

**HEDLAND SENIOR HIGH SCHOOL**  
**School Board Ordinary Meeting Minutes - Thursday 5 April 2018**

**Members and Representation on Board**

David Taylor	Hedland SHS Principal	Patrik Mellberg	Parent Representative
Lincoln Tavo	Community Representative (FMG) <b>Chair</b>	Ngaire Whyte	Parent Representative
Warren Wellbeloved	Community Representative (BHP) <b>Deputy Chair</b>	Tricia Hebbard	Parent Representative
Jeanette Hasleby	Community Representative (Roy Hill)	Narelle Ward	Community Representative (Cassia Primary)
Rachael Green	Community Representative (Meta Maya)	Vacant	Community Representative
Paul Thomas	Community Representative (Police)	Teneal Russell	Hedland SHS Staff Representative
Therese Anderson	Community Representative (Port Hedland Chamber of Com.)	Ashley Chamberlain	Hedland SHS Staff Representative
Camilo Blanco	Representative Town of Port Hedland	Karen Ballantyne	Hedland SHS – Manager Corporate Services – <b>Ex Officio</b>
		Jackie Smith	<b>Scribe</b>

**Attendees Present:** David Taylor, Lincoln Tavo, Warren Wellbeloved, Jeanette Hasleby, Rachael Green, Paul Thomas, Therese Anderson, Patrik Mellberg, Ngaire Whyte, Tricia Hebbard, Narelle Ward, Teneal Russell, Ashley Chamberlain and Karen Ballantyne.

**Guests:** Jo Harris A/Executive Director Pilbara Regional Education Office, Liam Taylor (GM Development, Clontarf), Shane Kiely (GM Partnerships, Clontarf)

1.0	Welcome, Apologies and Confirmation of Agenda	Led By	Action
1.1	<b>Opening and welcome:</b> The Chair declared the meeting open at 16:00pm. Lincoln welcomed Jo Harris and Clontarf personnel Liam and Shane to the meeting, also confirming Warren and Jeanette would be joining via teleconference.	Chair	For Noting
1.2	<b>Apologies:</b> Camilo	Chair	For Noting
1.3	<b>Confirmation of agenda:</b> The Board Chair presented the agenda which was approved and accepted. Lincoln advised that prior to the meeting commencing and as per the agenda, Liam and Shane from Clontarf will present to the board further details about the Clontarf program, following on from previous board discussions at the board meeting held on 22 Feb 2018; agenda item 7.2 and action item 44. A copy of the Clontarf Presentation was emailed and distributed to all board members, Appendix 6. Key areas of the presentation and discussion included: <ul style="list-style-type: none"> <li>• what Clontarf do, their method of operation, sport as a vehicle, a positive style with long term behavioural change, subject to DoE policies re duty of care, examples of how the program works including results in other comparative regional like schools i.e. Broome, connections with families and community, academy rooms, support beyond schools, results/outcomes, and funding.</li> <li>• A question and answer session was held at the end of the presentation</li> <li>• David thanked Liam and Shane for their time and in-depth overview of the program.</li> <li>• Lincoln moved to agenda item 4.1 prior to items 2 and 3.</li> </ul>	Chair	For Noting

<b>2.0</b>	<b>Disclosure of interest</b>		
2.1	The Board noted that there were no real, perceived or potential conflicts of interest to declare by any member in relation to the items on the Agenda for this Meeting.	Chair	For Noting
<b>3.0</b>	<b>Minutes for review &amp; Actions arising</b>	<b>Led By</b>	<b>Action</b>
3.1	<p><b>Review of minutes from previous meeting:</b></p> <p>The Chair presented to the Board the unconfirmed minutes of the last Board meeting held on Thursday 22 February 2017 (Appendix 1) for review and acceptance.</p> <p><b>Motion:</b> <i>To approve the previous meetings minutes as a true and accurate record.</i></p>	Chair	<p><b>Moved:</b> <i>Tricia</i></p> <p><b>Seconded:</b> <i>Narelle</i></p> <p><b>Approval unanimous</b></p>
3.2	<p><b>Actions arising and outstanding from the previous meeting/s:</b> (Appendix 2).</p> <p>The Chair asked that action items be deferred until the next board meeting due to the extended time spent on Clontarf and board discussion, advising that any updated information can be passed to Jackie. All members accepted to defer actions.</p>	Chair	<b>Approval unanimous</b>
<b>4.0</b>	<b>Items of Business</b>	<b>Led By</b>	<b>Action</b>
4.1	<p><b>Clontarf - Board Discussion:</b> Lincoln opened the floor for discussion and the key items and points raised included:</p> <p>Benefits/Positives:</p> <ul style="list-style-type: none"> <li>• PHEPS and Clontarf would work to complement each other, also a great opportunity for PHEPS to include some of the Clontarf students in their program i.e. for basic literacy programs</li> <li>• V Swans and PHEPS are very different programs leaving a gap that Clontarf can fill, increasing the mix of programs at the school – positive for school and community</li> <li>• Tried and tested, works well with more difficult cohort, assists behavioural issues with less disruption in classrooms</li> <li>• Goes beyond Yr 12 - could include PHEPS students</li> <li>• Value adds for attendance and completion of Yr 12, potential huge flow on effect for school and community</li> <li>• Clontarf are good at building positive male Aboriginal role models</li> <li>• Clontarf flexible and able to work with the schools proposed project for an “Annex” (offsite facility to run intensive programs for disengaged students to try and get them back into mainstream school)</li> </ul> <p>Dis-benefits/Negatives:</p> <ul style="list-style-type: none"> <li>• There may be some concerns from school community regarding the funding for the program and free camps etc, two thirds coming from State and Federal funding and the remaining third from industry. <ul style="list-style-type: none"> <li>◦ Separate to the board, Clontarf to meet with Community and industry to discuss any concerns and funding</li> </ul> </li> <li>• Male program only; the school is looking at alternative programs for females</li> </ul> <p>The board are not required to make a decision on the program, but it is important that the board supports it.</p> <p><b>Motion:</b> <i>Tricia put forward a motion to support the concept of running the Clontarf program at the school with the understanding that it is not detrimental to any other school programs or partnerships, and that the school are looking at alternative programs for girls. The meeting resolved to support the concept in principle; all members approving unanimously</i></p>	Chair	<p>Discussion</p> <p><b>Moved:</b> <i>Tricia</i></p> <p><b>Seconded:</b> <i>Rachael</i></p> <p><b>Approval unanimous</b></p>

4.0	Items of Business (Continued)	Led By	Action
4.2	<p><b>Board meeting dates 2018 requiring board approval:</b> The following meeting dates for 2018 were tabled:</p> <ul style="list-style-type: none"> <li>• May 31 - Ordinary Meeting</li> <li>• June 28 - Public Meeting</li> <li>• August 2 - Ordinary Meeting</li> <li>• September 6 - Ordinary Meeting</li> <li>• October 18 - Ordinary Meeting</li> <li>• November 22 - Public Meeting</li> </ul> <p>Discussions were had regarding the board public meeting dates:</p> <ul style="list-style-type: none"> <li>• There is a requirement for a minimum of one public board meeting per annum with no requirements for it to be at the start or end of the year. <ul style="list-style-type: none"> <li>○ The board resolved in November 2017 to hold two (2) annual public meetings in 2018.</li> </ul> </li> <li>• The board need to ensure all members are aware of how public board meetings are to be run and to share this understanding with the community: <ul style="list-style-type: none"> <li>○ Board to present its own activity to the community and share objectives for the upcoming/following year</li> <li>○ Public only to attend as observers with no interaction</li> <li>○ Suggestion that a workshop style meeting be set for the next public meeting</li> </ul> </li> <li>• There have been a number of changes to the first public meeting date set for 2018: <ul style="list-style-type: none"> <li>○ Some parents arrived today as had originally been informed this was a public meeting</li> <li>○ The date was previously set for the first board meeting of the year, then was rescheduled to the second meeting. It was then deferred until term 2 and has been set for meeting number four, 28 June 2018. The decision to reschedule was to allow for the incoming Principal to meet with the board at the third meeting, to review and approve the boards composition and Terms of Reference (TOR). <ul style="list-style-type: none"> <li>▪ Lincoln confirmed the old 2017 TOR is still active and will be reviewed alongside the new DoE model TOR at the next board meeting.</li> </ul> </li> </ul> </li> </ul> <p><b>Motion:</b> <i>Tricia moved to accept the above meeting dates. All were in favour and the meeting resolved to accept the dates.</i></p> <ul style="list-style-type: none"> <li>• Narelle proposed the board acknowledge for the minutes that an error in communications had been made in relation to the public board dates.</li> <li>• Narelle proposed contact be made with Matt Osbourne DoE to prepare some commentary explaining to the school community how public meetings are conducted</li> <li>• Lincoln confirmed another meeting could be organised with him and David for those parents who arrived today.</li> </ul>	Chair	<p>Decision</p> <p><b>Moved:</b> <i>Tricia</i>  <b>Seconded:</b> <i>Therese</i>  <b>Approval unanimous</b></p>
4.3	<p><b>Parent Teacher Interview day</b> – student free ½ day approval DG (Appendix 3)</p> <ul style="list-style-type: none"> <li>• David confirmed he has gone back to the DG requesting a full day and is awaiting further confirmation</li> <li>• Jo Harris advised that the DG does not normally grant a full day.</li> </ul>	David	For Noting

4.0	Items of Business (Continued)	Led By	Action
4.4	<b>Meta Maya:</b> Rachael requested this item be deferred until the next board meeting.	Chair	
4.5	<b>Hedland Senior High School Annex:</b> <ul style="list-style-type: none"> <li>• Lincoln advised that the School Annex is a new initiative which would be an offsite classroom program, funded by Industry and school funding, looking at intensive care programs for the most disruptive students, allowing teachers to focus on teaching without distractions. He confirmed that the community and local industry want a safe and quality school.</li> <li>• David confirmed the school would drive and coordinate this initiative which would be a positive and proactive approach, would be well measured and would be open to all students who need support and engagement.</li> <li>• It would be a finite process and program with the ultimate aim of moving the students back into mainstream.</li> <li>• David envisages working closely and alongside external agencies to assist with health and nutrition, behaviour, Psych services, etc. confirming the school is currently underutilising all the available support agencies. Key to the success of this initiative would be the coordination and strong network needed to be built with all of the agencies. No discussions have been had at this stage with any agencies. He also sees Clontarf assisting with this program.</li> <li>• A proposed building has been identified meaning the removal of the current Mili Maya (School House) facility.</li> <li>• Staffing resources need to be looked at</li> <li>• This would reduce suspensions as students would be moved straight into this offsite program.</li> <li>• Funding is proposed to come initially from industry and then the school will fund.</li> <li>• Jeanette noted the lighthouse program; a positive program which achieves great outcomes.</li> </ul>	Chair	Discussion
4.6	<b>Expectations of Chair and Board, Board Member Tenure:</b> Lincoln advised this is deferred until the next board meeting	Chair	
4.7	<b>Review of Board Training – Where to from here:</b> Lincoln confirmed the board training had taken place and had been successful <ul style="list-style-type: none"> <li>• Jo Harris advised Matt would be carrying out further sessions in Port Hedland and Karratha at later dates this year.</li> <li>• Jackie to send an electronic copy of presentation Matt used at training session. Item to be discussed next meeting</li> </ul>	Chair	For Noting
5.0	Reports and Operational Matters	Led By	Action
5.1	<b>Financial Report:</b> Appendix 4 Karen gave a brief explanation of the budget differences between end of 2017 and now, also noting that the Pool repair costs and invoice for fencing is being met by BMW. Karen requested the board endorse the budget. <ul style="list-style-type: none"> <li>• The board are not required to endorse and approve the budget and are only required to endorse and approve school fees and charges annually. As a general practice schools table school budgets and request board endorsement as a report of the school finances.</li> </ul> <b>Motion:</b> Lincoln confirmed he was happy to follow practice. Tricia moved to endorse, all members approving unanimously	KB	Decision  <b>Moved: Tricia</b> <b>Seconded: Ashley</b> <b>Approval unanimous</b>

5.0	Reports and Operational Matters (Continued)	Led By	Action
5.2	<p><b>Principal Report:</b> Appendix 5</p> <p>David tabled the Principal report advising of the typo under LEAP Yr 10: should read 22.</p> <ul style="list-style-type: none"> <li>• Attendance rates to date: <ul style="list-style-type: none"> <li>○ Yr 7 85%</li> <li>○ Yr 8 80%</li> <li>○ Yr 9 75%</li> <li>○ Yr 10 75 %</li> <li>○ Yr 11 70%</li> <li>○ Yr 12 68%</li> </ul> </li> <li>• David confirmed that enrolments and suspensions data is not to be published and is at the Ministers discretion only and gave a brief overview of current suspensions: <ul style="list-style-type: none"> <li>○ Overall there are higher suspensions rates than tabled at first meeting, but now spread over more students and a greater period. Ten (10) day suspension constitutes serious violence or fighting.</li> <li>○ Police Youth liaison officers have been present at breaks and have had a positive effect in the school and good to be building strong relationships with police</li> <li>○ Believes suspensions do not work, would like to see these students going into the “Annex” program instead or would benefit more from a program Kevin O’Keefe discussed, “Big Picture”, where students compile a portfolio of work geared towards their own personal interests which they can continue with when out of school or if they relocate.</li> </ul> </li> <li>• David advised this would be his last meeting and thanked members, Jo Harris, the DoE, Kevin O’Keefe, State Wide services (SWS) for all the support he and the school has been given in his short time at the school.</li> </ul>	DT	For Noting
6.0	Other Business/Items for Information	Led By	Action
6.1	<p>Jo Harris thanked David on behalf of the DoE for his services confirming they greatly appreciative of all he has done and has been a great asset to the school.</p> <ul style="list-style-type: none"> <li>• Lincoln also thanked David on behalf of the board advising it had been great working with him.</li> </ul>	JH	For Noting
6.2	<p>Patrik noted that tenures for a majority of the board members were due to expire in June 2018.</p> <ul style="list-style-type: none"> <li>• David confirmed he and Lincoln had started discussing this</li> <li>• Lincoln advised that after the recent board training with Matt, the board need to look at size and composition</li> </ul> <p><b>Action:</b> David and Lincoln to complete a proposal and options to send out to all members next week</p>	PM	For Noting  <b>Action # 54</b>

7.0	Business Arising	Led By	Action
7.1	N/A		
8.0	Next Meeting		
8.1	Next Meeting confirmed as Thursday 31 May 2018 @ 4pm		Chair
9.0	Meeting Close		
9.1	The meeting was declared closed by the chair at 6:24pm		Chair