



## Applecross Senior High School IPS Board

# MINUTES

<b>Meeting No.</b>	<b>44</b>
<b>Meeting location</b>	<b>Boardroom, Applecross SHS</b>
<b>Meeting time and date</b>	<b>5.30pm, Thursday 23 November 2017</b>

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
AWM	Amanda Woods-McConney	Community Rep
DR	Darrin Richards	P&C Rep
FS	Fiona Schaper	P&C Rep
FV	Fran van Oyen	Staff Rep
GP	Gary Peel	Parent Rep
GT	George Thompson	Head Boy
MB	Michelle Birkholz	Parent Rep (Secretary)
MRB	Mike Bracher (arrived 6.18pm)	Parent Rep
PM	Phil Marshall	Community 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"> <li>SB opened the meeting at 5.27pm.</li> </ul>	
1.1	Apologies <ul style="list-style-type: none"> <li>Samantha Cooke</li> </ul>	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting <ul style="list-style-type: none"> <li>SB presented to the Board the minutes of Meeting No. 43, 26 October 2017, for approval.</li> <li>The Board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved AWM, seconded FVO.</i></li> </ul>	
1.4	Actions arising from previous meeting: <ul style="list-style-type: none"> <li>Action 43.1 – Staff Farewells – PM and MB to attend on 15.12.17 to say a few words of thanks to departing staff on behalf of the Board.</li> <li>Action 43.3 – New uniform items – to be discussed at agenda item 2.3 Student Report.</li> <li>Action 43.4 – DES Review preparation – to be discussed at agenda item 3.1.</li> <li>Action 43.5 – Student essays reviewed and prizes awarded.</li> <li>Action 43.6 – Board elections – Additional communication provided to parents seeking expressions of interest to join the Board, noting desire to achieve a diverse mix.</li> <li>Action 43.7 – Board elections – selection criteria for Community representatives discussed.</li> <li>Action 43.9 – Self-assessment evaluation to be discussed at agenda item 3.5.</li> </ul>	<p>Action 43.2 – List of VET courses – FVO to circulate to the Board via email.</p> <p>Action 43.8 – MB to update Board tenures document.</p>

2.0	Standing Items	
2.1	<p>Principal's Report (PL)</p> <ul style="list-style-type: none"> <li>• Principal's Report, issued to the Board for review and consideration prior to the meeting, discussed.</li> <li>• Student essays – SB met with the students 16.11.17 and awarded prizes for the top five essays. PL noted the students appreciated having access to the Board in this way and it was agreed by all that Board members should endeavour to have more interaction with students going forward (raises the profile of the Board and understanding of the Board's role within the school).</li> <li>• Year 11 Ski Trip – Comprehensive Business Case provided to the Board by Wayne Lloyd for review and consideration prior to the meeting, discussed. Board agreed unanimously to endorse the trip, which has been a long-standing opportunity for students in Year 11 and is considered in keeping with the school's values, promoting such qualities as responsibility, friendship and working cohesively. Board willing to provide a formal letter of support to the Education Department if necessary.</li> </ul>	
2.2	<p>Finance Report (PL)</p> <ul style="list-style-type: none"> <li>• Budget vs Actual vs Committed Report, One Line Budget Dashboard, Operational One Line Budget Statement and Cash Report issued to the Board for review and consideration prior to the meeting, discussed.</li> <li>• Currently tracking at 92% expenditure by year-end against a target of 96% of budget. Working with individual cost centre managers for accounts not being fully expended, with funds being quarantined for planned expenditure that will fall into next year.</li> <li>• Note – Personal Items Lists for 2018 approved by the Board out of session, via email. <i>Moved FVO, seconded MRB.</i></li> </ul>	
2.3	<p>Student Report (GT)</p> <ul style="list-style-type: none"> <li>• Year 11 &amp; 12 exams – Positive feedback from students, with exams well written this year and aligned with material covered throughout the year (with the exception of Physics – incorrect question).</li> <li>• New uniform items – New dress samples (two print options) still to be circulated amongst year groups for feedback. Dress option likely to be introduced later in 2018 for spring/summer 18/19. Other new uniform pieces available for new school year.</li> </ul>	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).
2.4	<p>P&amp;C Report (FS)</p> <ul style="list-style-type: none"> <li>• Music Under the Lights (not "Stars", as planned, due to inclement weather), a success.</li> <li>• Special Art 50<sup>th</sup> Anniversary planning underway.</li> <li>• Special Tennis – Girls team awarded a four-week stay at the John Newcombe Tennis Ranch in Texas in 2018 for their sportsmanship, behaviour and teamwork throughout the recent School Sport Australia National Schools Tennis Championships.</li> <li>• Canteen sales down this year (although still \$20K profit returned), with forced changes in suppliers (ceasing operations) increasing costs and less catering opportunities.</li> <li>• New P&amp;C President and Secretary to be elected in 2018.</li> </ul>	
2.5	<p>Voting for Board Positions 2018</p> <ul style="list-style-type: none"> <li>• Seven candidates self-nominated for election to the Board, with one Parent Representative and two Community Representatives to be selected.</li> <li>• It was noted clarification is required within the Board's Terms of Reference (ToR) in relation to the selection of the Parent Representative and whether the position could be selected by the Board, or if it should be selected by vote of the whole-of-school parent body. Board agreed to endorse the process of voting by the Board this year, with clarification of intention in the ToR required prior to the 2018 election.</li> <li>• Successful candidates: <ul style="list-style-type: none"> <li>○ Parent Representative – Michelle Birkholz (Second Term)</li> <li>○ Community Representatives – Susan Edgar and Cecilie Thogersen-Ntoumani (First Terms)</li> </ul> </li> </ul>	

<b>3.0</b>	<b>General Business</b>	
3.1 & 3.2	<p>Outline of current PB Review Process and Outline of Draft BP Format (PC)</p> <ul style="list-style-type: none"> <li>PC advised ASHS now unlikely to be selected for the DES Review in 2018, given a change in Department policy to only review schools that have never been reviewed before. He noted all of the work done in preparation for the review is extremely beneficial none-the-less, as the school prepares to enter a new business planning cycle in 2018. PL thanked PC for all of his hard work and commitment in preparing for the Review.</li> <li>PC provided the Board with an overview of the Business Plan development process.</li> <li>PC shared with the Board the 'Positive Education Program' prepared by Cassandra Don (CD) for use in Care Group in Years 7 and 8. PC commended CD on this exceptional piece of work, and GT commented CD was very well regarded by the students.</li> </ul>	
3.3	<p>Update on Building Project (PL)</p> <ul style="list-style-type: none"> <li>PL provided an update on the construction of the toilet/changeroom block and multi-purpose building between the swimming pool and tennis courts, with BMW planning approval received and next step to go to tender. The project will be funded by the school's Building Reserve Account and P&amp;C Building Fund. Construction is expected to begin later in 2018.</li> </ul>	
3.4	<p>Nominations for Board Chair and Secretary 2018 (SB)</p> <ul style="list-style-type: none"> <li>Both positions were unanimously endorsed by the Board: <ul style="list-style-type: none"> <li>Chair – Michelle Birkholz, <i>proposed DR, seconded AWM</i></li> <li>Secretary – Mike Bracher, <i>proposed GP, seconded AWM</i></li> </ul> </li> </ul>	
3.5	<p>Meeting Evaluation – Board members completed self-evaluation sheet, with several improvement opportunities noted:</p> <ul style="list-style-type: none"> <li>Board papers – Criteria for papers distributed to the Board for review should be noted specifically in the agenda, ie are they for approval, endorsement or discussion? Papers should be issued one week prior to the meeting, with discussion as to whether this could be done via Connect rather than email.</li> <li>Opportunity to have information up on the screen in the Boardroom as each item is discussed during the meeting.</li> </ul>	44.2 Board papers – GP to investigate possibility of having Board papers available on Connect.
<b>4.0</b>	<b>Other business</b>	
4.1	<p>Electronic noticeboard</p> <ul style="list-style-type: none"> <li>DR enquired as to the location and status of the electronic noticeboard funded by the P&amp;C. PL advised it has now been ordered and will be placed on Links Road.</li> </ul>	
4.2	<p>Outgoing Chair</p> <ul style="list-style-type: none"> <li>PL thanked SB for her outstanding contribution as Chair in 2017.</li> <li>SB thanked the Board for their support throughout the year, advising she had enjoyed the experience immensely and the opportunity to work with them.</li> </ul>	44.3 SB and MB agreed to meet in the New Year for a handover prior to the first Board meeting of 2018.
<b>5.0</b>	<b>Close</b>	
	<ul style="list-style-type: none"> <li>Board Dinner scheduled for 5.30pm on 7<sup>th</sup> December 2017.</li> <li>The meeting was closed by SB at 7.33pm.</li> </ul>	

Signed (Chair) \_\_\_\_\_

Date: \_\_\_\_\_