

HEDLAND SENIOR HIGH SCHOOL

School Board Meeting Minutes

16 June 2016

ATTENDEES:

Kelly Summers, Karen Ballantyne, Patrik Mellberg, Lincoln Tavo, Gry Powers, Jeanette Hasleby, Sarah Mulhare, Ngaire Whyte, Dale Sullivan

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome: The meeting was opened by Patrik Mellberg (Interim Chair) at 4.30pm	
1.2	Thank you to Patrik Mellberg for Chairing the meeting.	
1.3	Apologies: Diane Flint, Kelly Howlett, Yvonne Denham, Michelle Scott.	
1.4	Confirmation of agenda: The board confirmed the agenda and no additions were made.	
2.0	Disclosure of interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Agenda for this Meeting.	
3.0	Minutes of previous meeting	
3.1	Kelly Summers was asked to present the minutes from the previous meeting (26 November 2015). Kelly made her apologies as they were not available for this meeting	Kelly to forward copies of these minutes for the next Board Meeting on 4 August 2016
3.2	Actions / Business arising from previous minutes: <ul style="list-style-type: none"> • Election of new Chair - Nominated Patrik Mellberg who accepted • Election of Vice Chair - Nominated Dale Sullivan who accepted, and second Lincoln Tavo who accepted. 	
5.0	Items of Business	
5.1	Review of what happened in 2015: Board member tenure expired as regular tenure review process inadvertently overlooked. Tenure (and composition of board) to be reviewed in September each year.	Kelly to implement
5.2	Position vacant on Board: <ul style="list-style-type: none"> • Potential options for vacant board position included the Pilbara Port Authority (PPA), CPFS (Department for Child Protection and Family Support) and the YIC (Youth involvement Council). • Patrik Mellberg discussed the importance of positions bringing depth to the School. • The board resolved to keep the position free for the time being. 	To fill vacancy in 2017
5.3	The Annual Report for 2015 was tabled: <ul style="list-style-type: none"> • Patrik Mellberg was thanked for writing the opening comment for Report. • The Timeframe for the endorsement of the Report is Friday 23 June 2016 	Kelly will advise once endorsed and send copy to all.
5.4	Dates of Meetings: Dates for meetings need to reflect Term three (3) change.	Kelly to email dates of meetings
5.5	Positions Vacant: <ul style="list-style-type: none"> • Discussion was had regarding the positions vacant: Gardener and Cleaners position • Due to the Recruitment Freeze there had been a delay in recruiting for these for these positions. 	Kelly to advertise roles as soon as the freeze has been lifted, due to be lifted July 2016.

6.0	Reports and Operational Matters	
6.1	Financial Report (to be provided prior to the meeting): Finance Information Tabled - Presented by School Business Manager (Karen Ballantyne) <ul style="list-style-type: none"> • Discussion regarding the Power Bill for School. Bills are to be monitored and the Board are to be kept informed of future Power Bills. • Budget was approved. 	
6.2	Principal Report: Presented within Priority items	
7.0	Other Business	
7.1	P & C update: Currently the P&C is struggling with a range of issues including:- <ul style="list-style-type: none"> • Uniform Shop running at a loss • Canteen has no permanent Manager • Overall financial health of P&C and their ability to run without strong parent support. To establish Boards accountability to the P&C. School to work out contingency plan for P&C and Canteen. A P&C letter to be drafted for Parents	Kelly to investigate and speak with DoE regarding employment of Canteen Manager by the DoE Direct, point 2. Gry to contact WACSSO (The Western Australian Council of State School Organisations Inc.) for advice in regards to point 6. Ngaire to draft letter re the P&C, and to email out to Parents,
7.2	TTC (Trade Training Centre): Kelly gave an update on the TTC	
7.3	ATAR: Kelly gave a brief update of courses, enrolment and attendance.	
7.4	Agenda items for next meeting: No new agenda items were requested to be included at this stage	
10.0	Meeting Close/Adjournment/Next meeting	
The meeting was closed by Patrik Mellberg at 6pm The next meeting will be held (7 September 2016) and emailed to members by <i>(Jackie Smith)</i>		