



## Applecross Senior High School IPS Board

# MINUTES

<b>Meeting No.</b>	<b>46</b>
<b>Meeting location</b>	<b>Boardroom, Applecross SHS</b>
<b>Meeting time and date</b>	<b>5.30pm, Thursday 22 March 2018</b>

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

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> <li>MB opened the meeting at 5.30pm.</li> </ul>	
1.1	Apologies <ul style="list-style-type: none"> <li>Craig Skinner, Cecilie Thogersen-Ntoumani, Ella O'Leary, Mike Bracher, Susan Edgar</li> <li>Amanda Woods-McConney (Will arrive late)</li> </ul>	
1.2	Confirmation of agenda.	
1.3	Minutes of previous meeting <ul style="list-style-type: none"> <li>MB presented to the Board the minutes of Meeting No. 45, Thursday 22 February 2018, for approval.</li> <li>The Board endorsed the minutes of the previous meeting as complete and accurate. <i>Moved TJ, seconded PC.</i></li> </ul>	
1.4	<p>Actions arising completed from previous meeting</p> <ul style="list-style-type: none"> <li>Action 45.3 – PL sent out proposed changes to Board.</li> <li>Action 45.4 – PL updated website with Board minutes &amp; school Board membership.</li> </ul> <p>Actions carried over from previous meeting</p> <ul style="list-style-type: none"> <li>Action 44.2 Board papers – GP to investigate possibility of having Board papers available on Connect.</li> <li>Action 45.2 Included in agenda, however carried over due to a lack of a quorum to discuss ToR.</li> </ul>	

<b>2.0</b>	<b>Special Items</b>	
2.1	<p>Overview of Progressive Achievement Testing (PAT) program – Aniela Wooldridge (AW), Acting HoLA, Science</p> <ul style="list-style-type: none"> <li>• Presentation by AW.</li> <li>• Detail supporting document handed out.</li> <li>• PAT program complements NAPLAN to provide further insight into student performance.</li> <li>• Tracks student progress over time from year 7 – 12.</li> <li>• Accessing the data is simple and able to complete detailed analysis of individual student performance and overall cohort performance.</li> <li>• Provides excellent insight to the Science teachers of students' strengths and weaknesses.</li> <li>• Board was appreciative of AW's presentation and questioned whether this type of PAT program could be cascaded across other subjects – intent is to do so.</li> </ul>	
<b>3.0</b>	<b>Standing Items</b>	
3.1	<p>Principal's report (PL)</p> <ul style="list-style-type: none"> <li>• First term has continued to be a positive experience for staff, parents and students.</li> <li>• Members of the School Executive have met with Head of Learning Areas and Head of Student Services to complete the year 12 data review from 2017 – self-review process informs focus areas for improvement going forward.</li> <li>• Safety of students catching public transport on Riseley Street a concern, due to insufficient space for students to wait for buses to arrive – contact has been made with Transperth and City of Melville to consider mitigation strategies.</li> <li>• Annual Report – draft has been provided, and will welcome input from Board members on content by 29<sup>th</sup> March.</li> <li>• While the key components of the new Business Plan (2018-22) have been determined, the more detailed Operational Plans are still being considered. The overview document has been provided for Board members' review and feedback.</li> <li>• Paul Litherland has been conducting presentations with students focusing on Cyber Bullying and some tips to improve safety on social medial applications (e.g. Facebook).</li> <li>• Board to note that Easter Tuesday is a public holiday for the education department and email will be going to parents to remind them of this extra public holiday.</li> </ul>	
3.2	<p>Finance Report (Helen Scott – Acting, Manager Corporate Services)</p> <ul style="list-style-type: none"> <li>• HS presented the one line budget statement as at 13<sup>th</sup> March, 2018.</li> <li>• The major income items were student centred funding which is an amount per student equating to \$15m and voluntary contributions from parents equating to \$834k, resulting in total funds of \$16.9m (including Carry Forward amounts).</li> <li>• The major expenses were salaries for the staff, budgeted at \$14.1m and goods and services forecast at \$2.1m (i.e. student services, personal development, building maintenance), totalling \$16.3m.</li> <li>• Despite the change in government funding this year, an increase in enrolments in 2018 will result in a similar allocation to 2017.</li> <li>• Due to a lack of a quorum, MB advised that the approval of the one line budget statement would be undertaken via a circular approval memo from MB to all Board members following the meeting.</li> </ul>	<p>Action 46.1 MB to issue email to Board Members requesting circular approval of one line budget statement.</p> <p>Resolution of 46.1 Email received from Chair MB on 27<sup>th</sup> March, 2018 that a sufficient number of Board members (those who attended the meeting, plus via email post-meeting) had approved the one line budget statement to enable Board endorsement.</p>
3.3	<p>Student Council Report (DDL)</p> <ul style="list-style-type: none"> <li>• Year 12 ball was very successful.</li> <li>• There is a Student Council planning day coming up where the focus is to brainstorm ideas to improve the student experience.</li> <li>• DDL raised that the current year 12 common room was being utilised for a Care Group and this hopefully should be rectified by Term 2.</li> <li>• One of the key focuses for 2018 will be the enablement of the student cards for purchases at the canteen. Currently researching the technology and discussing with other schools to gain more information.</li> <li>• Board noted the presentation of two different types of dress fabrics, custom-designed for ASHS – next step is to gauge interest and preference from students. An alternative skirt was also discussed – student feedback to be sought.</li> </ul>	

3.4	<p>P&amp;C Report (DR)</p> <ul style="list-style-type: none"> <li>• Good turn out with 14 parents attending the meeting where normally there are only 7 – 9. Parents attending are tending to be from the lower school which is encouraging</li> <li>• The voluntary contribution funding to P&amp;C received for 2018 as at March is less than what was received at this point in 2017 – P&amp;C to embark on a communication campaign to encourage parents to contribute (focus will be on demonstrating where the needs are and how the funding will be spent).</li> </ul>	
<b>4.0</b>	<b>General Business</b>	
4.1	<p>Business Plan (PC) – overview of documents (i.e. Business Plan and Operational Plans) and endorse targets</p> <ul style="list-style-type: none"> <li>• Draft version of Business Plan distributed as part of the March Board pack.</li> <li>• PC talked through the content and proposed achievement targets.</li> <li>• Board to provide feedback to PL on the proposed Plan by 29<sup>th</sup> March.</li> </ul>	Action 46.2 All Board members to review the Business Plan and provide feedback to PL by 29 <sup>th</sup> March.
4.2	<p>Annual Report (PL)</p> <ul style="list-style-type: none"> <li>• Discussed in 3.1.</li> <li>• Draft version of Annual Report distributed as part of the March Board pack.</li> <li>• Board to provide feedback to PL on the Annual Report by 29<sup>th</sup> March.</li> </ul>	Action 46.3 All Board members to review the Annual Report and provide feedback to PL by 29 <sup>th</sup> March.
4.3	<p>Terms of Reference (MB)</p> <ul style="list-style-type: none"> <li>• Board agreed that current process for Community, P&amp;C, Staff and Student representatives' election to the Board is within the Terms of Reference.</li> <li>• Board to discuss and agree the process for how the Parent representatives should be voted onto the Board. It was agreed that this should be deferred to the May Board meeting.</li> </ul>	46.4 During the ToR agenda item, the Board needs to discuss the process for selection of the Parent representative.
4.4	<ul style="list-style-type: none"> <li>• Next meeting – it was agreed to defer the meeting proposed for Curtin University until later in the year (possibly September) and to hold the next meeting (May) at the East Fremantle Yacht Club. Board members agreed to this.</li> </ul>	
<b>5.0</b>	<b>Other business</b>	
	<ul style="list-style-type: none"> <li>• Meeting evaluation undertaken by the Board – feedback and discussion.</li> </ul>	
	<b>Close</b>	
	<ul style="list-style-type: none"> <li>• The meeting was closed by MB at 7.15pm.</li> </ul>	

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

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