: none"> <li>Cash Report and Operational One Line Budget Statement tabled and discussed.</li> <li>Mechanism for teaching staff to put forward submissions for Finance Committee consideration discussed. Process works well, with most items generally able to be approved. Recent items have included STEM proposal, coding and robotics.</li> </ul>	39.2 Board suggested a Final Forecast update be provided mid-year to ensure 96% targeted annual expenditure is achieved.
2.2	<p>Principal's Report (PL)</p> <ul style="list-style-type: none"> <li>Principal's Report tabled.</li> <li>PM asked if diversity was considered in composition of parent focus groups.</li> </ul>	39.3 Parent focus groups – PL to consider diversity in composition of future parent focus groups, eg gender, ethnicity, English as a second language. To achieve this, specific invitations may be issued rather than relying on self-nomination.
2.3	<p>P&amp;C Report (FS)</p> <ul style="list-style-type: none"> <li>Meeting held 15.5.17.</li> <li>Wish List – typical funding items will continue, eg running of the swimming pool, Elevate program; other items agreed to include purchasing an online booking system for the tennis courts; student ideas tabled and being considered (specific costing/proposal required for bag hooks for S Block and outdoor seating – PL suggested Glenys Campbell could assist with this); program for Year 10 students (Ben Kelly). Final, defined list to be presented to Board in due course.</li> <li>Uniform – P&amp;C keen to participate in process of developing updated uniform and parent nominated to Uniform Committee. Committee to liaise with Uniform Concepts and ultimately present to the Board to ratify proposed changes.</li> </ul>	
<b>3.0</b>	<b>General Business</b>	
3.1	<p>Student Report (SC &amp; MP)</p> <ul style="list-style-type: none"> <li>Second Student Council planning day held with Year 7 Councillors – brainstormed ideas, common themes emerged, eg shade and shelter.</li> <li>Noise in library an issue – separate quiet study room now available in C Block.</li> <li>New shade structure well received and being utilised by students.</li> <li>Uniform Committee – keen to get started on this.</li> <li>Year 12 common room being well utilised (becoming more popular with the colder weather).</li> <li>Bean bag seating – proposed placement on grassed area near C Block (liaison with GC re formal proposal to be presented to the P&amp;C).</li> </ul>	
3.2	<p>Curtin University links and educational surveys (PC)</p> <ul style="list-style-type: none"> <li>Overview provided by PC.</li> </ul>	39.4 PC to distribute copy of presentation to the Board.
3.3	<p>School Board survey and review (PC)</p> <ul style="list-style-type: none"> <li>Key responses of note were discussed (where lower ratings were achieved): <ul style="list-style-type: none"> <li>Question 12 – Board's preparedness – given a lot of information is presented at the meetings, it was suggested that much of this could be provided prior to enable Board members to come to the meeting already informed; general observation of PC is that he has not seen evidence of the Board not being prepared for meetings this year.</li> <li>Question 20 – time spent discussing future direction – Board noted it was important feedback was received "live" and Board members should feel able to provide ongoing feedback to enable appropriate actions to be taken.</li> <li>Question 28 – long-range fiscal planning – Board agreed articulation of long-term plans could be more overt; PL noted that given the school has only just completed a major building program, long-range forecast of forward building works is minimal, although multi-purpose room on oval does represent an example of this.</li> </ul> </li> <li>Overall, the survey results were considered very positive. PC noted that self-reflection is a critical element of being an IPS – Board agreed to discuss further at next meeting.</li> </ul>	39.5 Board to come to the next meeting with feedback on self-improvement ideas based on survey results. Also, to consider if we did the same survey today, how would we rate ourselves (specifically reflecting on the half a dozen or so questions for which the rating was not as positive/strong as the others).

<b>4.0</b>	<b>Other business</b>	
4.1	<ul style="list-style-type: none"> <li>PL noted that Police Clearance checks are now required for new members (not necessary for existing members). The question was raised as to whether Working with Children clearance was also required?</li> </ul>	39.6 PL to investigate and advise at next meeting if Working with Children clearance is required for Board members.
<b>5.0</b>	<b>Close</b>	
	<ul style="list-style-type: none"> <li>The next meeting is scheduled for 5.30pm on 22 June 2017 (Murdoch University).</li> <li>The meeting was closed by SB at 6.35pm.</li> </ul>	

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

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