

**HEDLAND SENIOR HIGH SCHOOL**  
**School Board Ordinary Meeting Minutes**  
**Thursday 22 February 2018**

**Members and Representation on Board**

Patrik Mellberg	Parent Representative - <b>Board Chair</b>	Jeanette Hasleby	Community Representative (Roy Hill)
Av Swami	Hedland SHS – A/Principal	Camilo Blanco	Community Representative (Town of Port Hedland)
Lincoln Tavo	Community Representative (FMG) - <b>Vice Chair</b>	Therese Anderson	Community Representative (Chamber of Commerce)
Ngaire Whyte	Parent Representative	Rachael Green	Community Representative (Meta Maya)
Tricia Hebbard	Parent Representative	<i>Vacant</i>	Indigenous Community Representative
Paul Thomas	Community Representative (Sergeant, Hedland Police)	Teneal Russell	Hedland SHS Staff Representative
Warren Wellbeloved	Community Representative (BHP)	Ashley Chamberlain	Hedland SHS Staff Representative
Narelle Ward	Community Representative (Hedland Network Principal)	Karen Ballantyne	Hedland SHS – Manager Corporate Services - <b>Ex Officio</b>
		Jackie Smith	Scribe

**Attendees Present:**

Patrik Mellberg, Ryan Govan, Lincoln Tavo, Ngaire Whyte, Tricia Hebbard, Narelle Ward, Jeanette Hasleby, Camilo Blanco, Therese Anderson, Rachael Green, Teneal Russell, Ashley Chamberlain and Karen Ballantyne.

**Guests:**

Ryan Govan in place of Av Swami, and David Taylor, new Deputy Principal HSHS.

1.0	Welcome, Apologies and Confirmation of Agenda	Led By	Action
1.1	<p><b>Opening and welcome:</b> The Chair declared the meeting open at 16:00pm, and welcomed:</p> <ul style="list-style-type: none"> <li>• Due to various changes and new members joining the board including an additional guest, the chair requested a round table introduction and brief overview from each attendee.</li> <li>• Ryan Govan confirmed his attendance in place of Av Swami as A/Principal</li> <li>• The chair welcomed Ashley and Teneal as new staff representatives who were nominated and elected on a casual basis until the end of the staff Representative tenure in May 2018.</li> <li>• The chair welcomed David Taylor the new Deputy Principal covering absence at HSHS in Term 1.</li> </ul>	Chair	Note
1.2	<b>Apologies:</b> Warren Wellbeloved, Av Swami and Paul Thomas	Chair	Note
1.3	<b>Confirmation of agenda:</b> The Board Chair presented the agenda which was approved and accepted.	Chair	Note

<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	Note
<b>3.0</b>	<b>Minutes for review &amp; Actions arising</b>		<b>Led By</b>
3.1	<p><b>Review of minutes from previous meeting:</b></p> <ul style="list-style-type: none"> <li>• The Chair confirmed that at the first board meeting of each school year there is a requirement to re-elect a Chair and Vice Chair, typically run at the end of the meeting but historically at HSHS run at the start of the meetings. <ul style="list-style-type: none"> <li>◦ Member preference was to complete this at the start of the meeting with the Chair confirming a call for nominations after the review and acceptance of the minutes and actions</li> </ul> </li> <li>• The Chair presented to the Board the unconfirmed minutes of the last Board meeting held on 30 November 2017 (Appendix 1) for review and acceptance. <ul style="list-style-type: none"> <li>◦ All members unanimously accepted the minutes as a true and accurate record.</li> </ul> </li> </ul>	Chair	<p><b>Moved:</b> Lincoln  <b>Seconded:</b> Tricia  <b>Unanimous</b></p>
3.2	<p><b>Actions arising and outstanding from the previous meeting/s:</b></p> <p>The Chair ran through actions arising from the previous meeting 30 November 2017 and all outstanding actions (Appendix 2). The actions list was updated accordingly with the following action items confirmed as being closed:</p> <ul style="list-style-type: none"> <li>• # 21 Power Bill charges: Karen confirmed power bills had reduced, extra funding was received from Central Office. All members agreed item had been exhausted and a new line of enquiry would open to investigate a solar option (action # 50).</li> </ul>	Chair	Note
<b>4.0</b>	<b>Items of Business</b>		<b>Led By</b>
4.1	<p>Election of Chair and Deputy Chair – Nominations</p> <ul style="list-style-type: none"> <li>• Ryan ran through the process and called for nominations for chair</li> <li>• Lincoln Tavo put forward his nomination to become the new Chairperson for the School Board. <ul style="list-style-type: none"> <li>◦ There were no objections and all board members endorsed and accepted the nomination.</li> </ul> </li> <li>• Deputy Chair nominations were called for with no nominations. Lincoln advised that Warren Wellbeloved would be happy to be nominated if there were no other nominations. <ul style="list-style-type: none"> <li>◦ The Board moved to accept the nomination of Warren as Deputy Chair.</li> </ul> </li> <li>• Members acknowledged and thanked Patrik for his time and work as Board Chair</li> <li>• Patrik confirmed he would remain as a member and continued to chair the rest of this meeting</li> <li>• Patrik acknowledged the passing of Rob Fry; inaugural school board chair and member for many years.</li> </ul> <p><b>Motion:</b> to send condolences/place obituary in newspapers in Hedland and Tasmania</p>	RG/PM	<p>Decision</p> <p><b>Moved:</b> Patrik  <b>Seconded:</b> Lincoln  <b>Unanimous</b></p>

4.0	Items of Business (Continued)	Led By	Action
4.2	<p>Board tenure and Composition</p> <ul style="list-style-type: none"> <li>4.2.1 Composition – ideal composition and regular reviews: Through course of ERG process a process will be run to decide on composition. As board was not formed until June 2016, most tenures are due to expire at the same time.</li> <li>4.2.2 Tenure – process when members resign: Tenure clarified as the person and not the organisation so the nominations process should be run when a member resigns.</li> <li>4.2.3 Corporate memory and need to stagger tenures: This will be discussed in more detail at board training booked with Matt Osborne on Monday 19 March 2018.</li> <li>4.2.4 Date for elections: September is noted as time for elections to run in current TOR. TOR is out of date and has not been reviewed for many years, also not in line with current legislation. A new Model TOR is now available for school councils. Term 2 is approximate date for elections, with the substantive Principal to run the process at start of term 2.</li> </ul>	RG/PM	Discussion
4.3	<p>Board Meeting Frequency 2018</p> <ul style="list-style-type: none"> <li>4.3.1 Two meetings per term: An email was sent requesting feedback to two meetings per term with minimal response. Require endorsement from members to run two meetings per term.</li> </ul> <p><b>Motion:</b> to meet twice per term, (eight meetings per annum: six ordinary and two Public) and push meeting time out to two hours per meeting. Dates of meetings for year to be confirmed by next meeting.</p> <ul style="list-style-type: none"> <li>4.3.2 Two Public Meeting dates to be confirmed for 2018: Board had previously agreed to have two Public meetings per annum, one at start and one at end. DoE deferred an early public meeting in term 1 waiting for the substantive Principal to be recruited and propose the first public meeting to be held in Term 2 and second towards end of year, with parent information evenings held in place of.</li> </ul> <p>Ryan to take proposal to school Executive team for approval and communications sent to parents confirming changes of public meeting with parent information evening to be held in place of.</p>	RG/PM	<p>Decision</p> <p><b>Moved:</b> Patrik  <b>Seconded:</b> Narelle  <b>Unanimous</b></p> <p>Action item 51</p>
4.4	<p>Board Training – Monday 19 March 6.30pm - 8.30pm HSHS</p> <ul style="list-style-type: none"> <li>Patrik confirmed board training had been arranged for Monday 19 March 2018 at 6.30pm with invites sent, advising it was important for everyone to attend.</li> </ul>	PM	Note
4.5	<p>Terms of Reference Review</p> <ul style="list-style-type: none"> <li>Patrik confirmed that everyone is required to read the current TOR and new Model TOR. Jackie to forward both copies of TORs to all members</li> </ul>	PM	Note

4.0	Items of Business (Continued)	Led By	Action
4.6	<p>Board Self Reflection (Appendix 5)</p> <ul style="list-style-type: none"> <li>• Patrik confirmed the self-reflection document was a tool used each IPS cycle, with the last one being completed in Sept 2016 at last IPS review.</li> <li>• The board had decided to complete one at the end of 2017; results reinforced a requirement for training.</li> </ul> <p><b>Motion:</b> Narelle proposed individuals review and compare 2016/2017 documents and identify what actions need to be addressed, to bring back to the next board meeting.</p>	PM	<p>Discussion</p> <p>Action item 52</p> <p><b>Moved:</b> Patrik <b>Seconded:</b> Lincoln <b>Unanimous</b></p>
4.7	<p>Public letter (Penny Curtis) - Feedback from Public meeting held Nov 30 2017 (Appendix 6)</p> <ul style="list-style-type: none"> <li>• Patrik tabled the letter from Penny Curtis confirming he and Av had met with her to discuss her letter, with her emphasis being on parents wanting to be able to ask questions of the board at public meetings</li> <li>• Parents and community need to be made aware of the public meeting processes and need to be sent more detailed communications processes of how they communicate with the school <ul style="list-style-type: none"> <li>○ Patrik asked members to review letter outside of this meeting, look at lessons learnt, and to think about structure, content and operational management of the next public board meeting</li> <li>○ Ryan to speak with School Executive team on additional communications/flow chart for parents to improve their understanding of how to communicate with school. Jackie to supply Ryan with current documentation and to speak with Narelle about version she uses.</li> </ul> </li> </ul>	PM/LT	<p>Discussion</p> <p>Action item 53</p>
4.8	<p>Public Board Meeting 2017</p> <p>4.8.1 Board self-review on learning's, format and what content to deliver to public:</p> <p>4.8.2 Self-Reflection Survey completed in Nov 2017 (App 3):</p> <ul style="list-style-type: none"> <li>• Both points to be discussed at future meeting</li> </ul>	PM	Discussion
4.9	<p>Public Board meeting agenda for Thursday 5 April 2018</p> <ul style="list-style-type: none"> <li>• This meeting is now confirmed as an ordinary meeting</li> </ul>	PM	Discussion
4.10	<p>SLIDO and future use (Appendix 7)</p> <ul style="list-style-type: none"> <li>• Members agreed the school needs a formal process in place for questions pre-public meetings</li> <li>• Item to be discussed in advance of the next public meeting</li> </ul>	PM	Discussion

4.0	Items of Business (Continued)	Led By	Action
4.11	HSHS Facebook (FB) page & Hedland High families FB page <ul style="list-style-type: none"> <li>Students stories into the community – Youth having a say and Board members to like pages/spreading positive posts: Tricia advised members to start to like FB pages more as this will help increase positive stories. Suggests FB is used for more stories i.e. around pastoral care. Ryan confirmed he will be posting more regular stories on FB.</li> </ul>	TH	Discussion
4.12	Parent Open Day (Student Free Day) Wednesday 20 June 2018 <ul style="list-style-type: none"> <li>Ryan gave a brief rationale and explanation of day.</li> </ul> <b>Motion:</b> school request board approval for a student free day on the above date.	RG	Decision <b>Moved:</b> Narelle <b>Seconded:</b> Ashley <b>Unanimous</b>
5.0	Reports and Operational Matters	Led By	Action
5.1	<b>Financial Report:</b>	KB	Note
5.2	<b>Principal Report:</b>	RG	Note
6.0	Other Business/Items for Information	Led By	Action
6.1	Refurbished computers idea (Appendix 9) <ul style="list-style-type: none"> <li>Tricia tabled idea for refurbished PC's and board advised they were happy for P&amp;C to manage this if they were interested.</li> <li>Lincoln advised FMG were looking at how they may be able to donate lease option for PC's/Laptops.</li> </ul>	TH	Note
7.0	Business Arising	Led By	Action
7.1	Exclusion Policy <ul style="list-style-type: none"> <li>Ryan advised that the exclusion will not be an option at HSHS as there were no other current suitable arrangements advising that it is an ongoing conversation and option but difficult to enforce.</li> <li>Narelle advised educational alternative pathways are being investigated looking at other options that will cover this over the next 12 months, with a team in place and Ryan leading.</li> </ul> <b>Motion:</b> to request a definitive answer on exclusion. Ryan to request Regional office for this update in directive in writing	RG	Discussion  <b>Moved:</b> Narelle <b>Seconded by:</b> Patrik <b>Unanimous</b> Action item 41

7.0	Business Arising (Continued)	Led By	Action
7.2	<p>Clontarf Program</p> <ul style="list-style-type: none"> <li>Jeanette gave a brief update on her meeting with Clontarf to seek further information, and a brief synopsis of discussions by board to date was provided to new members and guests.</li> <li>Members discussed the program fit for Hedland SHS noting the exclusion of Aboriginal females as critical and the potential conflict of interest as local industry already fund the VSwans program.</li> <li>Ryan discussed the positive experience of the program in Derby DHS.</li> <li>Patrik confirmed the board have not been asked to approve the program.</li> </ul> <p><b>Motion:</b> for school to complete further research at a senior level in the school and Central office and seek further clarification on the programs successes at Karratha SHS.</p>	LT	<p>Discussion</p> <p>Action item 44</p> <p><b>Moved:</b> Patrik <b>Seconded:</b> David <b>Unanimous</b></p>
7.3	<p>Additional funding and resources – additional staff and facilities</p> <ul style="list-style-type: none"> <li>Patrik tabled appendices 3 and 4: correspondence between the Board and DoE DG relating to this matter.</li> <li>Karen and Ryan confirmed additional funding had been received for a new AIEO position and a new Lower school engagement Coordinator position through the recently announced PPSS program. Everything else was through the schools one-line budget at this stage.</li> <li>Camilo noted the Ministers undertakings in Parliament to provide additional funding for resources and he would like to pursue this line of enquiry further with the support from the board.</li> <li>Not all of the schools one-line budget spent 2017, could be reason no additional funding received.</li> <li>Some of the additional support provided through the ERG may form part of this.</li> <li>The school had received 2 additional rooms at the behavioural Centre building with full use of amenities</li> <li>Patrik confirmed that the DPA had not been signed based on not receiving clarification of the above.</li> </ul> <p><b>Motion:</b> for Milo to send David Taylor the email trail and all information relating to this item and for David to raise with Lindsay Hale DDG w/c 26 Feb 2018 for further clarification and to provide a response next board meeting.</p>	PM	<p>Discussion</p> <p>Action item 45</p> <p><b>Moved:</b> David <b>Seconded:</b> Therese <b>Unanimous</b></p>
7.4	<p>Representation of school Board - Indigenous Community Representative nominations.</p> <ul style="list-style-type: none"> <li>Ryan confirmed nominations had been placed on hold as of today, advised by Jo Harris A/Executive Director Pilbara Regional office, and Matt Osborne Principal Advisor School Improvement and Support Unit, with further communications and advertisements to go out to the community advising of this. He confirmed this was to be placed on hold until May/June 2018 when a full process will be run.</li> <li>Lincoln and Patrik gave a brief synopsis of historical rationale and decisions made by the board in 2017 to run the nomination process early this year, noting communications and ads had been sent out already.</li> <li>Patrik noted that the ERG raised composition of the board as an item requiring a subcommittee to review.</li> </ul> <p><b>Motion:</b> for Ryan to seek further clarification behind this new decision.</p>	LT	<p>Discussion</p> <p>Action item 47</p> <p><b>Moved:</b> Narelle <b>Seconded:</b> Lincoln <b>Unanimous</b></p>

<b>8.0</b>	<b>Next Meeting</b>	
8.1	Next Meeting confirmed as Thursday 5 April 2018 @ 4pm	Chair
<b>9.0</b>	<b>Meeting Close</b>	
9.1	The meeting was declared closed by the chair at 6.10pm	Chair