

**HEDLAND SENIOR HIGH SCHOOL**  
**School Board Meeting Minutes**  
**Wednesday 7 September 2016**

**Board Members**

Karen Ballantyne  
 Trish Barron  
 Adrian Brahim  
 Yvonne Denham  
 Diane Flint  
 Jeanette Hasleby  
 Cr Jan Gillingham  
 Patrik Mellberg  
 Sarah Mulhare  
 Gry Powers  
 Kylie Rogerson  
 Dale Sullivan  
 Kelly Summers  
 Lincoln Tavo  
 Ngaire Whyte

**Position on Board**

Hedland SHS - Business Manager  
 Community Representative - Pilbara Development Commission  
 BHP - Community Representative  
 Community Representative Hedland Network Principal  
 Community Representative Sth Hedland Police Youth Crime Intervention Officer  
 Roy Hill - Community Representative  
 Representative Town of Port Hedland  
 BHP - Board Chair And Parent Representative  
 Hedland SHS - Staff Representative  
 Parent Representative  
 Community Representative PHCCI  
 Hedland SHS - Vice Chairperson  
 Hedland SHS - Principal  
 FMG - Community Member  
 Parent Representative

**ATTENDEES:**

**Board members:** Karen Ballantyne, Adrian Brahim, Yvonne Denham, Patrik Mellberg, Sarah Mulhare, Dale Sullivan, Kelly Summers, Lincoln Tavo, Ngaire Whyte.

**Non Board members:** Jackie Smith – Minute taker, Alby Huts and Ross Sweeney – IPS Reviewers

**Extraordinary Item**

IPS Review – IPS reviewers meeting with Board Members.

**1:00pm**

Patrik declared the meeting start with an extraordinary item, opening the meeting at 1.05pm.

- Patrik introduced the IPS Reviewers Alby Huts and Ross Sweeney, and then handed over to them.
- Alby Huts explained the review process and gave a brief overview of their actions over the past two (2) days whilst conducting their review at the School.
- Ross Sweeney and Board Members discussed a range of topics that were part of the review including: governance; board communication and profile; strategic direction; monitoring and reporting.

**1.0****Welcome and apologies****Actions**

1.1

Opening and welcome:

- Patrik declared the Board meeting start time at 2:05pm

1.2

Apologies: Trish Barron, Diane Flint, Cr Jan Gillingham, Jeanette Haselby, Gry Powers, and Kylie Rogerson.

1.3

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	Actions
3.1	<p>Patrik asked Dale Sullivan as Deputy Chair of the meeting held on 4 August 2015, if he approved and accepted the minutes for the meeting.</p> <p>Kelly advised there were some amendments required to item 6.2 in the Principal Report, confirming that in 2015 the amount was \$280,000.00, and in 2016 it was \$24,000.00, and that the census count was 808.</p> <p>Dale confirmed acceptance of minutes.</p> <p><b>Moved:</b> Yvonne Denham <b>Seconded:</b> Adrian Brahim. Accepted Unanimously</p>	
4.0	Actions / Business arising from previous minutes: - 4 August 2016 minutes	Actions
4.1	<p>Pool for the vacant positions of gardener and cleaner: -</p> <p>KS advised there were 17 applications for cleaner position, with 8 now in pool, and some possible gardeners. Running process for gardeners currently.</p>	
4.2	<p>P&amp;C (Also Agenda item 5.1): -</p> <p>Ngaire confirmed the following:-</p> <ul style="list-style-type: none"> <li>• A canteen assistant had been employed on a short-term contract from 29/08/16-16/12/16.</li> <li>• Advised that at Executive P&amp;C meeting held last week positions were discussed, noting requirements for 3 employees. Recent sickness and resignation has made it hard in running the canteen.</li> <li>• Kelly advised that they were looking at and had discussed new models for running the canteen, with outsourcing and a tender process. The Joseph Banks model was discussed.</li> <li>• Patrik asked Ngaire if there was a formal process required in changing the model and said the board would need to agree to this, after seeing a proposal for the new model.</li> <li>• Patrik asked Kelly to prepare a proposal for a new canteen operating model to be presented back to the Board in the last half of Term 4, for endorsement by the Board by the end of 2016.</li> </ul>	<p>Action: Ngaire to look at the formal processes required for moving canteen to a new model.</p> <p>Action: Kelly to prepare and present a proposal of new model for canteen at November Board meeting.</p>
4.3	<p>Training for new Board members:-</p> <ul style="list-style-type: none"> <li>• Kelly advised that Geoff Metcalf was on long service leave so unable to book any training until he returns.</li> <li>• Training to include other regional school Board and Council members if required</li> </ul>	<p>Action: Kelly to contact Geoff on his return from long service leave.</p>
4.4	<p>Australind Finance Process:-</p> <ul style="list-style-type: none"> <li>• Kelly advised the action item was still open as she had no more details at present on their processes.</li> <li>• Patrik confirmed item to be carried over to next meeting</li> </ul>	<p><b>Item to be carried forward</b></p>
4.5	<p>Patrik presented the meeting minutes from Board meeting held on 26 November 2015 that required endorsing, advising that the only current members that were present are Yvonne, Lincoln and himself. They all accepted unanimously.</p> <p><b>Moved:</b> Patrik Mellberg. <b>Seconded:</b> Lincoln Tavo</p>	
4.6	<p>Actions / Business arising from previous minutes: - 26 November 2015 minutes</p>	

	Trade training centre subcommittee: - <ul style="list-style-type: none"> <li>Lincoln Tavo confirmed the Trade Training Centre subcommittee item had been completed.</li> </ul>	
<b>5.0</b>	<b>Items of Business</b>	<b>Actions</b>
5.1	Canteen: - Item already covered in 4.2 above	
5.2	Error on agenda – no item to cover	
5.3	<p>Publication of Board Minutes: -</p> <p>Patrik asked Board members if they would like to see Board minutes on the school website.</p> <p>Patrik made a proposal to have the agenda posted and a summary of key items from minutes, which would be run by the Chair to review before uploading.</p> <p>He also proposed that a photo of each member be uploaded with a short bio, and a brief overview from the Chair describing the purpose of the Board.</p> <p><b>Motion:</b>                <b>Seconded:</b> Accepted unanimously</p>	<p>Action: Jackie to send reminder to all members to provide her with a passport sized photo, with a short bio by end of Sept 2016.</p> <p>Action: Jackie to speak with Mark Eckersley regarding the uploading of a Board page on the school website, to include all of the above.</p>
5.4	<p>HSHS Strategic &amp; Business Planning: -</p> <p>Patrik advised members he was bringing back this item to discuss again as a new Board and ran through the key points relating to the previous board's endorsement of the scope and process. Timely now to look at process again, in line with Business Plan for next 3 years from 2017 – 2019.</p> <p>Board debated the planning proposal and the considerations around planning timeframe, funding, resourcing and progression, including possible use of internal Department of Education (DoE) resource who had strategic planning expertise and/or utilising board member expertise (or representative company) expertise.</p>	<p>Action: All Board members to look at process, and how as a Board can expedite this in most efficient way. To be completed for next meeting 19 October 2016.</p> <p>Patrik and Kelly to meet to explore alternative options to deliver the plan</p>
5.5	<p>Finance Sub-Committee for Board</p> <p>Agenda item raised by Patrik to get board members thoughts on the requirement for a Finance Sub-Committee given Terms of Reference (TOR) state there should be one.</p> <p>In summary, a formal subcommittee as per the TOR has not existed for some time. There is a need to determine if this is mandated. Options for the board moving forward could be</p> <ul style="list-style-type: none"> <li>To establish a formal sub-committee of the board</li> <li>To have a board member sit on School Finance Committee</li> <li>To continue to use board meetings as the only financial control and amend TOR to reflect same (need to determine legislative requirement)</li> </ul>	<p>Action: Board to seek clarity on mandate/requirement on whether a Finance Sub-Committee is required.</p> <p>Kelly to speak with Geoff on his return from leave and to set up a video conference call to discuss this item.</p>

5.6.	<p>Reporting Schedule and Principal KPI Dashboard: -</p> <ul style="list-style-type: none"> <li>• Patrik explained these two (2) documents, how the Board endorses documents, and how they remained endorsed, for the purpose of new members to the Board. He explained how the reports and schedule are used as a tracking and monitoring tool throughout the year.</li> <li>• Patrik suggested aligning all 2017 Board meetings with the various reports.</li> <li>• Patrik advised Board members that they should contact him should they require any further clarity or information regarding these two documents.</li> </ul>	
5.7	<p>CPSU/CSA Letter: -</p> <p>Kelly discussed with the Board the impact of the contents of the CPSU letter, with the key points:-</p> <p>Patrik asked the Board if they wanted to make a voice about these changes, with the board in agreement.</p>	<p>Action: Kelly to contact Group to see what requirements they need.</p> <p>Action: Kelly and Patrik to prepare a letter requesting funding be re-instated.</p>
<b>6.0</b>	<b>Reports and Operational Matters</b>	<b>Actions</b>
6.1	<p>Financial Report: -</p> <p>This Report was not presented at the meeting.</p>	<p>Action: Karen to provide to Kelly after the meeting, and Jackie to email copy to all Board members.</p>
6.2	<p><b>Principal Report:</b></p> <p>Kelly provided a copy of the report to each member covering:-</p> <ul style="list-style-type: none"> <li>• Summary of Yr. 7 and Yr. 9 NAPLAN results, highlighting downward trends in numeracy, reading, writing and spelling, and issues impacting results; <ul style="list-style-type: none"> <li>○ Impact on Yr. 7 English due to Teachers from other learning areas and one with English as a second language.</li> <li>○ Yr. 9 Reading and writing showing improvements</li> <li>○ Numeracy a concern for both years, although this year's data reflects on last year's work, and had staffing issues in Maths. This has been rectified this year with some good specialist Maths Teachers now in place.</li> </ul> </li> <li>• Kelly advised she had measured HSHS against "like" schools and that Bands 7 &amp; 8 were outperforming most WA Schools, but that the lower and higher bands were not doing as well.</li> <li>• Discussion on how students are measured, frequency of this, testing and reporting.</li> <li>• Patrik suggested that any further questions or feedback around this subject should be emailed to Kelly. He suggested this be used as a discussion point at the Public Board Meeting.</li> </ul>	
<b>7.0</b>	<b>Other Business</b>	<b>Actions</b>
7.1	No other Business items were discussed	
7.2	<p><b>Agenda items for next meeting:</b></p> <ul style="list-style-type: none"> <li>• No new agenda items were requested to be included at this stage.</li> <li>• Patrik advised all Board members to forward any agenda items to either him, Kelly or Jackie.</li> </ul>	

<b>8.0</b>	<b>Next Meeting</b>	
8.1	The next meeting will be held <b>Wednesday 19 October 2016.</b>	
<b>10.0</b>	<b>Meeting Close</b>	
10.1	The meeting was closed by Patrik Mellberg at <b>3:40pm</b>	