



Applecross Senior High School IPS Board MINUTES

Meeting No. 27
Meeting Location Board Room Applecross SHS
Meeting Time and Date 6:00 pm, Monday 7 September 2015

Time	Item	Subject	Note, confirm or decide	Who
6:00	1.0	Opening		
	1.1	Apology - Kerina Putnam Absence – Gloria Wynhorst	Note	PM
	1.2	Confirm agenda	Note	PM
	1.3	Confirm previous meeting minutes: SB; 2 nd AH	Confirm	PM
	1.4	Actions arising from previous meeting	Note	PM
	2.0	Standing Items		
6:06	2.1	Principal's Report / Finance Report Self-Review Process is progressing as scheduled, and being well received. The external consultant is willing to attend a board meeting and give a report on this process. Study Skills program for 2016 being offered by Elevate Education. SD asked about the Elevate Program to be explained further – PL to send an email to board members that has more detail about the research done behind it. Very positive feedback from her daughter who attended earlier this term. The P&C have been asked to contribute 50% of the \$25000 fee. The siren times are being reconsidered for 2016. SD asked if parents are being asked for their views. PL says that the issue has been raised at both the P&C and Board meetings for discussion. TW says that students have appreciated the 5 minute break between classes. PL gave a report on the building progress – all going to the new schedule. A meeting was held at the school last week with all major parties well represented. FS asked about the sculptures in the new front agora. PL said that they were chosen 4 or 5 years ago-they are by local artists. Their significance will be explained by a plaque that will be fixed at the base. PL distributed the finance report – a reminder that the total reserve accounts will diminish as the new build finishes and purchases must be made. PM asks that perhaps the Board gets some further details/outline of how the reserve funds distribution will pan out. FvO said that the reserve funds are actually split into many accounts – perhaps a list of them would help clarify the way the money is distributed. Jan Knuckey would have all that information – she could come to a meeting and explain what the plans are for the funds. Accountability for the way the funds are to be spent could be provided in a little more detail. PM and PL will talk with Jan Knuckey later this week.	Note	PL

		SB asked for more of a visual picture with more detail showing how the funds are going – are they on track? AH asked about the plans for the funds. The new process for fee collection has so far not caused any concern from parents		
6:21	2.2	Staff Report Challenges for staff at the moment will be the move taking part during term time. This is the first time it will be done whilst the students are in the school. Also, the new exam timetable is making a difference with the teachers of Year 12. The usual staffing for next year issues are beginning – once a timetable is in place, these issues are hopefully addressed.	Note	FvO
6:27	2.3	Students' Report Students have realised that the change to the exam schedule is actually going to be very beneficial. A full extra two weeks in class to prepare and get help from teachers and the week study break in the holidays does seem to be well received now, despite early misgivings.	Note	TW/TS
6:31	2.4	P&C Report Postponed for the next meeting.	Note	FS/SdK
	3.0	General Business		
6:31	3.1	Governance Committee Update SB talked about the meeting held by the sub-committee. CW has set up a draft Board Calendar. AH has done a sensational job looking at the Gap Analysis. These will be all attached to the board minutes. SB has devised a draft Board Skills Matrix. Members to fill out a short form tonight and then it will be all collated. We can identify areas that the Board has less expertise and then that can help in recruiting new board members etc. Also the preparation of a Board Induction pack – containing the terms of reference, the board calendar, board training opportunities etc. That way, new members will have a pack tailored to Applecross SHS. Recruiting new members can then be done in ample time and be well planned. SD asked about Risk Management. SB has said that the info obtained from the form of skills for the matrix will outline how much is available.	Note	SB
6:48	3.2	Stakeholder Committee Update PM issued a document that outlined what literature there is at present that could be beneficial to the group. A list of the groups that could be included in the plan was presented – students, parents, staff, alumni, local business/community groups, local feeder primary schools, universities.	Note	PM
7:09	4.0	Any Other Business PM asks about the open board meeting and what do we put in place. Change of venue a possibility? PM to put out an email to all the parents. FvO suggests an alert on the website. PL suggests something to do rather than people come to just 'watch a meeting'. Perhaps we could start with general info about the board, how it works etc. PM to start off and then the others could all introduce themselves. AH clarified the concept of 'open' and 'closed' meetings. Then we could hold the meeting after the introductions. We could then have a meet and greet after the meeting. Meeting scheduled for the library in case of a crowd. PM to draft an email and circulate to all parents and staff.		

7:20		<p>Close</p> <p>TW and TS thanked for their contribution to the board by FS.</p>
		<p>Next Meeting: Monday 26 October 2015, 6:00 pm (Open Board Meeting).</p> <p>30 November – Final Meeting for 2015</p>

Board Members 2015:

	PM	Phil Marshall (Chairman)		
SB	Suzanne Brown	SD	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