

HEDLAND SENIOR HIGH SCHOOL
School Board Meeting Minutes
Thursday 18 May 2017

Board Members

Adrian Brahim
Yvonne Denham
Jeanette Hasleby
Cr Jan Gillingham
Patrik Mellberg
Av Swami
Therese Anderson
Jayne Tracey
Kelly Summers
Lincoln Tavo
Ngaire Whyte

Representation/Position on Board

Community Representative (BHP)
Community Representative Hedland Network Principal
Community Representative (Roy Hill)
Representative Town of Port Hedland
Parent Representative - **Board Chair**
Hedland SHS Staff Representative
Community Representative (Port Hedland Chamber of Commerce Inc)
Hedland SHS Staff Representative
Hedland SHS - Principal
Community Member (FMG) **Vice Chair**
Parent Representative

Karen Ballantyne

Hedland SHS – Manager Corporate Services – **Ex Officio**

Attendees:

Kelly Summers, Lincoln Tavo, Therese Anderson, Janette Hasleby.

Cr Jan Gillingham and Ngaire Whyte arrived later in the meeting.

| 1.0 | Welcome and apologies | Led By | Actions |
|-----|--|--------------|-------------------------------------|
| 1.1 | Opening and welcome: Lincoln Tavo declared the meeting open at 16:16pm. Lincoln confirmed the two (2) new Staff Representatives to replace Sarah and Dale would be Av Swami and Jayne Tracey, welcoming them back to the Board but confirming they are apologies today due to Professional Learning interstate. | | |
| 1.2 | Apologies: Adrian Brahim, Yvonne Denham, Patrik Mellberg, Karen Ballantyne, Av Swami, Jayne Tracey, Sarah Mulhare & Dale Sullivan. | | |
| 1.3 | Confirmation of agenda: The Board confirmed they were happy to accept the agenda with no additional items to include. | | |
| 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 | Led by | Actions |
| 3.1 | Review of minutes from previous meeting. Lincoln presented to the Board the minutes of previous meeting 6 April 2017 (Appendix 1) for review and approval. Due to only four Board members being present, this was carried over to be confirmed at the next Board meeting 10 August 2017. | Lincoln Tavo | Carried over to next meeting |
| 3.2 | Actions arising and outstanding from the previous meeting/s: The board noted the status of the actions arising from the previous meeting of 6 April 2017 and all actions outstanding, as presented in Appendix 2. | Lincoln Tavo | Note |

| 4.0 | Items of Business | Led By | Actions |
|-----|--|--|---|
| 4.1 | <p>Board Member Update –</p> <ul style="list-style-type: none"> Community Representatives: Jackie confirmed invite letters have been sent out to three organisations and we are waiting on a response. Staff Representatives: Confirmation that Sarah Mulhare’s and Dale Sullivan’s tenure on the Board had come to an end and that Jayne Tracey and Av Swami both Deputy Principals would be replacing their positions as Staff Representatives Parent Representative: This process has yet to start and we are awaiting final confirmation on the category of Parent Rep as opposed to P&C Rep, as this position replaces the previous seat of the P&C Rep. <p>An updated Terms of Reference (TOR) and Board member contact list was sent to all Board members w/c 15 May 2017.</p> <ul style="list-style-type: none"> Query raised by Central office in reference to a P&C Rep category on the Board replacing the previous P&C Rep who recently resigned, stating can only be replaced by a Parent Rep Category (refer to action item # 29 c). Jackie has requested clarity on this and the terminology n the Board TOR and will forward any further information received from Central office to Patrik and Kelly | <p>Lincoln</p> <p>Kelly</p> | <p>Note</p> <p>Refer to ongoing Action item # 29 (a) and (c)</p> <p>Decision</p> <p>Refer to ongoing Action item # 29 (c)</p> |
| 4.2 | <p>HSHS Collections of Fees & Charges Policy</p> <ul style="list-style-type: none"> Requires review and endorsement by the end of term 2, Monday 26 June 2017 as required to used early term 3 with Parents for the year 10 into year 11 student/Parent meetings. <ul style="list-style-type: none"> Decision to be made and to be completed via a circular resolution for all Board members to review and endorse outside of the general Board meeting (refer to action list for further details and due date). The Board Terms of Reference (TOR) section 21 “Key Dates” will require amending to align with the above point as the charges will need to be set earlier in the year if the above policy and procedures are endorsed. It was suggested rescheduling this task to a March/April/May meeting to align with the new processes. <ul style="list-style-type: none"> Decision to be made and to be completed via a circular resolution for all Board members to review and endorse outside of the general Board meeting (refer to action list for further details and due date). Another item was raised in regards to the Terms of Reference in reference the Public Meeting, with the suggestion for either one to be held earlier on in the year and rescheduling the current date, or whether the Board moves to having two Public Board meetings per year, one towards the start and one towards the end. <ul style="list-style-type: none"> Decision to be made and to be completed via a circular resolution for all Board members to review and endorse outside of the general Board meeting (refer to action list for details and due date) | <p>Kelly</p> <p>Kelly</p> <p>Lincoln</p> | <p>Decision</p> <p>Refer to ongoing Action item # 14 (a) and (b)</p> <p>Action item # 33 (a)</p> <p>Action item # 33 (b)</p> |

| 4.0 | Items of Business (<i>Continued</i>) | Led By | Actions |
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| 4.3 | <p>Matt Dann Signage</p> <ul style="list-style-type: none"> • Two designs were tabled at meeting. Decision required on sign designs A or B. • Final designs to be sent via email to all Board members for a decision on preferred sign. <ul style="list-style-type: none"> ○ Decision to be made and to be completed via a circular resolution for all Board members to review and endorse outside of the general Board meeting (refer to action list for details and due date) | Kelly | <p>Decision</p> <p>Refer to ongoing Action item # 27 (a)</p> |
| 4.4 | <p>Mandatory Criminal History Screening of School Board Council</p> <ul style="list-style-type: none"> • Due to a recent revision to the Department of Education's Criminal History Screening policy, one of the major changes was relating to the screening of School Board Council members. • Copies of all documentation relating to this change in policy were sent to all Board Members for review on 12 May 2017 prior to the board meeting (Appendices 4-6) for a decision to be made on whether all Board members will undertake the checks as it is not a requirement for any current member or members appointed to the Board prior to the start of Term 2 2017. All existing Board members whose tenure is renewed and who were not screened during their existing tenure will need to be screened before their renewal can be confirmed. • Lincoln moved that all members undergo the screening now regardless of when each member joined, and all members present agreed. <ul style="list-style-type: none"> ○ All Board members to decide on whether the current members (any member who joined prior to 24 April 2017) complete the mandatory criminal history screening through the online DoE screening unit. ○ If all in favour, the current Board members are required to make their applications online as per the documentation, along with any new members who have/may join post 24 April 2017. ○ The TOR will also require a further update to include this change in policy. | Kelly | <p>Decision</p> <p>Action item # 34</p> |
| 5.0 | Reports and Operational Matters | Led By | Actions |
| 5.1 | <p>Financial Report</p> <p>Not provided or tabled at this meeting</p> | N/A | N/A |
| 5.2 | <p>Principal Report</p> <p>Kelly gave a brief update on data and stats for attendance. A copy of this report will be sent to all Board members after the meeting.</p> | Kelly Summers | <p>Discussion</p> <p>Action item # 35</p> |

| 6.0 | Other Business | Led By | Actions |
|-----|---|--------|------------|
| 6.1 | <p>Incidents this week:</p> <p>The Leadership Team had arrived for the combined Board and Leadership Business Planning workshop and Kelly requested permission from the Board that they be invited to join the Board meeting for a final discussion point prior to Lincoln closing the meeting as this was relevant to them also. All members confirmed their acceptance.</p> <ul style="list-style-type: none"> • Kelly ran through the events of two incidents that had occurred within the past week due to the ramifications that may occur in the community due to the incidents being posted on social media and other media outlets via footage taken on student mobile phones. • Kelly confirmed that DoE media department had released an article to the media requesting they do not release the identity of the students or school involved due to concerns over the health and wellbeing of those students. This did not however cover the students sending their mobile phone footage and posts to various media outlets. • Lincoln asked Kelly what the Board could do to assist <ul style="list-style-type: none"> ○ Kelly requested information from Board members on their company policies and thoughts on the use of personal mobile phones in the work/school place. • Kelly discussed the alternative external assistance organisations she was currently considering: Relationship Australia, Helpline service, Bloodwood Tree, and Well Woman Centre. <ul style="list-style-type: none"> ○ Kelly would like a nurse on site but cannot find any that wants to come to the school. ○ School paying \$5K for external mediation services for two of the families involved in one of the incidents this week. ○ Ngaire advised there is limited services available for public mental health issues in Hedland, the hospital does not have a registered psychiatric unit there and was easier for those with private medical insurance. • Kelly thanked the school staff for their support and all their hard work throughout this difficult time and ran through some key positive items/wins that were occurring in the school at present including: - <ul style="list-style-type: none"> ○ OLN, EST's, NAPLAN, Matt Dann classrooms back, School House doing well and students thriving, and the extra support from Vee a leading Psychologist. ○ School Learning areas are doing some amazing projects at present: TTC received a certificate from a local company for some work the students did for them, Science week and STEM program doing really well with an article/editorial going out in newspaper next week, Hockey Australia had meeting with Phys Ed sending two Olympians to school every 2 weeks, Specialist Arts program students are assisting an Artist with some art installs. ○ Recruiting currently for a media and marketing position to do more work with the community, looking at improving website and branding, and other media outlets to promote the school other than Facebook. | Kelly | Discussion |

| 7.0 | Round Table | Led by | Actions |
|-------------------|---|--------------|---------|
| 7.1 | N/A | | |
| 8.0 Next Meeting | | | |
| 8.1 | Thursday 10 August 2017 at 4pm. <ul style="list-style-type: none"> • There will be a special meeting of the Board held on Thursday 15 June at 4pm as a follow up to the last special meeting of the Board. Neil Darby Regional Executive Director DoE will be in attendance. | Lincoln Tavo | |
| 9.0 Meeting Close | | | |
| 9.1 | The meeting was declared closed by Lincoln Tavo 17:42pm | Lincoln Tavo | |