



Applecross Senior High School IPS Board

MINUTES

Meeting No.	85
Meeting location	Staffroom
Meeting time and date	5:30pm Thursday, 20 October 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 type="checkbox"/>	<input checked="" type="checkbox"/>
BK	Ben Kelly	Staff Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	tbc	Staff Rep		
MEC	Melissa Clarke	Community Rep	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
EM	Emma Main	Student Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Item	Subject	Actions
1.0	Opening <ul style="list-style-type: none"> DE opened the meeting at 5:30. 	
1.1	Apologies/Absentees Apologies: <ul style="list-style-type: none"> MC, LH, RM, MAC, EM 	
1.2	Confirmation of agenda <ul style="list-style-type: none"> Confirmed. 	
1.3	Minutes of previous meeting <ul style="list-style-type: none"> DE presented to the Board the minutes of Meeting No. 84 (15th September 2022) for approval. The Board endorsed the minutes of the previous meeting as complete and accurate (Endorsed: SE, Seconded: BK). 	
1.4	Actions Arising <ul style="list-style-type: none"> 84.1 AD to prepare all Minutes from this year for signing CLOSED 84.2 Feedback to be provided to PC out of session (Business Plan) CLOSED 84.3 All members to note this date in diaries (ESAT) CLOSED 84.4 Advertisements for Staff and Community members in the Newsletter and social media CLOSED 84.5 DE to engage LH to understand intent (Board nomination) CLOSED 84.6 Open Meeting to be included in the next School newsletter CLOSED 	
2.0	Standing Items	
2.1	Finance Update <ul style="list-style-type: none"> PL presented the update. <ul style="list-style-type: none"> The One Line Budget report shows a surplus at the end of July of \$203,383.25. The Cash Report shows a cash budget revenue vs expenditure received 96% of our total cash budget and spend approximately 59% of our cash budget Our Minimum Expenditure Requirement as per the Funding Agreement for 2022 is \$19,501,633 and are on track to spend \$20,629,760. Salary expenditure is tracking well at 68%. Collection rates are tracking similar to 2021, albeit slightly down. No Finance submissions were received this month. The DoE have updated the SCF rates and notional salary rates for 2023 due to the changes to the public sector wages policy. The amount the School will 	

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	<p>get per student for 2023 has increased by 5.82% compared to 2022.</p> <ul style="list-style-type: none"> ○ Salary rates have also increased and are average rates of pay with on-costs for superannuation incorporated. They are charged to the school's one-line budget. ● Inflationary pressures do exist on school expenses, which the School is monitoring. 	
2.2	<p>Principal's Report</p> <ul style="list-style-type: none"> ● PL presented the update. ● Year 12's Finish Strong <ul style="list-style-type: none"> ○ The Year 12 students enjoyed their traditional end of year activities (Dinner Dance; Final Assembly and Dress Up). A whole school assembly was held for the first time in three years. ○ The Year 12 cohort is to be commended for the manner in which they have handled the year. Year 12 ATAR students have impressed staff with their high levels of attendance and motivation. ○ We wish EM, MAC, and the cohort all the very best for the WACE exams. ● Nominations for School Board 2023-25 <ul style="list-style-type: none"> ○ Positive interest from parents and community members in the vacant community representative positions which close on the 17th of November. ○ Staff nominations have now also been called for 2022-23. ● COVID Update <ul style="list-style-type: none"> ○ Changing requirements for COVID management risks causing confusion amongst school community members. From 14th October COVID management is a personal responsibility with no requirement to isolate. ○ Staff and students are still advised to stay home if unwell (with any illness) and to report positive RAT results. ○ COVID leave is still available to Education Department employees with a positive case. ○ While COVID still presents a challenge, more excursions and activities thriving in Term 4. ● Adjustment to Student Leadership Titles for 2023 <ul style="list-style-type: none"> ○ The topic of 2023 student leadership position titles reached the media. A small number of parents have expressed their views on the matter, and whilst there are a variety of perspectives, most appreciated the fact that the students have initiated this change to enhance inclusivity. ● World Teachers Day 28th October <ul style="list-style-type: none"> ○ School communities increasingly using this day to acknowledge the important roles that teachers play and the challenges they face, especially over the last years with COVID. ○ Suggestions are sought to acknowledge the work and commitment of staff. ● Recruitment Processes Proceeding Well <ul style="list-style-type: none"> ○ A shortage of teachers (700+) is predicted in WA next year. The school is well advanced in recruitment and have appointed most staff for 2023. ● Self-Reflective Practices <ul style="list-style-type: none"> ○ All members of the Leadership Team (Heads of Learning Area, Student Services PC's and members of Executive) are all undertaking the PIVOT 360-degree survey tool. ○ Classroom teachers are using this survey with their classes to obtain feedback for self-reflection and continuous improvement. ● <i>GC – School Oval, is there a maintenance fund to assist in keeping the surface maintained? PL – There is a fund and budget. PL to investigate further</i> ● <i>DE – a note of thanks for the World Teachers Day. AL to prepare.</i> ● <i>All to consider a location for the final meeting.</i> 	<p>85.1 PL to investigate funding and need.</p> <p>85.2 AL to prepare this letter of thanks for the newsletter</p> <p>85.3 All members to consider a location for the final meeting</p>
2.3	<p>Student Council Report</p> <ul style="list-style-type: none"> ● No student report as EM and MAC are apologies with study. 	
2.4	<p>P&C Report</p> <ul style="list-style-type: none"> ● MJ provided the update. <ul style="list-style-type: none"> ○ The P&C meeting was held via Zoom on Monday 17th October ○ The Treasurer's written report was tabled. Preparation for 2023 budget will commence later this term as the school budget meeting will take place on 14th November. ○ The President and Vice President attended the WACSSO conference on 10th 	

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	<p>and 11th September. Several workshops were attended, including:</p> <ul style="list-style-type: none"> ▪ <i>Online Child Safety</i> presented by ThinkUKnow representatives part of the Child Protection Operations portfolio within the Federal Police. ▪ <i>Vaping-the facts and how it is impacting school children</i>, presented by Paul Searle, Principal Consultant- Alcohol and Drug Awareness. ▪ <i>Effective Grant Writing and Acquittal</i> for the P&Cs presented by Evolve WA. ▪ <i>Strategies and Techniques to build resilience and alleviate childhood Anxiety</i> presented by Dr Lim from Clinicids, part of Telethon Kids Institute. ▪ <i>Climate Collaborations</i>, presented by Dr Jennifer Pearson, president of the Australian Association for Environmental Education (AAEE). <ul style="list-style-type: none"> ○ Bike Maintenance program - a summation report will be provided to the City of Melville nearer the end of term. ○ The Principal's written report was provided. ○ Sub-committees update: <ul style="list-style-type: none"> ▪ Tennis sub-committee updated on a recent successful sausage sizzle. ▪ Music sub-committee presented their report on the major events held by Music Department. ▪ The Art sub-committee reported on the Saturday canteen for GATE Visual Art students being well supported. A motion was presented and passed for the spending on money for the end of term from the Art account. ○ Canteen <ul style="list-style-type: none"> ▪ Canteen is performing positively. ▪ The manager will attend Government inquiry into Food Insecurity, e.g., children who have no breakfast. ▪ The canteen passed a second health inspection with flying colours, 5-star rating. ▪ The canteen has been requested to cater for World Teacher's Day 28th October in the staffroom. ○ Fathering Project members are focusing on their Annual Car Rally on 13th November this term. ○ General Business <ul style="list-style-type: none"> ▪ Passed - A new computer to be purchased for the canteen. ▪ Discussion of potential funding to the Hospitality Café. ▪ Discussion of digital platform options for P&C's online meetings instead of Zoom. 	
3.0	General Business	
3.1	<p>School Business Plan 2023-2025 and ESAT Update</p> <ul style="list-style-type: none"> • PC presented the update <ul style="list-style-type: none"> ○ Both Business Plan and ESAT are on track ○ The Business Plan committee has continued drafting based on feedback and input from stakeholders. The plan is now being prepared as both a digital and physical copy. Welfare was identified as a new priority, and staff will be trained in readiness (two staff per learning area is proposed – a 'train-the-trainer' model). ○ ESAT process. A control document has been received from the Quality Assurance area of the Department. An example from one domain provided by PL. It reflects the previous process and findings, so that there is continuity and progression. It allows the preparation of the School's material as evidence. It requires significant preparation by the School. The Board will be involved on the day and will be updated continually. PL added that the previous process was positive and was a genuine process where the reviewers can speak openly to staff and Board members. It is considered a valuable opportunity. 	85.4 PC to share welfare training material with Board members.
3.2	<p>Chairperson's Report for 2022</p> <ul style="list-style-type: none"> • DE presented the update <ul style="list-style-type: none"> ○ The presentation described the role of the Board and the Terms of Reference. ○ DE described the ten objectives of the School Board, and how the Board delivers to these objectives. DE noted the achievements against the objectives, but also where reflection and continuous improvement is likely to be for the future. <p><i>The Board agreed that it was an excellent presentation. SE suggested that once a year Board should also see a report from the Specialist Programs.</i></p>	85.5 PL will reinvigorate the listing of presentations to the Board.

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		85.6 PC will share a copy of the presentation to Board members.
3.3	Terms of Reference Modifications <ul style="list-style-type: none"> • DE presented the update. <ul style="list-style-type: none"> ○ The Terms of Reference remain compliant. ○ Updates are recommended following each Board election. ○ Following the nomination process and endorsement of new members, the Terms will be updated. 	85.7 AD to update 6.5 of the Terms at the appropriate time.
3.4	Board Memberships 2023 <ul style="list-style-type: none"> • DE presented the update. <ul style="list-style-type: none"> ○ Four positions are available; one staff, three Community members: <ul style="list-style-type: none"> ▪ SE is at end of second term, and indicated re-election is not sought. ▪ LH is renominating. ▪ DE is resigning due to family relocation at the end of year. ▪ One staff membership is available. ○ Voting and endorsement will take place at the next meetings. 	
3.5	2022 Board Awards and Commendations <ul style="list-style-type: none"> • DE presented the update. <ul style="list-style-type: none"> ○ PL suggested seeking nominations from the staff of staff and students. ○ MJ suggested that nominations could also help identify those for WA Education Awards. ○ BK suggested the Board focus on school community, welfare and support. 	85.8 PL to source nominations from staff, and to share with the Board. 85.9 Board to consider nominations
3.6	Questions from the floor <ul style="list-style-type: none"> • Three school community members were present. • Question – further clarification of the proposed change in titles of the student leadership. <ul style="list-style-type: none"> ○ PL provided the update and that it was raised by the students, and reflected that these titles already exist in many schools. ○ PC – it is inclusive of all. ○ Community member – a student perspective; the title “school captain” also reflects inclusivity of all. ○ SE – it promotes inclusivity of the marginalised. • DE thanked the members for the question and positive discussion. 	
4.0	Wrap-up	
4.1	Other Business <ul style="list-style-type: none"> • School P&C invitation to End of Year windup in the school staffroom on November 14, 5.30 for 6pm. RSVPs are sought. • GC – emails regarding third party and supplementary providers (not those run by the school). 	85.10 RSVPs requested to AD 85.11 PL will investigate the process that takes place and update the Board.
4.2	Actions Arising: <ul style="list-style-type: none"> • 85.1 PL to investigate funding and need (school oval maintenance). • 85.2 AL to prepare this letter of thanks (World Teachers Day 28th October) for the newsletter, next week. • 85.3 All members are to consider a location for the final meeting. • 85.4 PC to share welfare training material with Board members - complete. • 85.5 PL will reinvigorate the listing of potential presentations/speakers to the Board for 2023. • 85.6 PC will share a copy of the Chair’s presentation to Board members - complete. • 85.7 AD to update 6.5 of the Terms of Reference at the appropriate time. • 85.8 PL to source potential Board nominations from staff, and to share with the Board. • 85.9 Board to consider nominations for the Board Awards and Commendations. • 85.10 RSVPs to AD for the School P&C End of Year wind up in the school staffroom on November 14, 5.30 for 6pm. • 85.11 PL will investigate the process that takes place and update the Board (third-party study providers). 	

Item	Subject	Actions
	Close	
	<ul style="list-style-type: none"> • The meeting was closed by DE at 7.02pm. 	
	Meeting Feedback	
	<ul style="list-style-type: none"> • Link to board member feedback on meeting effectiveness • https://forms.office.com/r/yue36K6DKQ 	
	Next Meeting	
	<p>Next Meeting: 5.30 pm, Thursday 24th November Board Room</p> <p><i>Schedule of next meetings:</i></p> <ul style="list-style-type: none"> • <i>Thursday 24 November 2022</i> • <i>Thursday 1 December 2022</i> 	

Signed (Chair)

Date:

Next meetings	Board summary prepared by
Thursday 20 October 2022	Adeline Teh
Thursday 24 November 2022	Lorraine Hammond
Thursday 1 December 2022	Melissa Clarke