



Applecross Senior High School IPS Board

MINUTES

Meeting No.	41
Meeting location	Boardroom, Applecross SHS
Meeting time and date	5.30pm, Thursday 10 August 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 5.30pm. 	
1.1	Apologies: <ul style="list-style-type: none"> Adam Coppard Absent: <ul style="list-style-type: none"> 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. 40, 22 June 2017, for approval. The Board endorsed the minutes of the previous meeting as complete and accurate, with the exception of one minor amendment: Gavin Whittome to be listed at 1.1 as absent, not an apology. <i>Moved PM, seconded MRB.</i> 	
1.4	Actions arising from previous meeting: <ul style="list-style-type: none"> Action 38.3 – Proposed schedule of rates, as discussed and agreed at the last Finance Committee Meeting, for usage/leasing of school facilities tabled. Concessions for other government schools and not-for-profit/community organisations to be agreed by the Finance Committee on a case-by-case basis. Action 38.6 – Overview of student recognition mechanisms provided by PC reviewed by the Board. No further discussion required. Action 40.1 – Finance reports now being issued to the Board monthly, in line with the Finance Committee reporting timetable. Action 40.2 – Focus Group Discussion summary provided by PL reviewed by the Board. No further discussion required. Action 40.3 – Final draft version of the Terms of Reference to be discussed and endorsed by the Board at agenda item 4.1. Action 40.4 – Three nominations for the WA Education Awards put forward by the school. Action 40.5 – Absenteeism of Board member Gavin Whittome to be discussed at agenda item 4.2. Action 40.6 – Letter of thanks on behalf of the Board sent to Kerina Puttman/Murdoch University. 	

2.0	Standing Items	
2.1	Finance Report (PL) <ul style="list-style-type: none"> Cash Report, Operational One Line Budget Statement and One Line Budget Dashboard, issued to the Board for review and consideration prior to the meeting, discussed. 	
2.2	Principal's Report (PL) <ul style="list-style-type: none"> Principal's Report, issued to the Board for review and consideration prior to the meeting, discussed. Focus over the coming months will be on reviewing the current Business Plan; planning and undertaking the consultation process for the next plan commencing in April 2018; and preparing for the external DES Review early in 2018. 	
2.3	P&C Report (FS) <ul style="list-style-type: none"> P&C has not convened since last meeting held 15.5.17. 	
3.0	General Business	
3.1	Student Report (SC & GT) <ul style="list-style-type: none"> Uniform Committee has met with Uniform Concepts and based on feedback, samples have been provided, which were shown to the Board for comment. Board feedback was very favourable. Next step is to undertake further consultation and seek feedback more broadly from students, parents and staff, via the P&C and SRC. Uniform Concepts has ceased production of current versions of the items proposed to be changed, with a phasing in period envisaged, commencing Term 1 2018. 	41.1 Feedback from students, parents and staff to be provided at next Board meeting, together with proposed price list for new items, with the view to the Board endorsing the changes.
3.2	Updated Target Achievement document and outline of Semester 1 Review Process (PL) <ul style="list-style-type: none"> Updated Target Achievement document, issued to the Board for review and consideration prior to the meeting, discussed. Semester 1 Review process – Each HOLA has undertaken a thorough analysis of Semester 1 results, across Years 7 to 12, with a report prepared and meeting to review findings undertaken with the Principal or Deputy Principal. Based on findings and discussion, strategies have been developed to ensure targets are met or exceeded by year end. 	41.2 Summary of the Semester 1 Review process to be provided to the Board at the next meeting.
3.3	DES Preparation and Review Process (PC) <ul style="list-style-type: none"> PC presented a summary of the DES review process. 	41.3 Board to consider DES criteria in relation to the role of the Board (provided by PC) and provide feedback at the next meeting.
3.4	Recent School Review Process <ul style="list-style-type: none"> Lynwood SHS underwent DES review process in Term 2 – feedback sought from the Principal regarding the process to ensure Applecross can be as prepared as possible and that it is a positive and constructive experience for the school. Further feedback will likely be sought from a couple of other schools that have recently undergone the review. 	

4.0	Other business	
4.1	<ul style="list-style-type: none"> Updated Terms of Reference – Final version of the ToR, dated 10.8.17, unanimously endorsed by the Board. 	
4.2	<ul style="list-style-type: none"> Ongoing Board non-attendance – SB advised she made email contact with GW, who failed to respond. On this basis, SB proposed motion to remove GW from the Board (as provided for under section 15.2 of the ToR). The motion was unanimously carried by the Board. 	41.4 P&C to elect a new representative to the Board, based on the casual vacancy created with the removal of GW. SB to advise GW of this outcome.
5.0	Close	
	<ul style="list-style-type: none"> The next meeting is scheduled for 5.30pm on 14 September 2017. The meeting was closed by SB at 6.40pm. 	

Signed (Chair)

Date: