



Applecross Senior High School IPS Board

MINUTES

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| Meeting No. | 35 |
| Meeting location | Staff Room Applecross SHS |
| Meeting time and date | 5.45 pm, Monday 31 October 2016 |

| Initials | Attendee | Role |
|----------|-----------------------|----------------------------|
| AWM | Amanda Woods-McConney | Community Rep |
| FS | Fiona Schaper | P&C Rep |
| FV | Fran van Oyen | Staff Rep |
| MB | Michelle Birkholz | Parent Rep |
| LJ | Lina Jaafar | Parent Rep |
| PL | Paul Leech | Principal |
| PM | Phil Marshall | Community Rep (Chair 2016) |
| SD | Sharon Declerck | P&C Rep |

| Item | Subject | Actions |
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| 1.0 | Opening <ul style="list-style-type: none"> The meeting was opened by PM at 5.50pm | |
| 1.1 | Apologies: <ul style="list-style-type: none"> Adam Coppard Holly Emslie Jia Ho Pow Kerina Puttman Suzanne Brown | |
| 1.2 | Confirmation of agenda <ul style="list-style-type: none"> PM noted copy of Policy Review paper submitted for discussion by SB (appears as item 4.1) PM to provide update re Stakeholder Committee (discussed at item 1.4) | |
| 1.3 | Minutes of previous meeting <ul style="list-style-type: none"> PM presented to the Board the minutes of Meeting No. 34, 5 September 2016, for approval MB requested updates re name added to minutes as present at the meeting and PL to be amended to PM at action 34.3 The board endorsed the minutes of the previous meeting as complete and accurate – <i>moved FS, seconded MB</i> | |
| 1.4 | Actions arising from previous meeting <ul style="list-style-type: none"> 34.1 PL to undertake broader review of student recognition mechanisms currently implemented (to extend beyond just high achieving students) and provide the Board with a summary, with the view to considering programs/options for 2017 (strategies/mechanisms implemented by like schools will also be considered) 34.2 FS provided an Environment Committee update: <ul style="list-style-type: none"> FS invited PM to talk about energy monitoring initiative – report on school usage provided to the Environment Committee, identifying issues and opportunities for improvement Education Department about to release policy on solar energy – not supportive of leasing, encourage schools to purchase with school able to access loan from Department to facilitate FS commented on the need to inject new energy into the Committee – PL to reinvigorate interest with staff 34.3 Following paper presented to the Board at the September meeting re proposed way forward for the Stakeholder Committee, the discussion paper was presented to the school's Leadership Team by FV; FV advised the staff were very supportive and agreed in principle with the proposed direction, therefore providing the Committee with the necessary mandate to progress as proposed; the intent is to now consider some realistic timeframes around implementation, with the view to having something out to the school community by the end of the year | <p>Actions carried forward – 34.1</p> <p>35.1 PL to gauge interest in joining the Environment Committee with staff</p> |

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| 2.0 | Standing Items | |
| 2.1 | <p>Principal's Report (PL) – full report tabled</p> <ul style="list-style-type: none"> NAPLAN Data – results analysis tabled and discussed Year 12 Student Surveys – Executive Summary tabled and discussed Recent Student Achievement – Special Art, Special Tennis, French Exchange Program, Year 10 Drama (Yofest), National History Challenge, Junior Maths Olympiad, English Learning Area achievements Staffing – changes, selections, long service leave Parent survey – just over 200 parents and approximately 80% of staff and students completed thus far Focus Groups – hosted by PL with a cross-section of parents, to be undertaken over the next few weeks Business Plan – Achievement Targets 2015-2017 document tabled and discussed Items requiring Board ratification – discussed at agenda item 3.2 | 35.2 Business Plan Achievement Targets – PL to obtain some comparative data from like schools re setting NAPLAN targets for Reading, Writing and Numeracy |
| 2.2 | <p>Finance Report (PL)</p> <ul style="list-style-type: none"> Report tabled by PL and accepted by the Board Board agreed it would be useful to have the Corporate Services Manager present 2016 budget wrap-up and 2017 summary for review and endorsement at the next meeting | 35.3 PL to arrange for Corporate Services Manager to present to the Board at November meeting |
| 2.3 | <p>P&C Report (FS)</p> <ul style="list-style-type: none"> Chris Lavender has set up internet site for second-hand school uniforms; storage of stock is an issue which will need to be considered further; if successful, potential to extend this to second-hand books P&C Building Fund – new account needs to be established for next year Chris Lavender has volunteered to audit the P&C books Art exhibition to be staged at the school November 26 and 27 (gold coin donation) Last P&C meeting for the year to be held November 21 Pool refurbishment – PL advised some issues had been encountered and therefore the process was taking longer than anticipated | |
| 3.0 | General Business | |
| 3.1 | <p>Business Plan update (PL)</p> <ul style="list-style-type: none"> Discussed at item 2.1 (Principal's Report) | |
| 3.2 | <p>2017 School Development Dates (PL)</p> <ul style="list-style-type: none"> PL tabled proposed development dates which were unanimously endorsed by the Board | |
| 3.3 | <p>Role of Parents in Schooling (AWM) – general discussion</p> <ul style="list-style-type: none"> Student success is based on input and support from three key elements – students, teachers and parents How can we develop a culture that encourages parents to be actively involved in the school? How can improved interaction between teachers and parents be facilitated? What information can be made available to parents (via the website and other communication tools) to enable parents to understand who they can/should connect within the school on varying issues? | <p>35.4 PL and FO to consider and provide overview at next meeting:</p> <ul style="list-style-type: none"> FAQs – who to contact for what Guide to contacting staff members Key methods of communication <p>PL to also incorporate topic into Focus Group sessions</p> |
| 3.4 | <p>Open Q&A (PM)</p> <ul style="list-style-type: none"> No members of the general school community attended the meeting | |
| 4.0 | Other business | |
| 4.1 | <p>Policy Review</p> <ul style="list-style-type: none"> PM tabled report provided by SB – Board to review for discussion at next meeting | 35.5 ALL review Policy Review document |
| 5.0 | Close | |
| | <ul style="list-style-type: none"> The next meeting is scheduled for 5.45pm on 28 November 2016 The meeting was closed by PM at 7:30pm | |

Signed (Chair)

Date: