

HEDLAND SENIOR HIGH SCHOOL
School Board Meeting Minutes
Thursday 10 August 2017

Board Members	Representation/Position on Board
Adrian Brahim	Community Representative (BHP)
Yvonne Denham	Community Representative Hedland Network Principal
Jeanette Hasleby	Community Representative (Roy Hill)
Cr Jan Gillingham	Representative Town of Port Hedland
Patrik Mellberg	Parent Representative - Board Chair
Av Swami	Hedland SHS Staff Representative
Therese Anderson	Community Representative (Port Hedland Chamber of Commerce Inc)
Jayne Tracey	Hedland SHS Staff Representative
Kelly Summers	Hedland SHS - Principal
Lincoln Tavo	Community Member (FMG) - Vice Chair
Ngaire Whyte	Parent Representative
Rachael Green	Community Representative (Meta Maya)
Tom Daley	Community Representative (Sergeant, Hedland Police)
Karen Ballantyne	Hedland SHS – Manager Corporate Services - Ex Officio

Attendees: Adrian Brahim, Yvonne Denham, Jeanette Hasleby, Patrik Mellberg, Av Swami, Jayne Tracey, Kelly Summers, Lincoln Tavo, Ngaire Whyte, Rachael Green, Tom Daley, Karen Ballantyne.

1.0	Welcome and apologies	Action	Led By
1.1	Opening and welcome: Patrik Mellberg declared the meeting open at 16:10pm.		
1.2	Apologies: Therese Anderson, Jan Gillingham		
1.3	Confirmation of agenda: The Board confirmed they were happy to accept the agenda with no additional items		
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 & Actions arising previous meeting	Action	Led By
3.1	<p>Review of minutes from previous meeting:</p> <p>Patrik presented to the Board the minutes of the two previous meetings: 06 April 2017 (Appendix 1), and 18 May 2017 (Appendix 2) for review and approval. Minutes from meeting 06 April were not confirmed due to no quorum and were carried over to today.</p> <ul style="list-style-type: none"> • 06 April 2017 - Moved: Patrik Mellberg. Seconded: Lincoln Tavo. All approved with one amendment to the attendees for this meeting; Yvonne Denham had not attended and was an apology. • 18 May 2017 - Moved: Lincoln Tavo. Seconded: Kelly Summers. All approved. 	Confirm	Patrik
3.2	<p>Actions arising and outstanding from the previous meeting/s:</p> <p>The board noted the status of the actions arising from the previous meeting 18 May 2017 and all actions outstanding (Appendix 3).</p> <p>Closed action items: # 27, and 29 – 35 inclusive, with the following updates.</p> <ul style="list-style-type: none"> • Item # 30 P&C: Student council would like one school jacket/coat to cover all school trips. P&C seek Board consideration for this change. Consensus of Board all approved. • Item # 33: a) The Board endorsed a change to the date for approval by Board of school fees & charges; to move to June of each year. Item b) outstanding Moved: Lincoln Tavo. Seconded: Jeanette Hasleby 	Note	Patrik

	<ul style="list-style-type: none"> Item # 34: All Board in agreement that all members irrespective of time on the Board and who have not undergone screening, are to complete the mandatory DoE criminal screening. Jackie to resend link and information to Board members, requirement by DoE was completion by 14 July 2017. Karen Ballantyne will collate all screening documentation. 			
4.0	Items of Business	Action	Led By	
4.1	<p>DG Visit: Actions from the Ed department Deputy DG visit including school resourcing and future opportunities.</p>	<ul style="list-style-type: none"> 12-month funding for new lead Psych; to be advertised Steve Baxter visited again this week, attending classes, Behaviour & Engagement Centre (BEC), School House (SH), Hardy House (HH), and met with some Primary schools. Infrastructure team from Central office visiting Mon 14 August to look at priorities: PA system (\$125k), BEC (refurb or new build), cover for netball courts. Regional staff moving out of BEC into School offices in Health & Wellbeing area (HWB), which will free up space for students. DoE DG Sharyn O'Neil visiting school 30 August; will tour school. 	Update Discussion	Kelly
4.2	<p>Delivery Performance Agreement (Appendix 4)</p> <ul style="list-style-type: none"> Discuss tactics and proposed changes. Project Engage (Appendix 6) 	<p>The DPA agreement was circulated with tracked edits and members were invited to comment.</p> <ul style="list-style-type: none"> The chair suggested a letter be sent to DoE requesting the amendments, and to also include as an addendum "Project Engage" (Appendix 6), which came out of the recent Board sub-group meeting. Members noted the intent was that the Board should be involved more in strategic decisions that may have a big impact on community perception of the school. Some members were not in favour due to following: <ul style="list-style-type: none"> It is a document provided by the DoE DG to all schools and the additions/changes could sit outside of the DPA Items on page 3 (h, i & j) can be operational and not necessarily the role of the Board, and requiring endorsement from the Board could delay urgent decision making. Patrik and Kelly will be meeting more regularly between Board meetings, keeping a dialog open between school and Board members on items that could impact community. <p>Patrik moved that the DPA be accepted as it is currently removing edits, a cover letter be drafted, and the project engage document be attached an addendum.</p> <ul style="list-style-type: none"> Seconded: Lincoln Tavo. All members in favour. 	Decision Endorsement	Patrik
		Action # 38		

4.0	Items of Business (continued)		Action	Led By
4.7	Public board Meeting advance planning	Public Board Meeting 30 Nov 2017. <ul style="list-style-type: none"> • An opportunity for the Board to present what they have been doing for the past year. • Board to think about items they would like presented. 	Discussion Action # 42	Patrik
5.0	Reports and Operational Matters		Action	Led By
5.1	Financial Report: Report unavailable for this meeting as end of month has just been completed. <ul style="list-style-type: none"> • Karen to send report via email 11/08/17. 		Note	Karen
5.2	Principal Report: Kelly distributed the HSHS Principals report August 2017 (Appendix 7) Key points discussed: <ul style="list-style-type: none"> • Attendance: concerns as attendance dropped to an average of a 4-day week. More parents going away in term time. <ul style="list-style-type: none"> ○ Suggested a letter re attendance be sent to employers in the town • Census: 941 at start of year, 834 Feb census, dropped to 813 August census. Some of this is due to parents moving back to QLD & NZ in particular, and some left for specialist schools in Perth. Similar cycle annually. • Suspension: Spikes in Term 1, reducing Term 2 and Term 3. New team in HWB has made a real difference. • Staffing: Survey sent to teaching staff with 60 replies. Will use information gathered as a management tool. Have been proactive re staffing requirements for 2018, with the aim of being fully staffed by week 7 of this term. • Grades: overall improvements in grades, with trends good. Still streaming some classes. Staff Professional learning, Deputy observations in classes, and running the “Hedland Way” have all assisted in driving improvements. Other Positives include: - <ul style="list-style-type: none"> • Chris Dark BHP visited the TTC this week and was impressed with the Rail in TTC. TTC Governance group has made a huge difference and Chris Webber BHP has been a great support. <ul style="list-style-type: none"> ○ Need to continue improvements and communicate this to the community more. • Improved communications with Parents and community with new Media & Marketing Officer: - <ul style="list-style-type: none"> ○ New Newsletter launched with aim of sending twice per term ○ More Connect notices going out and media releases ○ Facebook page launched • Engaging with Primaries with Parent workshops and visits to Primaries planned. 		Note	Kelly

6.0	Other Business	Action	Led By
6.1	<p>LEAP (Learning Extension Academic Program) Year 7-9, and AE (Academic Extension) Year 10.</p> <p>Av discussed the 4-week consultation process with parents regarding LEAP. This included an evening workshop recently where parents were invited to feedback their thoughts and input on current process and changes they would like to see.</p> <ul style="list-style-type: none"> • For the past 2 - 3 years, students were placed in LEAP based on grades and no application process, with students remaining in LEAP whilst not maintaining the required standards. • HSHS would like to put the onus back on parents and students with an application process to join the program, and to remain in the program. • Parents have requested classes be dissolved each year and the application process to start again. • There will be a new rigorous section process for 2018. HSHS Need to be clear and transparent with parents around the new process for applications. <ul style="list-style-type: none"> ○ Av distributed a draft copy of the new prospectus and gave a brief overview of the new application and selection processes and procedures. ○ This requires a few amendments before sending out to parents within the next two weeks, where they will be invited to attend testing sessions on Sat 21 Oct 2017 as part of the process. <p>Av requests the Board review the new prospectus and processes and provide any feedback or input by the end of August.</p>	<p>Discussion</p> <p>Action # 43</p>	<p>Av</p>
7.0	Round Table	Action	Led By
7.1	Rachael Green advised she will be an apology for the next meeting.	Note	Rachael
8.0	Next Meeting		
8.1	Next Meeting confirmed Thursday 2 November 2017	Chair	
9.0	Meeting Close		
9.1	The meeting was declared closed by Patrik Mellberg at 6:05pm	Chair	

Signed: Patrik Mellberg
(Chair)

Date: _____

Signed Kelly Summers
(Principal):

Date: _____