



Applecross Senior High School IPS Board MINUTES

Meeting No. 23
Meeting Location Board Room Applecross SHS
Meeting Time and Date 6:00 pm, Monday 8 June 2015

Time	Item	Subject	Note, confirm or decide	Who
6:00	1.0	Opening		
	1.1	Apologies/absentees <ul style="list-style-type: none"> • Sharon Declerck • Gloria Wynhorst 	Note	PM
	1.2	Confirm agenda	Note	PM
	1.3	Confirm previous meeting minutes	Confirm	TW 2:FvO
	1.4	Actions arising from previous meeting <ul style="list-style-type: none"> - Annual report approved and published 	Note	
6:02	2.0	<p>Presentation – Financial Statements and Collection Strategy</p> <p><i>Includes Standing Item – Finance Report</i></p> <p>Jan Knuckey (Business Manager)</p> <p>Jan discussed the financial summary documents. It was pointed out that though it looks like we have substantial excess funds in reserve, it is there for items that result as the build is completed – shade cloth structures, furniture etc.</p> <p>The leave liability for teacher’s long service is now being financed by the department. The school does not have to have to budget for those funds. The school operates on a calendar year, although it also reports at the end of the Financial Year (19th June this year).</p> <p>Jan talked about SSO (picking students subjects for next year on-line) and the proposed idea is that parents could pay the school fees at that time for the following year. She showed how the fees can be paid by Qkr. Once the subjects are selected the fees and contributions sheet can be dispatched and then parents can begin to think about the payment early, perhaps half way through Term 4.</p> <p>SB asked how popular Qkr has been as distinct from the old envelope system. Jan has responded that it has been a slow but gradual process. Many parents have come to the school to pay fees and have been shown by staff how to use the app.</p> <p>TW spoke about some complaints from students through the SRC about the use of Qkr. It is suggested they survey the students to find out what the issues are so that they can be rectified and/or acted upon. PM asked what fees Qkr charged. At this stage they are akin to the banks fees and charges. PM stated that when parents are charging larger amounts (e.g. school fees) the cost could be more substantial. Jan will look into it for the board, and mentioned that if Qkr takes place permanently it does reduce the need for employing part time clerical staff to handle the manual work involved in crediting the monies. PL</p>		

		said that Jan will find out the fees and send it to us via email. PM questioned why the Department didn't have a system in place for all schools to use for payments. Jan did mention that we had already been audited and that they were all happy with our system in place.		
6:35	3.0	<p>Standing Item – Principal's Report</p> <p>PL distributed an information sheet that highlighted the points of discussion. See attachment.</p> <p>SB commented that there seems to have been great progress on the building project and the appointment of the new staff to deal with the issues that have arisen. She mentioned that the Board has stated that it is happy to give support if necessary. At this stage they have a commitment to improve quality, address the problems that have occurred (which includes the repair/rebuilding of certain things) and be on time. Perhaps the Board could have a written report forwarded monthly. PM to email PL what he would like to see in these reports and then PL will take them to the BMW staff. They could be forwarded from early in Term 3.</p>	Note	PL
	4.0	General Business		
6:50	4.1	<p><u>2015-2018 Business Plan Overview</u></p> <p>Hard copies of the draft were distributed and PL explained the stage it was at. Some pointers were made about the location of the Student Achievement Targets within the document. An introductory paragraph to that page should be included.</p> <p><i>Document endorsed by the Board.</i> (subject to the few final changes stated above and finalisation of layout by graphic artist)</p>	Decide	PL
7:10	4.2	<p><u>2015-2018 Delivery and Performance Agreement</u></p> <p>Document that IPS sign with the DG of Education. It is the same document for all schools. It is more detailed and specific than the initial document we signed three years ago.</p> <p>SB asked how it is monitored by the Department. PL says that this occurs through the external review process (every three years) and when schools are not performing as expected (in terms of student outcomes) then external groups are introduced to come in and offer assistance where needed.</p> <p><i>Document endorsed by the Board.</i></p>	Decide	PL
7:15	5.0	<p>Any Other Business</p> <p>PM talked how he had been contacted by chair of another IPS board to compare notes.</p> <p>There was discussion about how the students on the board could present a report at a future meeting. Also, a staff report could be presented.</p> <p>The Board talked last year about having a profile for every board member. A template will be provided for all members to complete. Perhaps an article for the school newsletter from the board could be produced.</p>		
7:25		Close - Next Meeting: Monday 3 August 2015, 6:00 pm.		

Board Members 2015:

	PM	Phil Marshall		
SB	Suzanne Brown	SdK	Sharon Declerck	AH Allen Hahn
AK	Alysia Kepert	PL	Paul Leech	GW Gloria Wynhorst
KP	Kerina Puttman	FS	Fiona Shaper	TS Toby Smith
FvO	Fran van Oyen	CW	Christine Waddell	TW Tina Waddell