

HEDLAND SENIOR HIGH SCHOOL
School Board Meeting Minutes
Wednesday 19 October 2016

Board Members

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

Representation/Position on Board

Community Representative (Pilbara Development Commission)
 Community Representative (BHP)
 Community Representative Hedland Network Principal
 Community Representative (Roy Hill)
 Representative Town of Port Hedland
 Parent Representative - **Board Chair** (BHP)
 Hedland SHS Staff Representative
 P & C Representative
 Community Representative (Port Hedland Chamber of Commerce Inc)
 Hedland SHS Staff Representative – **Deputy Chairperson**
 Hedland SHS - Principal
 Community Member (FMG)
 Parent Representative

Karen Ballantyne

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

1.0	Welcome and apologies	Led By	Actions
1.1	<p>Opening and welcome: Patrik Melberg opened the meeting at 16.35pm. Patrik welcomed Jenna Dodge who was representing Trish from the PDC, Kylie Rogerson (Port Hedland Chamber of Commerce Inc), and Craig Stewart (CEO of Ed Connect) accompanying Jeanette Hasleby and presenting Ed Connect.</p>		
1.2	<p>Apologies: Adrian Brahim, Trish Barron, Gry Powers, Karen Ballantyne</p>		
	<p>Attendees: Board members: Yvonne Denham, Jeanette Hasleby, Patrik Mellberg, Sarah Mulhare, Kylie Rogerson, Dale Sullivan, Kelly Summers, Lincoln Tavo, Ngaire Whyte, Jenna Dodge (replaces Trish Barron) Non Board members: Craig Stewart (CEO Ed Connect), Jackie Smith (Minute Taker)</p>		
1.3	<p>Confirmation of agenda: The Board confirmed the agenda with no additional items to add.</p>		
2.0	Disclosure of interest		
2.1	<p>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.</p>		
3.0	Minutes of previous meeting	Led by	Actions
3.1	<p>Review of minutes from previous meeting. Patrik Melberg presented to the board the minutes of 7 September 2016 for approval. Two amendments to the minutes were noted: Gry Powers to be amended to P&C Representative and Patrik Melberg to Parent Representative. The board accepted unanimously and endorsed the minutes from the previous meeting as complete and accurate.</p>	Patrik Melberg	<p>Moved: Jeanette Hasleby Seconded: Ngaire White</p>

3.2	Actions arising from the previous meeting: The board noted the current status of the actions arising from the previous meeting, as presented in the attachment to the minutes for 07/09/16 (pages 9 & 10).	Patrik Melberg	
4.0	Items of Business	Led By	Actions
4.1	Australind Finance Process Kelly discussed the research & findings of Australind & other school's collections policies. Kelly confirmed HSHS does not have a policy in place at present and has limited staff resources to manage this rigorously. Patrik recommended the School needs a policy/procedures around collections of fees & charges and requested Kelly develop a policy and email to all members to be considered prior to the next meeting, with a view to endorsing at the next meeting on 30/11/16.	Kelly Summers Patrik Melberg	Action item 14 Motion: Patrik Melberg Seconded: Lincoln Tavo. Unanimous, all in favour.
4.2	IPS Review Feedback <ul style="list-style-type: none"> Kelly confirmed receipt of the Draft report, but was unable to distribute until finalised. Kelly said the Reviewers and report was positive overall. She noted some of the commendations and recommendations for improvements. Kelly advised she had responded to the report with some corrections. Patrik acknowledged Kelly's work in a short space of time, congratulating her and the Team. Patrik advised Kelly would report back to Board early next year on the final recommendations, to be captured as actions for the minutes. Confirmed no endorsement was necessary now, only on receipt of the final report. 	Kelly Summers Patrik Melberg	Note Note
4.3	Strategic Planning – Visioning Document <ul style="list-style-type: none"> Patrik presented and the Board noted the new quote provided for Consultancy services Northern Edge to assist with the Strategic Plan & Visioning document (Appendix 2), Kelly confirmed approval of quote. Patrik confirmed the engagement of a consultant Jenny Thomas from Northern Edge, and confirmed the combined Board & School Leadership Team Strategic Planning Session, booked Mon 24 Oct 2016. Patrik requested endorsement from the Board for the new quote 	Patrik Melberg	Note Motion: Patrik Melberg Seconded: Yvonne Denham. Unanimous, all in favour.
4.4	Bring Your own Device (BOYD) Policy 2017 <ul style="list-style-type: none"> Kelly presented the draft BOYD Policy and information document (Appendix 4), and gave a brief overview. Kelly noted there may be concerns from families re affordability so various devices were researched and recommended ranging from \$269.00 upwards, and a loan option for school laptops. Kelly confirmed no Apple devices would be supported. Jeanette advised that Roy Hill were currently replacing their laptop assets so some may be available to the school, with Kelly accepting. Patrik requested Jackie to email copy of draft policy to Board for review, with a view to endorsement and sign off electronically by 28/10/16. 	Kelly Summers Jeanette Hasleby Patrik Melberg	Note Action item 15

4.5	Ed Connect Presentation <ul style="list-style-type: none"> Jeanette Hasleby gave an overview of the Roy Hill Foundation and Scholarship program introducing Craig Stewart, CEO Ed connect. Craig Stewart gave an overview of Ed Connect and distributed handouts to Board (Appendix 5) advising of his previous work in the Pilbara and awareness of challenges faced here. He advised of further researched articles and studies available on the website and FB. Principal's decision with endorsement from Board required. Patrik recommended this be carried over as an agenda item for the next Board meeting on 30 November 2016, and a decision on whether to proceed and endorse. 	Craig Stewart Patrik Mellberg	Carried over as an agenda item for next meeting 30/11 for decision and endorsement
5.0	Reports and Operational Matters	Led By	Actions
5.1	Financial Report The board noted the finance report provided in attachment Appendix 1. <ul style="list-style-type: none"> Kelly discussed the new mandate from Department of Education (DoE), a requirement to spend 96% of funds allocated to the school. Advised there was a surplus due to the Recruitment freeze in first half of year and positions not filled. BHP funds have just been received increasing the surplus. HSHS intend to use surplus funds for specialist staff positions: mediators, Youth Counsellors, STEM training interstate, new Canteen model. 	Kelly Summers	Note
5.2	Principal Report <ul style="list-style-type: none"> Kelly raised the recent Year 12 assembly incident - two speeches given by two year 12 students. Speeches were not accepted well by some parents and students, with some having concerns and media interest in incident. In Response to this, DoE issued a response via their media department, and Kelly read out a letter she sent to parents. The Board discussed the incident and feedback from Staff and students; Kelly confirmed the school will discuss plans for a grander graduation event in Year assemblies. The Board acknowledged Kelly's prompt action and letter, acknowledged they were fully behind her, Staff and School, and agreed they needed to address any rumours in the wider community. Kelly thanked the P&C and Board for their support. 	Kelly Summers	Note
6.0	Other Business	Led By	Actions
6.1	Public Board Meeting 30 November 2016 <ul style="list-style-type: none"> Patrik advised he would be away for this meeting and Dale Sullivan, as Deputy Chair would cover in his absence. Patrik said the meeting would need to be promoted early November, and confirmed he and Kelly would discuss and arrange this. The location may change from Conference room to the library dependent on RSVP's. 	Patrik Melberg	Note Action item 16
6.2	Agenda items for next meeting <ul style="list-style-type: none"> Patrik requested any agenda items for the next meeting be sent to him, Kelly or Jackie (Agenda items to be sent no later than 22 November 2016 for distribution/publishing to website one (1) week prior to next meeting). 	Patrik Melberg	Note

7.0	Next Meeting	Led By	Actions
7.1	The next meeting is scheduled for Wednesday 30 November 2016, which will be the public Meeting to be held in the Conference Room or library HSHS	Patrik Melberg	Note
8.0	Round Table	Led by	Actions
8.1	<ul style="list-style-type: none"> • Patrik went around table for any additional business items or actions • No other items were tabled 	Patrik Melberg	
9.0	Meeting Close		
9.1	The meeting was declared closed by Patrik Mellberg at 6.35pm	Patrik Melberg	Note