



Applecross Senior High School IPS Board

MINUTES

Meeting No.	104
Meeting location	Staffroom
Meeting time and date	5:30pm Thursday, 26 June 2025

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"/>
EM	Ebony Morrison	Staff Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KB	Kathleen Booth	Staff Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MC	Melissa Clarke	Community Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GC	Geoff Cooper	Community 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 type="checkbox"/>	<input checked="" type="checkbox"/>
KK	Katie Kumasaka	Community Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DC	David Chen	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AdT	Adeline Teh	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KM	Kapz Malhorta	Parent Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SP	Sienna Pettman	Coopted member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LT	Leeshani Thangridge	Student Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BY	Boston Yoong	Student Representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Item	Subject	Notes
1.0	Opening <ul style="list-style-type: none"> AD opened the meeting at 5:30pm. 	
1.1	Attendance/Apologies <ul style="list-style-type: none"> Noted above. Kim Giddens MLA was invited to the meeting but was unable to attend. 	
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 29 May 2025 as complete and accurate, moved by AT and seconded by LT. 	
1.4	Actions arising: <ul style="list-style-type: none"> Board members were invited to consider parent teacher interview options for next meeting. PL to meet with the DDG to discuss school policies on out of area students. An update on school business plan is scheduled for 21 August. PL to meet with Kim Giddens to discuss school funding. AT to provide a summary article on the board meeting for newsletter. 	On agenda. On agenda On agenda. On agenda. Completed and published.
2.0	Standing Items	
2.1	Finance Update by JJ <ul style="list-style-type: none"> The Board noted the Operational One Line Budget Statement & Cash Report as at 31 	

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	<p>May 2025.</p> <ul style="list-style-type: none"> • Voluntary collections are well above where they were last year supporting revenues. • The \$278,000 over budget expenditure on buildings was for additional works completed over the Christmas holidays to ensure adequate facilities for the 2026 calendar year. • The Board noted the finance submissions approved at the Finance Committee meeting that included a new drop gate off Ardessie Street. • The Board approved the new subject fee schedule for 2026. 	<p>Other revenues \$81k behind? D Buildings \$278k over budget?</p>
<p>2.2</p>	<p>Principal's Report</p> <p>Capital Works Funding At the time of writing this report we have yet to have the follow up meeting with Kim Giddens MLA. She has indicated that she hopes to have a meeting with us soon and has been busy in the lead up to the state budget process which was released last week (June 19th). While there was no specific funding set aside for Applecross SHS, there are funds for planning for schools that may require capital works in the future.</p> <p>School Policies on Out-of-Area Enrolments Mr Steve Watson (DDG) is currently on leave but has stated that he and Ms Sue Cuneo (Regional Director) will visit the school early in Term 3 to get a better understanding of the school context and to develop a common approach to school enrolment procedures.</p> <p>Building/Transportables Update There has been no update from Planning and Infrastructure since the last board meeting and a planned site meeting has not eventuated. We are yet to receive a master plan on how the Department plans to manage the location of transportable classrooms and other facilities over the next couple of years.</p> <p>We are expecting around 2000 students to be enrolled for 2026 and have requested an additional six transportable classrooms. We also expect to receive a block of transportable toilets later in the year.</p> <p>Projected student numbers 2026-31 We are scheduled to receive updated information on our projected student numbers for the next five years on Friday 27th June. It will be interesting to hear what they say and learn more about their methodology. At a previous meeting we were told that our numbers would reach 2100 in 2027 and then plateau at this number for a few years before gradually declining. This has been a key point of disagreement over the past 6 or 7 years.</p> <p>Parent-Teacher interviews The format and timing of these interviews has been discussed at the Senior Leadership Team (SLT) meeting and staff have been surveyed to ascertain their preferences. Ms Jenny Casserly presented information on the surveys she conducted with both staff and parents (separate document shared at the May Board Meeting).</p> <p>Some key points from the Parent Surveys:</p> <ul style="list-style-type: none"> • There was a very strong preference for In-Person interviews from those attending this format • For those parents who attended Webex interviews, 23% would have preferred In-Person interviews and 43% would have liked a combination of both formats. • Webex parents were asked if they could attend In-Person interviews if this was the only format. 54% said they would; 34% said maybe; and the rest were no's or unknown. • The time of the year was supported by 93% of In-Person parents and 98% of Webex parents. 	

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	<table border="1" data-bbox="272 230 1227 591"> <thead> <tr> <th></th> <th>In Person</th> <th>Webex</th> <th>Total by cohort</th> <th></th> </tr> </thead> <tbody> <tr> <td>Bookings made</td> <td>3667</td> <td>1957</td> <td></td> <td></td> </tr> <tr> <td>Year 7</td> <td>1317</td> <td>457</td> <td>1774</td> <td></td> </tr> <tr> <td>8</td> <td>1163</td> <td>406</td> <td>1569</td> <td></td> </tr> <tr> <td>9</td> <td>935</td> <td>336</td> <td>1271</td> <td></td> </tr> <tr> <td>10</td> <td>822</td> <td>330</td> <td>1152</td> <td></td> </tr> <tr> <td>11</td> <td>805</td> <td>257</td> <td>1062</td> <td></td> </tr> <tr> <td>12</td> <td>588</td> <td>183</td> <td>771</td> <td></td> </tr> <tr> <td>Available Bookings per FT staff member</td> <td>48</td> <td>49</td> <td>97</td> <td></td> </tr> </tbody> </table> <p data-bbox="212 651 1244 784">Given the impractical nature of running a day with both online and in person Parent-Teacher interviews, the Board agreed to the proposal for two days on in-person interviews in 2026. These days will be combined with information sessions for parents and students. The dates for 2026 will be presented to the School Board for endorsement at the next meeting.</p> <p data-bbox="212 824 533 853">Traffic Safety on Local Roads</p> <p data-bbox="212 860 1254 992">We have received several calls from parents and members of the public regarding concern over the safety of local roads, particularly for school students in the mornings and afternoons. Unfortunately, the situation is not helped by the frequent absence of traffic wardens on Riseley Street.</p> <p data-bbox="212 1034 1249 1344">Kim Giddens MLA has advocated strongly for enhanced student safety measures in the local area with several initiatives now in place. The warden crossings on Riseley Street are now subject to a new 40kmh School Zone program which includes new electronic LED signage and 40kh/h school zone signage. Kim will contact the City of Melville to trim the tree branches that are obstructing the signs and to place one or more signs in other locations as required. She will talk to the Minister and Main Roads for advice on any other measures (such as signalised crossing) that can be taken to improve pedestrian safety. Reducing Riseley Street to 40 kmh at the crossings should have a meaningful impact on further improving student safety at these crossings.</p> <p data-bbox="212 1384 569 1413">Email Communication Protocols</p> <p data-bbox="212 1420 1244 1588">One of the issues that has increased staff workload and stress in recent years is the sheer volume of emails from both students and parents. While most staff members are happy to communicate via email there has been some concern regarding expectations about when staff are expected to read and respond to emails. The other issue is that a small number of parents send multiple emails in a short period.</p> <p data-bbox="212 1630 1259 1798">We have discussed this issue at SLT meetings and provided staff with template email messages that will inform parents of their unavailability during the school holidays; and that they will not be responding to emails until school resumes. We have also advised staff members not to check work emails during the evenings or on weekends and to seek advice when dealing with challenging or repetitive emails.</p> <p data-bbox="212 1839 472 1868">Executive Team Term 3</p> <p data-bbox="212 1874 1201 1939">I will be taking some Long Service Leave in Term 3 and Paul Currie will also commence a 12 month Deferred Salary Leave (July 2025 – July 2026).</p> <p data-bbox="212 1980 641 2009">Our Exec Team for Term 3 is as follows:</p> <p data-bbox="212 2049 488 2078">Principal – Angie Thomas</p>		In Person	Webex	Total by cohort		Bookings made	3667	1957			Year 7	1317	457	1774		8	1163	406	1569		9	935	336	1271		10	822	330	1152		11	805	257	1062		12	588	183	771		Available Bookings per FT staff member	48	49	97		<p data-bbox="1294 712 1501 952">The dates for 2026 parent teacher interviews will be presented to the School Board for endorsement at the next meeting.</p>
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	<p>Vice Principal – Toni Jones MCS – Jenna Jarvis Associate Principal – Rex Lilleyman Associate Principal – Dr Lainie Gara Associate Principal – Rebekah Smith</p> <p>The two new members of our executive team are both exceptional educators who will contribute significantly to the school. Lainie Gara recently served as a Principal Education Officer in Teaching Quality and Innovation and has extensive experience in both public and private schools. She joined us on June 2nd and has already impressed us with her knowledge and expertise. Rebekah Smith was recruited in 2023 from the Victorian Department of Education, where she worked as an advisor on school improvement strategy and implementation. She has made a remarkable impact as the Head of Learning Area for Mathematics over the past two and will make an important contribution to the executive team in Term 3.</p>	
2.3	<p>Student Council Report</p> <p>LT provided a thorough overview of student activities across y7-12:</p> <p>Year 12</p> <p>LT noted that the students are winning the Principal's Cup in students vs teacher sports.</p> <p>Year 11</p> <p>Working on the recycling club and implementing plastic free July initiatives.</p> <p>Organising the events regarding book week.</p> <p>Attempting to introduce year 12 leavers T-Shirts, in addition to the pre-existing jacket.</p> <p>Continued promotion of the pushup challenge.</p> <p>Year 10</p> <p>Discussion around year 9 practice exams for experience going into senior school.</p> <p>Bounce social with yr 9's.</p> <p>Year 9</p> <p>Organisation around NAIDOC week has begun.</p> <p>Bounce social with yr 10's.</p> <p>Year 8</p> <p>Teachers are promoting road safety due to numerous road incidents involving year 8's.</p> <p>Organisation regarding R U OK day has begun (lower school initiative).</p> <p>Organising social events:</p> <ul style="list-style-type: none"> • Lazer Blaze • Color Run 	

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Item	Subject	Notes
	<p>Year 7s</p> <p>Promotion of road safety (same as with year 8's).</p> <p>SRC</p> <p>Discussion around reformation of positive recognition system. Ie: SEQTA entries.</p>	
2.4	<p>P&C Report</p> <p>No further P&C meetings have been held since the last meeting.</p> <p>A meeting of a new Canteen Subcommittee has been held where 6 new parent volunteers have kindly volunteered to assist. The feasibility of the canteen operations is now subject to a further review.</p> <p>Our P&C representatives have been liaising with the Rossmoyne Senior High School P&C about their previous successful endeavours to secure finance for capital works at their school.</p>	
3.0	<p>General Business</p>	
3.1	<p>School Business Plan progress</p> <p>A School Board presentation containing an early draft of the 3 year business plan, and data with feedback from parent survey results to date was circulated prior to the meeting.</p> <p>The Board discussed various potential inclusions in the business plan and in particular the extensive initiatives already in place to ensure the continuity of staffing of classes at the school.</p> <p>The school board will be invited to provide input to the plan as it is further refined.</p>	<p>An update on school business plan is scheduled for 21 August.</p> <p>Board members were invited to submit any suggestions via email to AT prior to the next meeting.</p>
3.2	<p>Parent teacher interviews</p> <p>The dates for two 2026 parent teacher interview days will be presented to the School Board for endorsement at the next meeting.</p>	
3.3	<p>Parent update</p> <p>No further action is planned at present.</p>	
3.4	<p>Growth and Infrastructure</p> <p>Document Presented to Education Department Officials (March 2025)</p> <p>The Chair has met with Kim Giddens MLA to discuss the progress to date and the concerns that the School has provided back to the Department. Kim Giddens has agreed to raise issues with the Minister. Further discussions with Kim Giddens are to follow.</p> <p>AD to write to the Minister for Education and Kim Giddens MLA regarding the urgent need for capital works at the school following the release of the state budget.</p> <p>There have been media enquiries about the need for capital works investment at the school.</p>	<p>PL to meet with Kim Giddens to discuss school funding.</p>

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4.0	Wrap-up																
4.1	Other Business <ul style="list-style-type: none"> • GC enquired about the role of end of term reports in light of ongoing intra-term communications. The reports retain an important role in benchmarking classes and the school. 																
4.2	Actions Arising: <ul style="list-style-type: none"> • PL to meet with the DDG to discuss school policies on out of area students. • A board update on school business plan is scheduled for 21 August. • The dates for two 2026 parent teacher interview days will be presented to the School Board for endorsement at the next meeting. • AD to write to the Minister for Education and Kim Giddens regarding the urgent need for capital works at the school. • PL to meet with Kim Giddens to discuss school funding. • LH to prepare a board summary for the newsletter. 																
Close																	
	<ul style="list-style-type: none"> • The meeting was closed by AD at 7pm. 																
Next Meeting																	
	The Board awards will be discussed at the next meeting. Next Meeting: 5.30 pm, Thursday 21 August 2025. 2025 Meeting Dates <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="text-align: center;">Term</th> <th style="text-align: center;">Meeting #</th> <th style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">3</td> <td style="text-align: center;">105</td> <td style="text-align: center;">21st August 2025</td> </tr> <tr> <td style="text-align: center;">106</td> <td style="text-align: center;">18th September 2025</td> </tr> <tr> <td rowspan="3" style="text-align: center;">4</td> <td style="text-align: center;">107</td> <td style="text-align: center;">23rd October 2025 (open)</td> </tr> <tr> <td style="text-align: center;">108</td> <td style="text-align: center;">27th November 2025</td> </tr> <tr> <td></td> <td style="text-align: center;">11^h December 2025</td> </tr> </tbody> </table>	Term	Meeting #	Date	3	105	21 st August 2025	106	18 th September 2025	4	107	23 rd October 2025 (open)	108	27 th November 2025		11 ^h December 2025	
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Signed (Chair)

Date:

BOARD REPORT NEWSLETTER CONTRIBUTIONS SCHEDULE 2025

27th February 2025 – Geoff Cooper
27th March 2025 – David Chen
29th May 2025 – Adeline Teh
26th June 2025 – Andrew Dwyer
21st August 2025 – Katie Kumasaka
18th September 2025 – Sienna Pettman
23rd October 2025 – Mel Clarke
27th November 2025 – Kapz Malhorta
11^h December 2025