



Applecross Senior High School IPS Board

MINUTES

Meeting No.	30
Meeting location	Board Room Applecross SHS
Meeting time and date	5.45 pm, Monday 4 April 2016

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
AWM	Amanda Woods-McConney	Community Rep
FS	Fiona Schaper	P&C Rep
HE	Holly Emslie	Head Girl
JHP	Jia Ho Pow	Head Boy
KP	Kerina Puttman	Community Rep
MB	Michelle Birkholz	Parent Rep
LJ	Lina Jaafar	Parent Rep
PL	Paul Leech	Principal
PM	Phil Marshall	Community Rep (Chair 2016)
SB	Suzanne Brown	Community Rep (Secretary 2016)

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> The meeting was opened by PM at 5.48pm. 	
1.1	Apologies: <ul style="list-style-type: none"> Fran van Oyen Sharon Declerk 	
1.2	Confirmation of agenda. <ul style="list-style-type: none"> HE and JHP requested the addition of the student report (appears as item 2.3) FS requested the addition of the P&C report (appears as item 2.4). 	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> PM presented to the board the minutes of Meeting No. 29, 29 February 2016, for approval. The board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved MB, seconded HE.</i> 	
1.4	Actions arising from previous meeting <ul style="list-style-type: none"> PM presented minutes from special meeting No. 28 (board elections) held 14 December 2015, for approval. <i>Moved SB, seconded PL.</i> The code of conduct was discussed. The annual report has been circulated by PL (item 3.1 on this agenda). The Open Day committee has not yet met (item 3.2 on this agenda). Board member involvement in business planning priority areas was discussed and it was confirmed that PL would continue to make opportunities for Board members to be involved on an as requested basis. 	30.1 PL to check who was still to sign
2.0	Standing Items	
2.1	Principal's report (PL) <ul style="list-style-type: none"> PL discussed the use of the school webpage and Facebook as engagement tools. Evidence indicates increased use by both existing parents and prospective parents. Discussion of NAPLAN results for comparative schools across Australia. Building program update – still some outstanding items such as missing grass, carpark removal and some 180 work rectification items. PL will meet builders next week and inform the Board of progress. 	

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2.2	Finance Report (PL) <ul style="list-style-type: none"> Since these figures were generated, salary spend is known to increase so the variance will be lower. Close to \$1M expenditure is planned in infrastructure projects. BMW is experiencing some delays in delivery. All projects will commence this year. 	
2.3	Student report (HE and JHP) <ul style="list-style-type: none"> Leadership workshops for school councillors have been held. The school council has been restructured to better represent year groupings. Planned events this semester include sausage sizzles and bandana days. The school ball was held last Friday and all agreed it was a great success. PL noted that the students' conduct was exemplary. Three tables of teachers attended and Mr Coppard wore long trousers. 	
2.4	P&C Report (FS) <ul style="list-style-type: none"> The new school uniform hats were presented (bucket and cap). A new treasurer has been appointed. The Skills Bank concept was raised again (item 3.4 of this agenda). Planned spending this year is \$159k. PM thanked the P&C on behalf of the Board. AC joined the meeting (after parent teacher meetings).	
3.0	General Business	
3.1	Annual Report (PL) <ul style="list-style-type: none"> The Board members who have further markups agreed to pass these to PL The Board agreed to endorse the Annual Report subject to minor formatting and acronym explanations. 	Endorsed.
3.2	School Open Day (PL) <ul style="list-style-type: none"> This will be held on 4th May 2016 (second week of term). The P&C and the environment committee will have a table and PL suggested the Board join this. PM suggested that the stakeholder committee of the Board discuss this via email. 	30.2 PM to circulate results from last year's survey on parents' involvement (eg in skills bank) to Board members, and use similar questions at Open Day.
3.3	Governance committee <ul style="list-style-type: none"> SB described to role as supporting the principal in all aspects of compliance with IPL requirements and ensuring the Board's effectiveness. SB is only remaining member after terms of other members had expired. MB nominated to join. SB has updated Board skills matrix. 	30.3 SB to develop Board calendar with input from PM and PL via email.
3.4	Stakeholder committee <ul style="list-style-type: none"> PM described the goal of the committee to increase outward connection to the community. PM renominated, and KP, FS, LJ and AMW nominated to join the committee. 	30.4 PM to formalise plans for Board presence at open day via email a week before the 4 th May. 30.5 PM to develop and present a strategy document for stakeholder engagement.
4.0	Other business	
	<ul style="list-style-type: none"> SB informed the Board that the teachers she had met with at the parent teacher meetings were very impressive, highly organised and a credit to the school. 	Noted.
5.0	Close	
	<ul style="list-style-type: none"> The next meeting is scheduled for 5.45pm on 30 May 2016. The meeting was closed by PM at 7:18pm 	

Signed (Chair)

Date: