



Applecross Senior High School IPS Board

MINUTES

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| Meeting No. | 45 |
| Meeting location | Boardroom, Applecross SHS |
| Meeting time and date | 5.30pm, Thursday 22 February 2017 |

| Initials | Attendee | Role |
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| AWM | Amanda Woods-McConney (Arrived Late) | Parent Rep |
| CS | Craig Skinner (Arrived Late) | P&C Rep |
| CTN | Cecilie Thogersen-Ntoumani | Community Rep |
| DDL | Daniel de Lima | Head Boy |
| DR | Darrin Richards | P&C Rep |
| EOL | Ella O'Leary | Head Girl |
| FV | Fran van Oyen | Staff Rep |
| GP | Gary Peel (Absent) | Community Rep |
| MB | Michelle Birkholz | Parent Rep (Chair) |
| MRB | Mike Bracher | Community Rep (Secretary) |
| SE | Susan Edgar | Community Rep |
| TJ | Toni Jones | Staff Rep |
| PL | Paul Leech | Principal |
| PC | Paul Currie (Absent) | Executive Officer |

| Item | Subject | Actions |
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| 1.0 | Opening <ul style="list-style-type: none"> MB opened the meeting at 5.27pm. | |
| 1.1 | Apologies <ul style="list-style-type: none"> Paul Currie, Gary Peel (Absent) Craig Skinner, Amanda Woods-McConney (Will arrive late) | |
| 1.2 | Confirmation of agenda. | |
| 1.3 | Minutes of previous meeting <ul style="list-style-type: none"> MB presented to the Board the minutes of Meeting No. 44, Thursday 23 November 2017, for approval. The Board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved MRB, seconded DR.</i> | |
| 1.4 | <p>Actions arising completed from previous meeting:</p> <ul style="list-style-type: none"> Action 43.2 – List of VET courses – FVO to circulate to the Board via email. Action 43.8 – MB to update Board tenures document. Action 44.1 New dress – SC to liaise with new Head Girl re the consultation process (options displayed in library and shown at year group assemblies). 44.3 SB and MB agreed to meet in the New Year for a handover prior to the first Board meeting of 2018. <p>Actions carried over from previous meeting:</p> <ul style="list-style-type: none"> Action 44.2 Board papers – GP to investigate possibility of having Board papers available on Connect. | |

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| 2.0 | Special Items | |
| 2.1 | <p>Review of 2017 Year 12 results (Rex Lilleyman (RL) – Deputy Principal)</p> <ul style="list-style-type: none"> • Presentation by RL. • Detail supporting document handed out – updated version compared to previously emailed version. • DUX achieved 99.95 ATAR – highest possible mark. • VET DUX also achieved VET Cert of Excellence. • 5 students achieved Subject Cert of Excellence. • 4 students achieved 99 Plus ATAR, 35 achieved 95 or better. • WACE Achievement rate 95% – slightly down on 2016. • Attainment rate 97% – slightly down on 2016. • 91 students applied to Uni – 89 received an offer. • Curtin offered the most students places. | |
| 2.2 | <p>Handout of School Board Packs to new Board Members (PL)</p> <ul style="list-style-type: none"> • Explanation of Board Packs and contents. • Discussion on Code of Conduct. | 45.1 PL to list who has/has not signed Code of Conduct on current Board. |
| 3.0 | Standing Items | |
| 3.1 | <p>Principal's report (PL)</p> <ul style="list-style-type: none"> • School had achieved a positive start to the year. • 60th anniversary celebrations – activities being planned for students and community; a number of former students have expressed interest in keeping in contact with school and wish to contribute; PL considering how to do this – something simple – not necessarily full Alumni. • Annual Report – draft to be provided for next meeting, will welcome input from board members on content. • New Business Plan – underway led by PC; targets being refined, aim for targets is to impact across all student groups; draft will be provided before next Board meeting. • Terms of Reference (ToR) – further review and clarification re selection process for role; PL to send out proposed changes before next meeting. • Safety concern regarding bus stop on Riseley Street – insufficient space for 100+ kids waiting for buses; temporary solution is Year 7-8 stay at this bus stop, Year 9-12 go to Garden City Bus Interchange; PL has contacted Transperth – trying to find long term solution, will also engage with Council. | <p>45.2 Add ToR review to next meeting agenda.</p> <p>45.3 PL to send out proposed ToR changes.</p> |
| 3.2 | <p>Finance Report (Sharon Morley (SM) – Manager Corporate Services)</p> <ul style="list-style-type: none"> • SM summarised spend at the end of 2017. • Main spend areas were buildings and student testing/surveying. • Met minimum expenditure target – achieved 98% (target 96%). • This year focus is on Literacy, Student Health, Staff Professional Development. • Budget being prepared and will be presented at next meeting. • SM explained roles of School Board in Finance – referenced paper (School Board and Finance Committee Financial Timelines) that was provided prior to the meeting. | |

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| 3.3 | <p>Student Council Report (DDL & EOL)</p> <ul style="list-style-type: none"> • Uniform – dress not finalised; PL suggested to start the feedback/consultation process again (go slow and verify actual interest); EOL to discuss with PL next steps; MRB suggested asking for feedback on other recent uniform changes. • Leavers' jackets arrived late due to late ordering – order earlier this year. • Y12 not sure where common room is – DDL/EOL to provide information. • New ideas to be considered: <ul style="list-style-type: none"> ○ Tennis shorts for girls ○ Paypass for canteen ○ Gowns instead of sashes for graduation ○ Care Group activities for lower school <p>PL suggested that each item needed research and will work with reps to progress.</p> <ul style="list-style-type: none"> • It was flagged that SRC was not running yet – looking to combine upper and lower school Councils. • Y12 Ball at Hyatt tomorrow. • Morning tea with new students was a success. • 50th Anniversary Arts program – production scheduled for Term 2. | |
| 3.4 | <p>P&C Report (DR)</p> <ul style="list-style-type: none"> • First meeting of year completed. • All formal posts filled including a new President and Vice President. • Aiming to co-ordinate timing of meetings in sequence with other school governance meetings to capture feedback and streamline with other meetings. | |
| 4.0 General Business | | |
| 4.1 | <p>Outline of current BP review process and draft BP format (PL)</p> <ul style="list-style-type: none"> • PC not available so PL summarised current status. • Draft version will be provided in a few days. • There will be a community summary and then separate detail in the Operational Plan. • Plan needs to be in place in Term 2. • It will be a five year plan not three, as previous. | |
| 4.2 | <p>Annual Report (PL)</p> <ul style="list-style-type: none"> • Discussed in 3.1. | |
| 4.3 | <p>Board Dates (MB)</p> <ul style="list-style-type: none"> • Proposed dates are as follows (all Thursdays): <ul style="list-style-type: none"> ○ Term 1 – 22 March ○ Term 2 – 10 May and 14 June ○ Term 3 – 2 Aug and 6 Sept ○ Term 4 – 18 Oct and 22 Nov ○ School Board Dinner – 6 Dec <p>PL suggested that we look to have at least one meeting off-site at one of the Universities (possibly Curtin or Notre Dame) – to be confirmed.</p> | |
| 5.0 Other business | | |
| 5.1 | <ul style="list-style-type: none"> • MRB raised that ToR on website is old version. • MB raised that the School Board members also require updating on website. • MB explained meeting evaluation process for new members – to commence at the next meeting. | 45.4 PL to update ToR and School Board membership on school website. |
| Close | | |
| | <ul style="list-style-type: none"> • The meeting was closed by MB at 6:46pm. | |

Signed (Chair)

Date: