



Applecross Senior High School IPS Board MINUTES

Meeting No. 27
 Meeting Location Board Room, Applecross SHS
 Meeting Time and Date 6:00 pm, Monday 30 November 2015

Time	Item	Subject	Note, confirm or decide	Who
6:06	1.0	Opening		
	1.1	Apologies/absentees Kerina Puttman, Alysia Kepert	Note	PM
6:07	1.2	Confirm agenda	Note	PM
	1.3	Confirm previous meeting minutes FvO/FS	Confirm	PM
	1.4	Actions arising from previous meeting	Note	PM
6:08	2.0	<p>School Budget (Jan Knuckey, Business Manager)</p> <p>All handouts distributed and Jan outlined the documents and how best to 'read' them. FvO also explained how individual departments within the school run their budget. This past year ran well, and there was money left over to top up reserves. Estimating student numbers is the tricky part in the new budgeting and over/under estimating makes a big influence. Jan explained how each cost centre manager runs their funds. GW asked for various explanations of the account names –Production, Open Day Celebration. PM asked whether there was any account that had any major increases. Jan/FvO said none varied by more than approximately \$2000. Finance Committee monitors funds whenever they meet (monthly) so that it can all be audited and there are no 'surprises' at the end.</p> <p>PM asked how computers in classrooms are affected by the push now towards BYOD. The funds there are now used for the licences for software, laptop trolleys etc. and maintenance for the labs designated for curriculum delivery.</p> <p>Student numbers and proposed increase in them means that extra staff might have to be appointed. Last year we were very conservative in appointments and the spending of the money, now with some experience we will be able to do this more effectively. Staffing appointments were made on expected numbers, and whilst at the start of the year the student numbers were a bit down, numbers increased steadily throughout the year and the surplus now exists.</p> <p>The building program has resulted in delays to spending on a range of capital works projects and other items. However, this work will be commenced in January.</p>	Note	

6.38	2.1	Endorse Proposed Budget -Carried unanimously by the Board.		
6.44	2.2	Endorse the Contributions and charges – carried by the Board after explanations and questions answered by Jan. Appreciation of all the work done by Jan Knuckey during her excellent career here at Applecross is acknowledged by the Board. She has announced her retirement will take place at the end of the year.		
	3.0	Standing Items		
6:46	3.1	Principal's Report / Finance Report Please see the attachment – which is the document which PL addressed. The Education Department has approved the installation of CCTV cameras in the school. They will be placed in hallways, key positions throughout the school, and entrances/exits (not in rooms). The CCTV system should assist with risk management, communication and safety. AH spoke about the seatbelts in buses issue – he has continued with seeking out research documents and has found that this issue is one that continues to gain momentum in the community and it will not be long before discussions begin about laws perhaps being passed. PL suggests a board member be on the Open Day Committee. PM commented that it would be more appropriately done at the first meeting next year when the new Board Members are known. The Business Planning Target priority reporting document was discussed. SD asked where the figures came from (eg. attainment levels)- were they historical? PL said yes they were, and then explained how we tried to set figures that were both aspirational but attainable with some extra effort. However sometimes due to circumstances beyond our control the targets were not reached.	Note	PL
7:05	3.2	Staff report Nothing to report at this meeting.	Note	CW/FvO
7:05	3.3	P&C report More benches and tables are being ordered. Canteen made \$30849, a 42% gross profit. New president will need to be elected next year.	Note	FS
	4.0	General Business		
7:06	4.1	Endorse 2016 School Development Days 1 extra day next year (there are now 7). CW asked whether the local primary schools had the same days. PL said only the days at the start of Term 1 and Term 2 are common. Carried unanimously by the Board.	Decide	PL

7:10	4.2	Endorse Workforce Development Plan No major changes since last meeting. SB commented on what a detailed document it was and congratulated PL. Carried unanimously by the Board.	Decide	PL
7:16	4.3	Endorse School Assessment Plan PM asked if this was a new document. PL said it was modelled on past years but then outlined some major differences. CW asks whether there is a way of getting confirmation that parents have read and acknowledged this document. FvO said that perhaps it could be done with a 'check box' system on SIS. General discussion about the item 1.6 and 'Prolonged Absence' occurred. SD suggested a replacement of the word 'diagnosing' in the first line of the document. After discussion the word 'recognising' was chosen. Carried unanimously by the Board.	Decide	PL
7:32	4.4	Schedule next meeting Another, perhaps more informal, meeting was suggested. There the voting can be done for 2016. Another item is to be posted on the website calling for final nominations this week. Monday 14 th December is agreed at a venue to be confirmed.	Decide	PM
7:39	5.0	Any Other Business SB has worked on producing the Board Capability Matrix , and has outlined what categories are less represented. She will forward it and will be attached to these minutes. Also, from SB, a thank you for the Art Exhibition – work of such a high standard and the staff involved are to be congratulated.		
7:42		Close		
		Next Meeting: 14 December, 2015 at a venue TBA		

Board Members 2015:

PM Phil Marshall (Chairman)

SB Suzanne Brown

SD Sharon Declerck

AH Allen Hahn

AK Alysia Kepert

PL Paul Leech

GW Gloria Wynhorst

KP Kerina Puttman

FS Fiona Shaper

TS Toby Smith

FvO Fran van Oyen

CW Christine Waddell

TW Tina Waddell