



Applecross Senior High School IPS Board

MINUTES

Meeting No.	29
Meeting location	Board Room Applecross SHS
Meeting time and date	5.30 pm, Monday 29 February 2016

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
AWM	Amanda Woods-McConney	Community Rep
CD	Cecilia Douglas	Manager Corporate Services
FS	Fiona Schaper	P&C Rep
HE	Holly Emslie	Head Girl
JHP	Jia Ho Pow	Head Boy
MB	Michelle Birkholz	Parent Rep
LJ	Lina Jaafar	Parent Rep
PL	Paul Leech	Principal
PM	Phil Marshall	Community Rep (Chair 2015)
SB	Suzanne Brown	Community Rep
SD	Sharon Declerck	P&C Rep

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"> Fran van Oyen – Staff Rep Absent: <ul style="list-style-type: none"> Kerina Puttman – Community Rep 	
1.2	Confirmation of agenda. <ul style="list-style-type: none"> Finance Report from CD was added to the agenda. The Board confirmed the agenda. The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 29 agenda. 	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> PM presented to the board the minutes of Meeting No. 27, 30 November 2015, for approval. The board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved SB, seconded FS.</i> 	PM to document minutes for Meeting No. 28, 14 December 2015 for approval at next meeting.
1.4	Actions arising from previous meeting <ul style="list-style-type: none"> No outstanding actions 	
2.0	Priority Items	
2.1	Finance Report (CD) <ul style="list-style-type: none"> Presentation of One Line Budget 'Dashboard' and Comparative budget report. PL welcomed Cecilia Douglas as the new Manager of Corporate Services and acknowledged Jan Knuckey for her outstanding service to the school over the past 13 years. Jan is on leave and will be retiring in June. Discussion was held regarding inactive accounts, balances in certain accounts, and the effect of student numbers on budget. 	
2.2	Welcome new board members (PM) <ul style="list-style-type: none"> PM welcomed new board members and conducted a round table self-introduction of each member. PM discussed the Code of Conduct. PM and PL held an induction session with new Board Members AC, AWM, HE, JHP, MB, and LJ earlier at 5:10pm. 	Members to read document and submit the signed agreement by the next meeting.

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2.3	Election of Board Roles <ul style="list-style-type: none"> PM was re-elected as School Board Chair SB was elected as School Board Secretary 	
3.0	General Business	
3.1	Review of 2016 Year 12 Results <ul style="list-style-type: none"> PL referred to documents that had been emailed prior to the meeting: <ul style="list-style-type: none"> 2015 Five year WACE Report Internal Five Year Summary document PL indicated that the results were the best in the past five years and referred to a number of key measures contained in the documents. 	
3.2	Overview of 2015 Business Planning targets <ul style="list-style-type: none"> PL referred to the 'traffic light' summary document that had been emailed to members. The school had achieved the target or annual milestone in 7 of the 10 target areas. PL referred to the three areas where the target had not been achieved and referred to the Comparative NAPLAN Performance 2015 document that was distributed. Discussions was held regarding links between NAPLAN and ATAR, the staff responsible for monitoring the progress of students and the current process in place to do so. SB suggested that the comments section of the document should be better linked to strategies in the Business Plan. 	
3.3	Annual Report <ul style="list-style-type: none"> PL distributed copies of the 2014 Annual Report as the basis for discussion of the format for the report. It was agreed that the format should be retained for the 2015 report. A draft copy of the document will be distributed in the next few weeks. MB expressed interest in being involved in a sub-committee to assist with the report. The school aims to seek endorsement of the Annual Report at the next Board Meeting. 	MB to liaise with Report workgroup. PL to distribute draft in the next few weeks. Board Members to then provide feedback by email prior to next meeting to be incorporated
3.4	Open Day <ul style="list-style-type: none"> PL distributed a brief report and there was discussion about the Open Day (May 4). PM suggested that the Board may wish to use the event as an opportunity to survey parents as had been done in 2015. There was general support and interest in this strategy. AWM volunteered to join the Open Day Committee representing the Board. 	AWM to liaise with Open Day Committee.
	Proposed Strategy for School Board Members 2016 <ul style="list-style-type: none"> PL spoke to the document that was distributed. The strategy outlined involved board members aligning themselves with key Business Planning priority portfolio areas and forming sub-committees on a needs basis. This would enable board members to contribute in areas of expertise and interest. It will also assist key school leaders to consult with interested board members throughout the year. LJ expressed interest in improving student learning and PM in ICT. The proposed strategy was agreed. 	Board members to email PL registering interest in portfolios.
3.5	Confirm future meeting dates <ul style="list-style-type: none"> PM referred to the list of proposed dates which were accepted. It was agreed that future meetings should commence at 5.45pm. 	
4.0	Other business	
	<ul style="list-style-type: none"> No other business 	
5.0	Close	
	<ul style="list-style-type: none"> The next meeting is scheduled for 5.45pm on 4 April 2016. The meeting was closed by PM at 7:28pm 	

Signed (Chair)

Date: