

HEDLAND SENIOR HIGH SCHOOL
School Board Meeting Minutes
4 August 2016

Board Members

Karen Ballantyne
 Trish Barron
 Adrian Brahim
 Yvonne Denham
 Diane Flint
 Jeanette Hasleby
 Kelly Howlett
 Patrik Mellberg
 Sarah Mulhare
 Gry Powers
 Michelle Scott
 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
 Town of Port Hedland 'Mayor'
 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: Adrian Brahim, Yvonne Denham, Jeanette Hasleby, Sarah Mulhare, Dale Sullivan, Kelly Summers, Gry Powers, Ngaire Whyte.

Non Board members: Jackie Smith, Av Swami.

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome: <ul style="list-style-type: none"> • Kelly Summers introduced Dale Sullivan (Vice Chairperson) to preside as Chair for this meeting in the absence of Patrik Mellberg (Chairperson). • Dale Sullivan welcomed and introduced new Board member, Adrian Brahim (BHP Community Representative) • Kelly Summers advised the Board that due to Kelly Howlett having resigned from her position as Mayor and elected member of the Town of Port Hedland (TOPH) effective from 26 August 2016, she would no longer be able to serve as School Board member. TOPH will determine how the vacancy is filled as the Mayor's tenure was due to expire at the October 2017 election. • The meeting was opened by Dale Sullivan at 4.30pm 	
1.2	Apologies: Karen Ballantyne, Trish Barron, Diane Flint, Kelly Howlett, Patrik Mellberg, Lincoln Tavo, Michelle Scott	
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	
3.1	The Board Minutes of the meeting held on 26 November 2015 were distributed. Due to Patrik Mellberg (Chair), and a number of the Board members not being present, with some key items for discussion included in these minutes (2050 Vision, 2020 Strategic Plan, and Investment & Partnering Prospectus), it was suggested they be presented at the next Board meeting to be held on 7 September 2016.	

	<p>Moved: Kelly Summers, Seconded: Yvonne Denham. Accepted Unanimously</p> <p>Dale Sullivan presented to the Board the minutes of 16 June 2016 meeting for approval.</p> <p>Moved: Dale Sullivan , Seconded: Kelly Summers. Accepted Unanimously</p>	
3.2	<p>Actions / Business arising from previous minutes:</p> <p>Dale Sullivan ran through the Actions and Business items arising from the previous minutes.</p> <ul style="list-style-type: none"> • Dale confirmed a position on the School Board is still vacant • Kelly Summers confirmed the following:- <ul style="list-style-type: none"> ○ the Annual Report had been endorsed and approved ○ all dates for future 2016 School Board meetings had been confirmed and meeting invites had been sent to all Board members, ; <ul style="list-style-type: none"> ▪ 07/09/2016 @ 4.30pm ▪ 19/10/2016 @ 1pm – IPS Meeting ▪ 30/11/2016 @ 4.30pm – Public Meeting ○ Kelly has received approval to set up a pool for the vacant positions of gardener and cleaner. • Dale confirmed the Board is to continue to monitor ongoing power bills • Kelly confirmed that the Budget has been approved • P&C update <ul style="list-style-type: none"> ○ Ngaire Whyte confirmed that all Office Bearer positions (Treasurer and Vice President) have now been filled. ○ Kelly spoke with DoE re Canteen Manager position ○ Ngaire advised the P&C still functioning but challenging and struggling due to lack of Parental support. ○ Financially not sustainable long term; contingency Plan required • Kelly confirmed that there had been improvements in ATAR 	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Require a meeting date set up to discuss a contingency Plan</p> <p>Note</p>

5.0	Items of Business	
5.1	<p>Board Self Review:</p> <ul style="list-style-type: none"> • Kelly Summers explained the IPS review and the process • Kelly advised that the IPS Review is due in September 2016 • Kelly presented the Self Review document, and each member of the Board was provided with a copy • Kelly noted it is a relatively new Board, and recommended that some Professional Board training may be required for some members. • Results of the First page Self Review Questionnaire attached to minutes, appendix 1. This was completed as a collective of the Board at this meeting, with the remaining pages to be completed individually. 	<p>Note</p> <p>Action: All Board members to complete the document “Desktop Self Reflection” pages 2- 8 inclusively, and to email responses to Jackie Smith by 5pm 11/08/16. Jackie to collate all answers and provide to Kelly. Kelly/Jackie Smith to collate names for Board training</p>

5.2	<p>Bullying Prevention Plan Presentation:</p> <p>Presented by Avneil (Av) Swami</p> <ul style="list-style-type: none"> • Av presented the new Bullying Plan for endorsement by the Board. The plan document was given to each member of the Board • Av said that all WA Public schools had been tasked with preparing a positive behaviour support plan. • The Bullying prevention plan document provides information for parents, students and staff and demonstrates what is done at the school and how it manages bullying. • Av discussed some initiatives the school has started/due to start, and some other points regarding bullying:-Twenty five (25) Positive Behaviour Plans had been sent out to community for feedback, and he was now looking for endorsement from the Board. <p>Motioned: Dale Sullivan, Seconded: Kelly Summers. Accepted Unanimously</p> <p>Av Swami left the meeting. Dale welcomed Gry Powers to the meeting.</p>	
6.0 Reports and Operational Matters		
6.1	<p>Financial Report:</p> <ul style="list-style-type: none"> • Kelly gave a brief overview of Collections and fees and noted the following:- <ul style="list-style-type: none"> ○ More of a hard line had been taken on encouraging and recovering payments. ○ Poor collection rates for yrs. 11-12, so more work required. ○ Advised that Australind School have a good process in place where they collect deposits up front to maintain the programs; would like the Board to consider a process like this. ○ School needs to be more pro-active on collections. • Kelly presented the Funding agreement, (a copy was provided for each Board member) requiring the Boards endorsement. The Board approved and endorsed the agreement for Patrik Mellberg to sign off. <p>Motion: Dale Sullivan, Seconded: Kelly Summers. Accepted Unanimously</p>	<p>Note</p> <p>Kelly to provide more details re Australind process.</p> <p>Note</p>
6.2	<p>Principal Report:</p> <ul style="list-style-type: none"> • Kelly said the school had been working hard on the census • A lot of “wake and shake” work had been done, where visits to homes had taken place to get children up and into school, including feeding the children. • Attendance for Semester 1 was poor. Parents were sent letters to encourage better attendance. • The school ran a two (2) day development day that was audited • Partnerships: Kelly raised the item of the School Pathways Program, STEM (Science, Technology, engineering and Mathematics) • Jeanette Hasleby discussed Roy Hills Community Foundation projects, the Roy Hill partnership with General Electrics for a Robotics, coding and engineering program, bringing innovation to children in the Pilbara area. <ul style="list-style-type: none"> ○ Kelly advised that if the STEM initiative with Roy Hill & GE went ahead, that HSHS would be the first school outside of Perth to be involved in this type of school pathways program. 	<p>Note</p>

	<ul style="list-style-type: none"> • Kelly advised that she was negotiating with Category 5 to do further work with them, more Cat 5 cert courses. <ul style="list-style-type: none"> ○ Cert II Metals ○ Qualifications in Rail maintenance ○ Cert II Planning & Infrastructure • Kelly advised that they had lost Mission Australia's support as their funding from BHP had ceased. 	
7.0	Other Business	
7.1	No other Business items were discussed	
7.2	Agenda items for next meeting: No new agenda items were requested to be included at this stage	
8.0	Next Meeting	
	Future Meeting Dates 2016: Term 3 Thursday 9 September – 1.00pm Meeting Number 3 IPS reviewers attending Term 4 Thursday 19 October 4.30pm Meeting Number 4 Term 4 Thursday 30 November – 4.30pm Meeting Number 5 Public Meeting	All future 2016 meeting dates have been sent as calendar appointments to the Board members
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Dale Sullivan at 5.50pm The next meeting will be held Thursday 9 September 2016	

Signed Dale Sullivan (Deputy Chair)



Date: 12/09/16

Signed Kelly Summers (Principal):



Date: 12/09/16