



Applecross Senior High School IPS Board

MINUTES

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| Meeting No. | 92 |
| Meeting location | Staffroom |
| Meeting time and date | 5:30pm Thursday, 19 October 2023 |

| Initials | Member | Role | Present | Apology |
|----------|-------------------|------------------------------------|-------------------------------------|--------------------------|
| PL | Paul Leech | Principal | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AnT | Angie Thomas | Vice Principal (Executive Officer) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| JJ | Jenna Jarvis | Manager Corporate Services | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BK | Ben Kelly | Staff Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| WH | Wayne Houden | Staff Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MC | Melissa Clarke | Community Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| GC | Geoff Cooper | Parent Rep (Secretary) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AD | Andrew Dwyer | 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"/> |
| KH | Katie Kumasaka | Community Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| AdT | Adeline Teh | Parent Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| RT | Rob Thompson | Parent Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SP | Sienna Pettman | Student Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TS | Theo Scagliotta | Student Rep | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| Item | Subject | Notes |
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| 1.0 | Opening <ul style="list-style-type: none"> AD opened the meeting at 5:35pm. | |
| 1.1 | Attendance/Absentees <ul style="list-style-type: none"> The board welcomed all members plus the 4 parents who attended (Laurie, Alex, Lydia and David). | |
| 1.2 | Confirmation of agenda <ul style="list-style-type: none"> Confirmed. | |
| 1.3 | Minutes of previous meeting <ul style="list-style-type: none"> The Board endorsed the minutes of the previous meeting of 14 September 2023 as complete and accurate (Endorsed: LH and MC). | |
| 1.4 | Actions arising: <ul style="list-style-type: none"> PL to circulate a link to the updated parent charter. AT to encourage parents to donate pre-loved uniforms to Student Services for reuse. AD to liaise with AT to source data for awards submissions. PL to advertise for nominations for vacant board positions in the school newsletter. | All progressed. |
| 2.0 | Standing Items | |
| 2.1 | Finance Update by JJ <ul style="list-style-type: none"> The Board noted the Financial Summary as at 31 August 2023: <ul style="list-style-type: none"> School on track to meet it's 96% expenditure target. 32% of salaries unspent to date, better use of casuals is assisting. Slightly behind on parent contributions. | |
| 2.2 | Principal's Report by PC <ul style="list-style-type: none"> The Board noted the Principal's Report circulated with the agenda. PL discussed: | Board members to |

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| | <ul style="list-style-type: none"> ○ Successful final days of y12 students. Year 12 students have now returned to school following their 'Mocks' and enjoyed their traditional end-of-year activities this week (Dinner Dance; Final Assembly etc.). The ATAR students have impressed staff with their high levels of attendance and motivation. ○ Biennial National School Surveys Due to these surveys being postponed in many schools because of COVID disruptions, the mandatory years for conducting surveys have now changed from even to odd years. This means that schools that completed the surveys in 2022 (which includes Applecross SHS) will have to administer the survey again in 2023 to bring all schools back in line. The survey of staff, students and parents) will be done around mid to late November (Weeks 5 -7) Input is sought from the School Board in relation to the additional questions for our parents. A copy of the previous additional questions is attached. ○ Road Safety - Riseley Street There have been regular occurrences in recent months where no school-crossing wardens have been available at either location on Riseley Street either in the mornings or afternoons. WA Police manage these crossings and have been unable to recruit sufficient staff, with no backfill available when wardens are unwell. The Traffic Wardens State Management Unit (6274 8731) organise recruitment and can provide training for any parents or community members interested in being trained as relief warden. Our local MLA (Kim Giddens) is happy to provide rooms at her office for training. ○ School Board Awards Each year the School Board recognises staff, students, and parents who have gone above and beyond the call of duty in making a unique contribution to the school. Award recipients receive a certificate and letter from the School Board Chair as a way of recognising their contribution to the school. We have received several nominations from staff and parents will also be invited to nominate in the next Parent Update. ○ Nominations for School Board 2023-25 There appears to be a good level of interest from parents and community members in the vacant parent and community representative positions which close on the 10th and 17th November respectively. Nominations have now also been called for staff members interested in being a Staff Representative on the Board in 2024-25. ○ World Teachers Day 27th October International World Teachers Day is celebrated in Australia on Friday 27th October. We are planning on hosting a special morning tea to acknowledge our fabulous staff. ○ Multi-agency Risk Management Exercise School staff will be participating in a Multi-agency Risk Management Exercise involving emergency services personnel and other local stakeholders. The activity has been organised and funded by Westfield Booragoon. The main purpose of the exercise is to be able to appropriately respond to and get rapid assistance for any critical incidents occurring in the local area. | <p>provide any feedback on the national school survey to PL.</p> <p>PL to promote traffic warden training opportunities to parents in the newsletter.</p> |
| 2.3 | <p>Student Council report</p> <ul style="list-style-type: none"> ● TS and SP provided an update on behalf of students: <ul style="list-style-type: none"> ○ Y12 dinner dance and final assembly went well. ○ The send off activities were well received – that included a 'guard of honour' by y7s; and ○ ATAR exam preparation is currently a key focus for senior students. | |
| 2.4 | <p>P&C Report</p> <ul style="list-style-type: none"> ● The second hand uniform shop will soon be able to receive preloved uniforms. ● The P&C is planning a variety of initiatives to promote involvement with the P&C to y6&7 parents at various parent events. ● The Board discussed the potential for an online forum to obtain uniforms that could be | <p>AT to promote opportunities to donate and obtain preloved uniforms</p> |

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| | facilitated by the P&C (but not the school itself). | in the newsletter. |
| 3.0 | General Business | |
| 3.1 | First aid policy <ul style="list-style-type: none"> • JJ outlined her work to draft a first aid policy for the school. • It is to be amended to include a map of first aid kits and defibrillator. • It is expected to be finalised in the next few weeks. • School is ordering additional first aid kits. | JJ to circulate an updated draft to the Board for final approval via email. |
| 3.2 | Personal items lists <ul style="list-style-type: none"> • JJ outlined her work to draft a first aid policy for the school. • It is to be amended to include a map of first aid kits and defibrillator. • It is expected to be finalised in the next few weeks. | Personal items lists to be circulated to parents by AT. |
| 3.3 | Chairperson's report for 2023 <ul style="list-style-type: none"> • The Chair provided a comprehensive overview of the Board's role, composition and activities for 2023. | |
| 3.4 | Board memberships 2024 <ul style="list-style-type: none"> • Two community member and one parent member positions on the Board will become vacant at the end of 2023. | PL to advertise for nominations for vacant positions in the school newsletter. |
| 3.5 | Board awards 2023 and nominations <ul style="list-style-type: none"> • Have been advertised in the parent newsletter. | Nominations are to be sent to PL to collate for presentation to next Board meeting. |
| 3.6 | 2024 meeting dates <ul style="list-style-type: none"> • The proposed dates were circulated with the Board agenda. | Board members to diarise Board dates. |
| 3.7 | Questions from the floor <ul style="list-style-type: none"> • The Board discussed: <ul style="list-style-type: none"> ○ various teacher retention initiatives in place, ○ capital investment needs at the school, ○ current asset utilisation, and ○ school exchange program restarts. | |
| 4.0 | Wrap-up | |
| 4.1 | Other Business <ul style="list-style-type: none"> • School board workshops are available on 7 November for interested members. | |
| 4.2 | Actions Arising: <ul style="list-style-type: none"> • Board members to provide any feedback on the national school survey to PL. • PL to promote traffic warden training opportunities to parents in the newsletter. • AT to promote opportunities to donate and obtain preloved uniforms in the newsletter. • JJ to circulate an updated draft to the Board for final approval via email. • PL to advertise for nominations for vacant positions in the school newsletter. • Personal items list to be circulated to parents by AT. • Nominations are to be sent to PL to collate for presentation to next Board meeting. • Board members to diarise Board meeting dates for 2024. | |
| | Close | |
| | The meeting was closed by AD at 6:53pm. | |

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| | Next Meeting | |
| | <p>Next Meeting: 5.30 pm, Thursday 23 November 2023 MJ will be an apology.</p> <p><i>Schedule of next meetings to be confirmed:</i></p> <ul style="list-style-type: none">• Thursday 7thDecember | |

Signed (Chair)

Date:

BOARD REPORT NEWSLETTER CONTRIBUTIONS SCHEDULE 2023

| Next meetings | Board summary prepared by |
|-------------------------------------|-------------------------------------------------------|
| Thursday 23 February | Melissa Clarke <input checked="" type="checkbox"/> |
| Thursday 23 March | Geoff Cooper <input checked="" type="checkbox"/> |
| Thursday 18 th May | Geoff Cooper <input checked="" type="checkbox"/> |
| Thursday 15 th June | Adeline Teh <input checked="" type="checkbox"/> |
| Thursday 17 th August | Malar Jayaprakash <input checked="" type="checkbox"/> |
| Thursday 14 th September | Rob Thompson <input checked="" type="checkbox"/> |
| Thursday 19 th October | Katie Kumasaka <input type="checkbox"/> |
| Thursday 23 rd November | |