



## IPS BOARD APPLECROSS SENIOR HIGH SCHOOL

**Meeting No.** 16  
**Meeting location** Board Room Applecross SHS  
**Meeting time and date** 6.00 pm to 7.30 pm, Monday 4 August 2014

<b>AGENDA</b>				
<b>TIME</b>	<b>ITEM</b>	<b>SUBJECT</b>	<b>Note, confirm or decide</b>	<b>Who</b>
1804	1.0	<b>Welcome and Apologies</b>		
	1.1	Opening & welcome		DdB
	1.2	<u>Apologies/absentees</u> Kymberley Wynhorst		CW
	1.3	<u>Confirmation of Agenda</u> Addition of item about setting up an Alumni committee		CL
1809	2.0	<b>Minutes of Previous Meeting</b>		
	2.1	Confirm Previous Meeting Minutes	Confirmed	PM + CL
	2.2	<u>Actions Arising from the meeting</u> Discussed the item about Biometric Readings – concern about the security of the information. Clarity needed about it being ‘a done deal’. PL talked about the biometric readings. Nothing intended to be done in the short term, perhaps have rep from the company come to address the board in the future and members of the exec team and any concerned parents?. PM voiced concerns about the lack of refinement of the system – the situation of 2 students having the same code being in question. The level of security needs to be addressed. The level of trust of the information will need to be explained clearly. Because of PM’s level of information about the topic, he will have valuable background as we proceed further with this matter. JR talked about the way the matter was presented was of issue – presented to the board as if it was already decided, rather than asking to talk to the board about it first. AK also was happy with the issue, but not the way the decision making process appeared to proceed in this matter.	Noted	

		PL talked about the success of the new uniform policy and the 'Jeans for Genes Day' goes ahead on Wednesday, August 6.		
	3.0	<b>Standing Item A</b>		
1819	3.1	<u>Principal's Report</u> PL started with the new Student Centred Funding Model and issued handouts showing the various amounts and how it will affect our school. Talked about the challenge of operating the school in 2015 with approx. \$450 000 less than 2013. First our priority is getting the timetable up and running as efficiently as we can, and then we will need to look at the non-teaching positions. A school review will look at how efficiently the school is running. A difficult but interesting process begins now. PL outlined how the changes to staffing will be affected and how it will all be put before the board at the time. PM discussed whether parents of students doing subjects with few other participants could be asked to make extra payments to fund classes so as to be able to run. PL's answer said that time of course would tell how this can be managed and what subjects would be able to run. However, there would be no opportunity to conduct classes that had insufficient numbers. SM talked about combining years (particularly in Years 11/12) in one class as has been done in the past in other schools.	Noted	PL
	4.0	<b>Standing Item B</b>		
1845	4.1	<u>Finance Report</u> PL issued handouts prepared by Jan Knuckey, Business Manager, and talked to them. He pointed out that some of the funds (about \$500,000) is there but is earmarked for the purchase of furniture and fittings when the new build is completed. PL also talked about the process of how we proceed to collect unpaid compulsory subject charges. An example of a letter issued to parents was distributed to all. Options such as parents prepaying for expensive electives, with-holding excursions for students, etc. Board suggests PL adds to the information package for parents that if a high charge subject is selected the amount be prepaid in order to confirm the position in the class.		PL
	5.0	<b>Standing Item C</b>		
	5.1	Student Report Jeans for Genes Day is on Wednesday August 6, money to be collected during Care Group on the day.	Note	BT

		<p>SRC wants the board to know that there has been no soap in the girls' bathrooms for over a term.</p> <p>PL will bring this to the attention of the Business Manager.</p> <p>Students want to know how the area between art and the bus shed will be allocated once the building is complete.</p> <p>PL has taken note; it will be a large seating area with shade cover, but once it is completed the information will be dispersed.</p> <p>CL asks that these dates be put on the school website, or in the newsletter, so that all can be kept informed.</p> <p>BT talked about the possibility of putting whole year groups on <i>Connect</i>, so that information can be placed there as well. He also inquired about it on Facebook.</p> <p>PM talked about the matter of communication amongst the stakeholders, and how we need to solidify some strategy.</p> <p>PL to talk about this matter with PM and report back to the board.</p>		
	6.0	<b>General Business - Item A</b>		
1917	6.1	<p><u>Learning Area Review</u></p> <p>PL explained the process of our own Internal Review after distributing the information on a handout. Outlined his use of terms 'best practice' and 'like schools' and how they affect our performance, and how these results will make the next external review an easier process.</p> <p>Part of the accountability of the various departments will be to report their review findings to the Board. A reporting process will need to be established, a variety of options will be presented and decided upon.</p> <p>AH asked for clarification of the use of term 'best practice' from PL and it was supplied.</p> <p>GW asked as to whether the early start to Year 12 would be addressed as part of the review.</p> <p>PL will look into it and report back.</p> <p>SM asked about the review in light of the arrival of Year 7's in 2015.</p> <p>PL spoke that it could be that we look at whether we have done sufficient planning, etc.</p>	Noted	PL
	7.0	<b>General Business - Item B</b>		
1930	7.1	<p><u>Role of the Board in relation to the next planning cycle</u></p> <p>DdB suggests that perhaps as a board we look at completing an internal review, given the whole school will be engaged in the process.</p> <p>All seem to be in agreement.</p> <p>SM outlined that we all want to be useful to the school.</p> <p>Perhaps a workshop can be set up to facilitate</p>	Discuss/ decide	PL

		<p>this.</p> <p>A way to get all the information presented to us in a concise, time efficient manner for the Business Plan.</p> <p>Pre reading was unanimously agreed to as a viable way of getting the information, at least a week before a meeting date.</p>		
	8.0	<b>Other Business</b>		
1935	8.1	<p><u>Alumni Committee</u></p> <p>A small working party might consider being set up to get the committee up and running. Kylie and George Christie would be interested in being involved.</p> <p>DdB also knows of a person who has some data that could be of use.</p> <p>PM agrees to a working party to be established. PM to take ownership of the idea and begin to put the party together. SM agrees to be on it.</p> <p><u>Uniform</u></p> <p>Emma Walker to look into the stocking of small sizes for the incoming Year 7's.</p> <p>PL to follow up with EW.</p> <p>AK inquired about the letter emailed out about the situation occurring at Garden City. PL talked about the situation, saying that they were just alerting parents to the matter which has been occurring at the shopping centre for many years. PL to attend a meeting tomorrow with local police and Garden City security personnel.</p>		
		<b>Next Meeting</b>		
		Monday 25 August @ 6.00 pm		
1950		<b>Close</b>		

### Members

PL	Paul Leech	Principal	
AK	Alysia Kepert	Parent	
FS	Fiona Shaper	P&C	
CL	Chris Lavender	P&C	
DD	Digby DeBruin	Community & Industry	Chair
SB	Suzanne Brown	Community & Industry	
PM	Phil Marshall	Community & Industry	
AH	Allan Hahn	Community & Industry	
JR	Julie Reed	Staff Member	
CW	Christine Waddell	Staff Member	Secretary
KW	Kimberley Wynhorst	Student	Apology
BT	Ben Thomas	Student	