



Applecross Senior High School IPS Board

MINUTES

Meeting No.	40
Meeting location	Senate Suite, Murdoch University
Meeting time and date	6.30pm, Thursday 22 June 2017

Initials	Attendee	Role
AWM	Amanda Woods-McConney	Community Rep
FS	Fiona Schaper	P&C Rep
FV	Fran van Oyen	Staff Rep
GP	Gary Peel	Parent Rep
SC	Samantha Cooke	Head Girl
GT	George Thompson	Head Boy
MB	Michelle Birkholz	Parent Rep (Secretary)
PM	Phil Marshall	Community Rep
MRB	Mike Bracher	Parent Rep
SB	Suzanne Brown	Community Rep (Chair)
PL	Paul Leech	Principal
PC	Paul Currie	Executive Officer

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> SB opened the meeting at 6.30pm. 	
1.1	Apologies: <ul style="list-style-type: none"> Adam Coppard Gavin Whittome 	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting. <ul style="list-style-type: none"> SB presented to the Board the minutes of Meeting No. 39, 18 May 2017, for approval. The Board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved PM, seconded GP.</i> 	
1.4	Actions arising from previous meeting: <ul style="list-style-type: none"> Action 39.1 – Board's Terms of Reference to be discussed at agenda item 3.2. Action 39.2 – Final Forecast update to be discussed in Finance Report at agenda item 2.1. Action 39.3 – PL advised that, on reflection, parent focus groups have been fairly balanced with regards to ethnicity and age, but that greater gender balance should be sought. On this basis, greater participation will be sought from fathers, through more overt communication (including promoting via the City of Melville's Fathering Project). Action 39.4 – SOC feedback emailed to the Board post-meeting. Action 39.5 – Self-improvement ideas based on 2016 Board Survey results to be discussed at agenda item 3.3. Action 39.6 – PC confirmed Working with Children clearance is not required for Board members (only a police clearance, from 2017). 	<p>38.3 Leasing fees discussed at Finance Committee meeting, proposed schedule of rates to be tabled at next Board Meeting.</p> <p>38.6 Comprehensive overview of student recognition mechanisms provided by PC. Board to review and come back to next meeting with any questions/feedback if further discussion is considered necessary.</p>

2.0	Standing Items	
2.1	<p>Finance Report (PL)</p> <ul style="list-style-type: none"> Cash Report, Operational One Line Budget Statement and One Line Budget Dashboard tabled and discussed. 	40.1 PM suggested finance reports be sent to the Board monthly, in line with the Finance Committee reporting timetable, with the most recent reports issued to be discussed at the Board meeting. The Board supported this concept, as a way of ensuring the most up-to-date information was being reviewed/discussed at any given time.
2.2	<p>Principal's Report (PL)</p> <ul style="list-style-type: none"> Principal's Report tabled. Summary of Term 2 Focus Group Discussions provided by PL for Board review. 	40.2 Focus Group Discussions summary to be reviewed and discussed further at next meeting if required.
2.3	<p>P&C Report (FS)</p> <ul style="list-style-type: none"> P&C has not convened since last meeting held 15.5.17. Uniform Committee now established and has met twice. Feedback from staff suggests congestion in Science Block may not be solved simply by adding additional bag hooks – greater consideration currently being given to this issue prior to any action being taken. 	
3.0	General Business	
3.1	<p>Student Report (SC & GT)</p> <ul style="list-style-type: none"> Year 12 Principal's Cup between staff and students a great success (strong participation and spectator involvement). Uniform Committee – Uniform Concepts bringing samples for consideration to next meeting. Notices for senior students to be added to Connect, as screen in the library is not widely seen. New furniture installed has been well received and Year 12 Common Room continuing to be well utilised given change of season. 	
3.2	<p>Updated Terms of Reference</p> <ul style="list-style-type: none"> Updated Terms of Reference reviewed and discussed, with additional changes made. Board supported all proposed updates. 	40.3 Current version of ToR to be re-circulated to the Board for final review and endorsement at next meeting.
3.3	<p>School Board Survey and Review (PC)</p> <ul style="list-style-type: none"> Board provided further feedback following reflection of questions where less favourable results were achieved: <ul style="list-style-type: none"> Question 12 – Board's preparedness – phrasing of question may have been a factor, ie is it asking if each individual believes they were prepared or if "all" Board members come prepared? Question 20 – time spent discussing future direction – overwhelming response (7 out of 8) was positive, ie agreed or strongly agreed, therefore no real issue perceived. Question 28 – long-range fiscal planning – evolution of how/type of financial information presented to the Board is addressing this. Question 35 – Board agreed to give greater consideration going forward to raising the profile/visibility of accomplishments and challenges with key stakeholders. 	

4.0	Other business	
4.1	<ul style="list-style-type: none"> • WA Education Awards • Ongoing Board non-attendance – It was noted Gavin Whittome (P&C Rep) has not attended last three Board meetings (FS advised he has also not been attending P&C meetings). • Board agreed a letter of thanks should be sent to Kerina Puttman/Murdoch University, thanking them for their great hospitality in hosting the meeting. 	<p>40.4 PL agreed to include information on WA Education Awards in next newsletter and school's Facebook page and Student Council to advise student body.</p> <p>40.5 SB to make contact with GW to understand his position and whether he would like to continue on the Board and to advise at next meeting.</p> <p>40.6 PL to issue letter on school letterhead on behalf of the Board.</p>
5.0	Close	
	<ul style="list-style-type: none"> • The next meeting is scheduled for 5.30pm on 10 August 2017. • The meeting was closed by SB at 7.58pm. 	

Signed (Chair)

Date: