



Applecross Senior High School IPS Board MINUTES

Meeting No. 21
Meeting Location Board Room Applecross SHS
Meeting Time and Date 6.00 pm, Monday 20 April 2015

Time	Item	Subject	Note, confirm or decide	Who
6:00	1.0	Welcome and Apologies		
	1.1	Welcome Kerina Puttman and introductions		PM
	1.2	Apologies/absentees <i>-Alysia Kepert</i>		PM
	1.3	Confirmation of Agenda <i>-no changes</i>		PM
	2.0	Minutes of Previous Meeting		
	2.1	Confirm Previous Meeting Minutes –SdK Seconded - SB	Confirm	PM
	2.2	Actions Arising from the meeting <i>-PL to talk about the Annual Report and Business Plan</i>	Note	
	3.0	Standing Item A – Principal’s Report <i>-postponed to next meeting</i>	Note	PL
	4.0	Standing Item B – Finance Report <i>-postponed to next meeting</i>	Note	PL
	5.0	General Business		
6:10	5.1	<u>Parent Survey Report</u> PM explained the survey process, surveyed 35 parents over the course of the 2 parents’ nights. PL talked about how to proceed with the data collected, explained how other like schools have called for helpers to help with a particular project. One option is to put the info collected out to staff. FvO – have looked at using parents before for a particular project. SB - maybe a small pilot program – select a year group that may have particular project Original suggestion from AK was for career's day / guest lectures SB – do we put out a database in the school or do we go with an EOI program? PM – supply/demand: how do we keep this data? Who is the custodian? SB - the school should be. GW – PL perhaps to give the info out to HOLA’s PL – concern about the parents who put their name down and then never get contacted SdK – present the idea to staff that this sample has been found and discuss. Does the staff want this to go further?		PM

		<p>PM – the school should be the custodian of the data and the next step is to now write up a list of the information and the decision made as to how we proceed</p> <p>GW/SB – does the P&C take any part in using the information</p> <p>FvO – does PL take this to leadership as a place to start at the school level?</p> <p>All seemed in agreement with this. PM to write up a small report that PL can discuss with his team.</p> <p>PL –maybe the data could run in conjunction with the planned collection for the alumni project</p>		
6:30	5.2	<p><u>Review Draft 2014 Annual Report</u></p> <p>PL gave a brief introduction and now as an IPS it is more of a report on the Business Plan. Thanked the board for their input after reading the draft, the different perspective on some points was much appreciated. The draft changes are hoped to be completed by Friday April 24, 2015. An electronic copy is all that will be produced.</p> <p>GW asked about the 3 priorities and whether the strategies for these were to be included in the report.</p> <p>PL outlined that if all they were included the report would run an extra 40 pages.</p> <p>GW noted that parents would want to know how the priorities were being dealt with.</p> <p>PL explained how the report is a summarising document that does not include all the details. He also talked about how the targets are addressed. To include the priorities is a new initiative.</p> <p>PM questioned whether annual targets were necessary. With the three year targets, how is progress going to be reported in next year's and subsequent Annual Report?</p> <p>SB suggested annual trends can be used without needing specific targets.</p> <p>PL indicated that the strategy for annual reporting would be discussed with the leadership team.</p> <p>SB bought up the concept that it is set up like a book but as it is going to be offered on-line there could be changes in lay out to make it more appropriate for viewing.</p> <p>PL said at this stage that we were keen to get it out quickly and that in future that would be looked at and altered.</p> <p>Board to confirm endorsement via email after viewing the completed draft.</p>		PL
7:04	5.3	<p><u>Review Draft 2015-2018 Business Plan</u></p> <p>Have tried to keep it a simple and succinct document. It will be published on-line so that it is available to all.</p> <p>Discussion about whether the current targets should be included so that the projections can be put in context.</p> <p>The extra attainment target (number 8) has been introduced to look at the improvement of the Year 12 high tricile percentage.</p> <p>PL explained that there are other internal documents that detail all the aspects. The milestone targets are the ones that could get shown in the next report. HOLAs have taken it to their staff. Perhaps an outside person to come in and help with teasing out the document, including a vision statement.</p> <p>It can be looked at in detail and commented on again in the next meeting.</p> <p>PL thanked all for their comments and different perspectives.</p>		PL
7:23	5.4	<p><u>Discuss Building Project Oversight</u></p> <p>PM attended a meeting with people from the project and Jan</p>		PM

		<p>Knuckey. Perhaps there is something the board can influence with better communications.</p> <p>PM/SB suggest written reports, weekly?,</p> <p>PL commented that the time to have gotten more involved was now a while ago. Nothing has been achieved on target, most with no reasons given. Crucial stage comes in the next 6 months – nothing has been officially handed over (except for the D&T block) and so we will be holding out and saying we want all defects addressed. We will not accept sub-standard work.</p> <p>PM - Perhaps the BMW person in charge be contacted. We could request regular written reports, and see the minutes of the meetings held.</p> <p>Request a current schedule report before our next board meeting</p> <p>At this stage maybe PM meeting with key staff and outlining our concerns it appropriate.</p>		
	6.0	<p>Any Other Business</p> <p>- <i>none</i></p>		
		<p>Next Meeting – 11th May (Week 4)</p>		
7.42		<p>Close</p>		

SB Suzanne Brown

SdK Sharon de Klerck

AH Allen Hahn

AK Alysia Kepert

PL Paul Leech

PM Phil Marshall

KP Kerina Puttman

FS Fiona Shaper

TS Toby Smith

FvO Fran van Oyen

CW Christine Waddell

TW Tina Waddell

GW Gloria Wynhorst