



## Applecross Senior High School IPS Board

# MINUTES

Meeting No.	84
Meeting location	Boardroom
Meeting time and date	5:30pm Thursday, 15 September 2022

Initials	Member	Role	Present	Apology
PL	Paul Leech	Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PC	Paul Currie	Executive Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RM	Rebecca McInnes	Manager Corporate Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BK	Ben Kelly	Staff Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	tbc	Staff Rep		
MEC	Melissa Clarke	Community Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GC	Geoff Cooper	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AD	Andrew Dwyer	Community Rep (Secretary)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SE	Susan Edgar	Community Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DE	Damien Ewington	Community Rep (Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LH	Lorraine Hammond	Community Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MJ	Malar Jayaprakash	Community Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AT	Adeline Teh	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RT	Rob Thompson	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MAC	Mason Calter	Student Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EM	Emma Main	Student Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Item	Subject	Actions
1.0	<b>Opening</b> <ul style="list-style-type: none"> <li>DE opened the meeting at 5:30.</li> </ul>	
1.1	<b>Apologies/Absentees</b> Apologies: <ul style="list-style-type: none"> <li>GC, LH.</li> </ul>	
1.2	<b>Confirmation of agenda</b> <ul style="list-style-type: none"> <li>Confirmed.</li> </ul>	
1.3	<b>Minutes of previous meeting</b> <ul style="list-style-type: none"> <li>DE presented to the Board the minutes of Meeting No. 83 (18<sup>th</sup> August 2022) for approval.</li> <li>The Board endorsed the minutes of the previous meeting as complete and accurate (Endorsed: SE, Seconded: BK).</li> </ul>	
1.4	<b>Actions Arising</b> <ul style="list-style-type: none"> <li>83.1 - DE and PL to meet, and determine the engagement approach with Kim Giddens, the rules of engagement, and determine potential to attend a Board meeting and/or open Board meeting. <b>CLOSED</b></li> <li>83.2 – DE and PL to consider the potential to form a joint subcommittee between School and P&amp;C to engage with Kim Giddens. <b>CLOSED</b></li> <li>83.3 – If Board members would like to be involved in a ‘fresh-set-of-eyes’ review of the draft Business Plan, reach out to PC direct. <b>CLOSED</b></li> <li>83.4 – PC to send School Business Plan material as pre-read for next Board meeting. <b>CLOSED</b></li> <li>83.5 – RT to discuss with anonymous contact and revert to BK. <b>CLOSED</b></li> <li>83.6 – PL to engage with Kim Giddens if this (Funding Ideas for Year 10 CORE Program) is available. <b>CLOSED</b></li> </ul>	84.1 AD to prepare all Minutes from this year for signing

Item	Subject	Actions
2.0	<b>Standing Items</b>	
2.1	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>• RM presented the update. <ul style="list-style-type: none"> <li>○ The One Line Budget report shows a surplus at the end of July of \$202,985. The Cash Report shows a cash budget revenue vs expenditure received 96% of our total cash budget and spend approximately 56% of our cash budget</li> <li>○ Our Minimum Expenditure Requirement as per the Funding Agreement for 2022 is \$19,352,763 and are on track to spend \$20,490,756.</li> <li>○ Salary expenditure is tracking well at 64%.</li> <li>○ Collection rates are tracking similar to 2021.</li> <li>○ Finance Submissions approved at Finance Committee include (\$50,059.50): <ul style="list-style-type: none"> <li>▪ Additional security cameras</li> <li>▪ HASS – Upgrade to storeroom 1 &amp; 2; Room reconfiguration and new compactus</li> <li>▪ HPE (Tennis Program) – Exercise bike</li> </ul> </li> <li>○ 2023 Draft Personal Items List for Years 7-12 were provided</li> <li>○ 2023 Proposed Additional Cost Lists for Year 7 – 9 and Year 10 – 12 were provided.</li> <li>○ 2023 Funding rates were provided – the 2023 student centred funding rates. The amount we get per student has increased by 4.9% from 2022.</li> </ul> </li> </ul> <p><b><u>All Personal Items Lists were endorsed by the Board.</u></b></p> <p><b><u>All Additional Cost Lists were endorsed by the Board.</u></b></p>	
2.2	<p><b>Principal’s Report</b></p> <ul style="list-style-type: none"> <li>• PL presented the update.</li> <li>• Glenys Campbell (Associate Principal – Staffing and Resourcing) has announced retirement. The School must move quickly to seek applicants to replace. Comparison to other Independent Public Schools reinforces the recommendation to use this as an opportunity seek a Level 5 Associate Principal. <i>RT – how to manage staff expectations of the higher band? PL – everyone understands. How the role is structured, and how functions are shared with all Associate Principals will be important.</i> <i>DE – it is the right strategic move, especially for a growing school.</i> <i>BK – need to explain if there is a perception of becoming more “top heavy”.</i> <i>SE – important to communicate to staff of the comparison to other IPA’s. PL – agreed.</i></li> </ul> <p><b><u>All Board members endorse this approach.</u></b></p> <ul style="list-style-type: none"> <li>• Visit by the Premier <ul style="list-style-type: none"> <li>○ The school recently hosted Premier McGowan and Ms Kim Giddens for morning tea. The Hospitality students studying Certificate II hosted and represented the school very well. Mr McGowan was very impressed with our facilities and surprised at how quickly our numbers are growing.</li> <li>○ The visit was a follow-up to a previous meeting where Ms Giddens was appraised of potential growth issues in coming years.</li> </ul> </li> <li>• Mr. Cooper <ul style="list-style-type: none"> <li>○ Mr. Cooper - a recently retired Science teacher - has passed away. The school has offered condolences and support to the family.</li> </ul> </li> <li>• Chicken Pox <ul style="list-style-type: none"> <li>○ The school has had a small outbreak of Chicken Pox. All parents have been contacted and link to the Health Department’s advice page have been sent. Parents with Immunocompromised children have also had additional contact.</li> </ul> </li> <li>• COVID-19 <ul style="list-style-type: none"> <li>○ Restrictions are lifting. Students can now travel without masks on public transport. School tours can commence - the most recent had 117 RSVPs. National and international trips can be planned.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Student and staff absence rates are returning to normal.</li> <li>● School Business Plan <ul style="list-style-type: none"> <li>○ Progressing well. The staff have voted on the exact focuses for 2023-25: <ul style="list-style-type: none"> <li>▪ Student achievement and wellbeing.</li> <li>▪ Teaching for impact.</li> <li>▪ Staff development and wellbeing.</li> </ul> </li> </ul> </li> <li>● NAPLAN <ul style="list-style-type: none"> <li>○ Due to COVID-19 restrictions in the last few years, there is no comparative data available this year. Internal analysis shows that the student results are similar to previous cohorts in each achievement band.</li> </ul> </li> <li>● Academic testing <ul style="list-style-type: none"> <li>○ Now complete for the incoming Year 6 students. Demand and student quality is impressive. Offers of places will be sent out shortly.</li> </ul> </li> <li>● Inclusiveness <ul style="list-style-type: none"> <li>○ Many inclusive activities have run this term to support students from diverse backgrounds, including the Wear It Purple day and the R U OK? Day. Both were well received by students.</li> </ul> </li> <li>● Senior school: <ul style="list-style-type: none"> <li>○ The Year 12 Dinner Dance will be at a new venue this year - Mineral Resource Park.</li> </ul> </li> <li>● Targeted support prior to ATAR exams. <ul style="list-style-type: none"> <li>○ This year a new 'user chooses' support package is provided. After the Mock exams, studies will be shown how they and the class performed in the exam by their subject teacher. Students will then be allowed to choose additional support classes in each of their classes to address any potential gaps in knowledge or writing exam responses.</li> </ul> </li> <li>● Year 12 Final assembly <ul style="list-style-type: none"> <li>○ This will be a whole school event, to provide an enhanced sense of occasion and promote to the entire school the successes of the Year 12 cohort.</li> </ul> </li> <li>●</li> </ul>	
2.3	<p><b>Student Council Report</b></p> <ul style="list-style-type: none"> <li>● MAC and EM presented the update.</li> </ul> <p><u>Year 11 and 12</u></p> <ul style="list-style-type: none"> <li>● The year 12 students voted for what their last day of school would include - dress up, signing shirts, food, games held on the oval. There will also be a whole school assembly and farewell for the Year 12 awards ceremony.</li> <li>● The Year 11 student councillors have had their Head Boy and Head Girl interviews.</li> <li>● The current heads and deputies have spoken with PC about whether their titles should be more inclusive and gender-neutral, such as "School Captains". <i>DE – what was the feedback to your meeting with PC? MAC – very supportive PL – what would happen if the two best applicants were the same sex? MAC – possibly. It must be considered carefully.</i></li> <li>● The Year 11 cohort have chosen their leavers jacket design for next year.</li> <li>● All Year 12 ATAR students now have access to their Personalised WACE timetables. ATAR High Flyers were recently able to work with previously successful year 12 students to receive timely words of wisdom.</li> <li>● Congratulations to Sophia Pitaro in Year 12 who is in the VET Connect student body on being named the recipient of the 'School Based Apprentice of the Year' for her Certificate Sport and Recreation for North Metro TAFE.</li> <li>● The Year 12 students have invigorated the Principal's Cup competition against the staff. Staff will be overall winners.</li> </ul> <p><u>Year 9 and 10</u></p> <ul style="list-style-type: none"> <li>● Year 10 students are busy with after school activities in readiness for the start of Year 11.</li> <li>● Students moving into VET Connect for next year have been undertaking the 'Work Readiness' course in school. ATAR students have been attending presentations by Dr Jane Genovese with a focus on Study Hacks.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Year 10 students have also begun making their choices towards their Week 9 Term 4 activities, such as the South West CORE expedition or the CORE Metro camp, or sourcing work placements for a week of work experience.</li> <li>The Year 9 and 10 student council recently ran the RUOK day event to raise mental health awareness, encouraging students to ask, "RU OK?".</li> </ul> <p><u>Year 7 and 8</u></p> <ul style="list-style-type: none"> <li>Year 8 students are using the new sporting and games equipment set up in their quad.</li> <li>Year 7 and 8 students are looking forward to the Colour Run in week 9.</li> </ul>	
2.4	<p><b>P&amp;C Report</b></p> <ul style="list-style-type: none"> <li>MJ provided the update.</li> <li>P&amp;C Executive held a meeting via Zoom on Thursday September 1st at 6.30pm.</li> <li>The Treasurer stated that the canteen staff had received a wage increase under the relevant Award.</li> <li>A motion was passed for the canteen Manageress to have a wage rise to keep her wages at the previous difference between a manageress' wage and that of a casual staff member's.</li> <li>The President and the Vice-President will attend the WACSSO conference on September 10-11.</li> </ul>	
<b>3.0 General Business</b>		
3.1	<ul style="list-style-type: none"> <li>School Business Plan Update</li> <li>PC provided the update, including a large printout of the draft. <ul style="list-style-type: none"> <li>The Business Plan is still draft. The School is on track for delivery by the end of the year.</li> <li>This is one of a suite of plans required by the Department and should capture the directions of the Department for the future. The Business Plan then cascades to an operating plan.</li> <li>Clear belief statements are shown, clear link to our community, and into the plan.</li> <li>PC is pleased with the directions developed, and the desire to be a school of choice by both staff and students.</li> <li>There has been plenty of engagement and feedback. It will come back to the Board for endorsement.</li> </ul> </li> </ul> <p><i>DE – suggest we digest and provide feedback to PC outside of session</i></p>	84.2 Feedback to be provided to PC out of session
3.2	<ul style="list-style-type: none"> <li>2023 School Development Days and Parent-Teacher Meetings</li> <li>PL provided the update.</li> <li>School Development Days <ul style="list-style-type: none"> <li>The Department of Education mandates three dates; the other three are for the school to allocate.</li> <li>The three proposed by the School are traditional and consider existing public holidays and parents.</li> </ul> </li> </ul> <p><b><u>All Board members endorse this approach.</u></b></p> <ul style="list-style-type: none"> <li>Parent-Teacher Meetings <ul style="list-style-type: none"> <li>Proposed to be Weeks 9 and 10 in Term 1. It would be a combination of face-to-face (week 9) and Webex (week 10)</li> </ul> </li> </ul> <p><i>SE – do students participate and interact? BK – they are encouraged, but it varies.</i></p> <p><i>MAC – can there be a choice? PC – it is based on the day.</i></p>	
3.3	<ul style="list-style-type: none"> <li>ESAT Update</li> <li>PL provided the update. <ul style="list-style-type: none"> <li>Every three years there is an external review process to ensure that the School has adequate self-review processes of performance and improvement.</li> <li>It is currently proposed for the week commencing 20 March 2023 – Board members are encouraged to participate.</li> </ul> </li> </ul>	84.3 All members to note this date in diaries.
3.4	<ul style="list-style-type: none"> <li>Board Memberships 2023</li> <li>DE provided the update. <ul style="list-style-type: none"> <li>Four positions are available, one staff, three Community members: <ul style="list-style-type: none"> <li>SE is at end of second term. SE has indicated that re-election is not being sought.</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ LH is at end of her first term.</li> <li>▪ One vacant staff position</li> <li>▪ DE is resigning due to a family move to Canberra.</li> <li>○ Community members are appointed by the Board.</li> <li>○ The November meeting is used to appoint. Therefore, there is need to advertise for Expressions of Interest immediately.</li> </ul>	<p>84.4 Advertisements for Staff and Community members in the Newsletter and social media</p> <p>84.5 DE to engage LH to understand intent.</p>
<b>4.0</b>	<b>Wrap-up</b>	
4.1	<ul style="list-style-type: none"> <li>• Board is encouraged to have an annual open meeting. It will be the October meeting.</li>   <li>• RT to provide summary of meeting for next Parent Update.</li> </ul>	84.6 Open Meeting to be included in the next School newsletter
	<b>Close</b>	
	<ul style="list-style-type: none"> <li>• The meeting was closed by DE at 6.57 pm.</li> </ul>	
	<b>Meeting Feedback</b>	
	<ul style="list-style-type: none"> <li>• Link to board member feedback on meeting effectiveness <a href="https://forms.office.com/r/de40XRMG4U">https://forms.office.com/r/de40XRMG4U</a></li> </ul>	
	<b>Next Meeting</b>	
	<p><b>Next Meeting: 5.30 pm, Thursday 20 October Staff Room / Virtual</b></p> <p><i>Schedule of next meetings:</i></p> <ul style="list-style-type: none"> <li>• <i>Thursday 20 October 2022 (Open Meeting)</i></li> <li>• <i>Thursday 24 November 2022</i></li> <li>• <i>Thursday 1 December 2022</i></li> </ul>	

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Signed (Chair)

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Date:

<b>Next meetings</b>	<b>Board summary prepared by</b>
Thursday 15 September 2022	Rob Thompson
Thursday 20 October 2022	Adeline Teh
Thursday 24 November 2022	Lorraine Hammond
Thursday 1 December 2022	Melissa Clarke