



## Applecross Senior High School IPS Board

# MINUTES

**Meeting No.** 36  
**Meeting location** Board Room Applecross SHS  
**Meeting time and date** 5.45 pm, Monday 28 November 2016

Initials	Attendee	Role
AC	Adam Coppard	Staff Rep
AWM	Amanda Woods-McConney	Community Rep
FS	Fiona Schaper	P&C Rep
FV	Fran van Oyen	Staff Rep
KP	Kerina Puttman	Community Rep
LJ	Lina Jaafar	Parent Rep
PL	Paul Leech	Principal
PM	Phil Marshall	Community Rep (Chair 2016)
SD	Sharon Declerck	P&C Rep
CD	Cecilia Douglas	Manager Corporate Services

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> <li>The meeting was opened by PM at 5.45pm</li> </ul>	
1.1	Apologies: <ul style="list-style-type: none"> <li>Michelle Birkholz</li> <li>Holly Emslie</li> <li>Jia Ho Pow</li> <li>Suzanne Brown</li> </ul>	
1.2	Confirmation of agenda	
1.3	Minutes of previous meeting <ul style="list-style-type: none"> <li>PM presented to the Board the minutes of Meeting No. 35, 31 October 2016, for approval</li> <li>The board endorsed the minutes of the previous meeting as complete and accurate – <i>moved FV, seconded FS</i></li> </ul>	
1.4	Actions arising from previous meeting <ul style="list-style-type: none"> <li>34.1 PL to undertake broader review of student recognition mechanisms currently implemented (to extend beyond just high achieving students) and provide the Board with a summary, with the view to considering programs/options for 2017 (strategies/mechanisms implemented by like schools will also be considered)</li> <li>35.1 PL to gauge interest in joining the Environment Committee with staff</li> <li>35.2 Business Plan Achievement Targets – The NAPLAN targets may need to be fine-tuned. Only a few schools such as Perth Mod were successful and the success is heavily dependent on the cohort of students.               <ul style="list-style-type: none"> <li>PL to obtain some comparative data from like schools regarding NAPLAN targets for Reading, Writing and Numeracy.</li> <li>Board to review data that will be sent out for discussion at next meeting.</li> </ul> </li> <li>35.3 Corporate Services Manager presented to the Board discussed at agenda item 2.1 and closed</li> <li>35.4 Closed. Information included on website and in communication with parents. Focus groups sessions completed.</li> <li>35.5 Closed. All reviewed Policy Review document with no comments.</li> </ul>	Actions carried forward 34.1 35.1 35.2 Add as an agenda item in 2017. Data to be sent out by PL for review before next meeting

<b>2.0</b>	<b>Standing Items</b>	
2.1	<p>Finance Report (PL)</p> <ul style="list-style-type: none"> <li>• 2016 budget wrap-up and 2017 summary for review presented by Cecilia Douglas, Manager Corporate Services</li> <li>• Board approved the Charges and Contributions for 2017.</li> <li>• Board approved the option for parents/guardians to purchase an electronic or hard copy of selected textbooks in 2017.</li> </ul>	
2.2	<p>Principal's Report (PL) – full report tabled</p> <ul style="list-style-type: none"> <li>• Parent communication enhanced for 2017</li> <li>• Surveys and Focus Groups discussed below in 3.3 and 3.4</li> <li>• Student leaders noted.</li> <li>• 2017 Staff appointments noted.</li> </ul>	
2.3	<p>P&amp;C Report (FS)</p> <ul style="list-style-type: none"> <li>• The P&amp;C last meeting was held on 21 November, 2016</li> <li>• Second hand uniforms can be dropped in red wheelie bin</li> <li>• Purchasing catering equipment instead of hire</li> <li>• Toilet block in tennis area discussed in 3.5</li> <li>• P&amp;C 2017 AGM to be held 20 February, 2017</li> </ul>	
<b>3.0</b>	<b>General Business</b>	
3.1	<p>Endorse Proposed 2017 Budget (PL)</p> <ul style="list-style-type: none"> <li>• Discussed at item 2.1 (Finance Report)</li> </ul>	
3.2	<p>Voting for 2017 Board Positions (PL)</p> <ul style="list-style-type: none"> <li>• Board members elected: <ul style="list-style-type: none"> <li>○ Gary Peel, Community</li> <li>○ Mike Bracher, Community</li> <li>○ Amanda Woods-McConney, Parent</li> </ul> </li> </ul>	
3.3	<p>Student Teacher Surveys</p> <ul style="list-style-type: none"> <li>• Students provided specific teacher feedback</li> <li>• Meeting with Curtin representatives to identify a better instrument.</li> <li>• In general, positive feedback with an overall improvement from 2014 to 2016.</li> <li>• Summary of results will be provided in 2017 at School Board.</li> <li>• Surveys completed by staff, students and parents.</li> </ul>	36.1 Summarise survey results for review by 2017 School Board.
3.4	<p>Staff, student and parent Focus Groups</p> <ul style="list-style-type: none"> <li>• Year 11 in 2016 with Years 7-10 in 2017.</li> <li>• Focus groups conducted as follow up to issues identified in the surveys.</li> <li>• Make sure actions that have occurred as a response to the feedback is publicised.</li> </ul>	36.2 Consider subcommittee(s) to explore issues that emerged in focus groups and surveys.
3.5	<p>Proposed New Toilet Block/Change Rooms</p> <ul style="list-style-type: none"> <li>• A surplus of funds allows consideration of proposed toilet block/change rooms.</li> <li>• Request for a multipurpose room for teaching.</li> <li>• P&amp;C supports proposal with benefits for as many students as possible.</li> <li>• Proposal is supported in general with a whole package suggested.</li> <li>• Suggested to develop a ten-year future plan in order to be ready for future opportunities.</li> </ul>	
3.6	<p>Informal Board Meeting/Dinner to be held on Tuesday 13 December with invitations sent out.</p>	
<b>4.0</b>	<b>Other business</b>	
4.1	<p>A formal word of thanks</p> <ul style="list-style-type: none"> <li>• PM formally thanked the outgoing School Board Members: Kerina Putman, Lina Jaafar and Sharon Declerck, and Fran van Oyen</li> </ul>	
<b>5.0</b>	<b>Close</b>	
	<ul style="list-style-type: none"> <li>• 2017 meetings TBA</li> <li>• The meeting was closed by PM at 7:50pm</li> </ul>	

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

Date \_\_\_\_\_