

HEDLAND SENIOR HIGH SCHOOL
School Board Meeting Minutes
Wednesday 30 November 2016 – Annual Public Meeting

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
 Parent Representative
 Community Representative (PHCCI)
 Hedland SHS - Staff Representative **Vice Chairperson**
 Hedland SHS - Principal
 Community Representative (FMG)
 Parent Representative

Karen Ballantyne

Hedland SHS - Business Manager – **Ex Officio****ATTENDEES:**

Board members: Karen Ballantyne, Adrian Brahim, Cr Jan Gillingham, Kylie Rogerson, Dale Sullivan (Chair), Kelly Summers, Lincoln Tavo

Non Board members: N/A

1.0	Welcome and apologies	Actions	
1.1	Opening and welcome: Dale declared the Board meeting start time 5pm after the presentation from Jenny Thomas of the visioning workshops Outcomes. Dale welcomed Cr Jan Gillingham to her first meeting. Members did round table introduction to Jan.		
1.2	Apologies: Trish Barron, Yvonne Denham, Jeanette Haselby, Patrik Mellberg, Sarah Mulhare, Gry Powers, Ngaire White		
1.3	Confirmation of agenda: All members confirmed acceptance of agenda		
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. Dale Sullivan presented to the board the minutes of 19 October 2016 for approval. The board accepted unanimously and endorsed the minutes from the previous meeting as complete and accurate.	Dale Sullivan	Moved: Kylie Rogerson Seconded: Lincoln Tavo
3.2	Actions / Business arising from previous minutes: The board noted the current status of the actions arising from the previous meeting, as presented in Appendix 1 of the Agenda	Dale Sullivan	

4.0	Agenda items/Items of Business	Led By	Actions												
4.1	<p>Ed Connect: Members confirmed that as there were less than 50% attending that no decision could be made on whether to proceed with Ed Connect Program. Members discussed the benefits and disbenefits and their concerns, some of the items discussed included:</p> <ul style="list-style-type: none"> • Would there be enough volunteers (due to lower population being a regional area, a younger age of volunteers, volunteers could be working full time and have other commitments etc) available to start and continue with program as it had to run for a year and the volunteers needed to commit for the year. • If volunteers not available to commit could be unbeneficial and program may fail • Should there be a trial period for program as did not want to set up the program for it then to fail as could be detrimental to students <p>Kylie Rogerson gave her apologies and left the meeting at 5.20pm</p>	Dale Sullivan	<p>Decision: to carry item over to next meeting for further discussion and decision</p>												
4.2	<p>School Overview 2016: Kelly and Dale ran through a presentation (appendix 8) of the School and Board overview for 2016. Kelly presented the following:</p> <ul style="list-style-type: none"> • Parent survey: Behaviour Management (BM) received lower scores, although suspension rates had improved. School to concentrate on BM in Business Plan for 2017, along with other lower scoring areas from survey. Police Community Officers engaged at school more now with some positive results. • Fees and Charges: Comparative collection rates 2015:2016 (see below). <table border="1" data-bbox="312 1025 927 1167"> <thead> <tr> <th>Charges</th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Year 7-10 voluntary contributions</td> <td>57.13%</td> <td>51.55%</td> </tr> <tr> <td>Y7-10 Subject charges</td> <td>51.48%</td> <td>77.84%</td> </tr> <tr> <td>Upper school subject charges</td> <td>44.94%</td> <td>50.65%</td> </tr> </tbody> </table> <p>Kelly confirmed if payment has not been received for excursions such as country week in 2017, the school will not allow students to attend, and the school would be tougher on nonpayment of fees for extra curriculum courses</p> <ul style="list-style-type: none"> • IPS: Kelly discussed the IPS self-reflection and IPS final review report – appendix 3. Kelly confirmed that recommendation items from the report and the visioning workshop outcomes would all be items included in the school business plan for 2017. Kelly advised that overall the review report read well and thanked the staff and Board for all of their hard work. • Visioning workshops: Kelly confirmed they were now establishing goals from outcomes of workshops to put into the School & long term Business Plans • Student Data: Kelly ran through some data comparing year on year (15-16), advising that final data will not be available until Term 1 2017. Key items presented and discussed included: <ul style="list-style-type: none"> ○ Attendance including discussion on looking at ways to bring new indigenous children who have arrived in Town into school. Kelly said that as a collective they needed to look at ways to do this without disrupting other students at the school. ○ “Curriculum differentiation” and “Class Group working”: Kelly advised there was now a complete difference in the way the classroom/classes looked from how it did at the start of year. A lot of “Curriculum differentiation” had been done this year and some group working strategies, which had seen improvements in students’ success. Will continue with this for 2017, working more 	Charges	2015	2016	Year 7-10 voluntary contributions	57.13%	51.55%	Y7-10 Subject charges	51.48%	77.84%	Upper school subject charges	44.94%	50.65%	Kelly Summers	
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	with teachers on group-working strategies.		
4.3	<p>Board Overview 2016: Dale ran through a presentation (appendix 8) of the School and Board overview for 2016. Dale presented the following:</p> <ul style="list-style-type: none"> • IPS Self reflection: Dale advised that the self reflection document had been a useful tool for the Board and had identified areas for Board improvement i.e. the Board Training that was completed in October 2016, believing that Board member confidence had significantly improved after the training. • Bullying Prevention Plan & Procedures Policy: Dale confirmed the board's endorsement of the policy stating there was a Zero tolerance within the school, an early intervention plan and ongoing management which was working well. As a teacher Dale advised it had been beneficial for teachers and students alike, with a consistent approach and better understanding of what was not accepted. This was a topic raised by parents at the recent visioning workshops, with parents now having a greater understanding of the schools policy, with the school planning to do more work in this area. <p>Jan Gillingham and Lincoln Tavo made their apologies and left the meeting at 5.55pm.</p>	Dale Sullivan	
5.0	Reports and Operational Matters	Led By	Actions
5.1	<p>Financial Report – Appendices 2 -7 Appendices 2 -7 formed all financial reports for the meeting, including the fees, charges and subject costs for 2017 (appendices 4-7) distributed prior to and at the meeting. Karen requested all Board members to please ratify these costs via email to her by COB Friday 9 December 2016 (Karen.ballantyne@education.wa.edu.au)</p>	Karen Ballantyne	Action item 17
5.2	<p>Principal Report: Kelly provided report as part of the presentation</p>	Kelly Summers	
6.0	Other Business	Led By	Actions
6.1	<p>Board involvement in recruitment of positions: Members had a brief discussion about Board members being involved in the recruitment of teaching staff. Kelly confirmed that the Board should be involved in the recruitment of middle or senior management positions within the school.</p>	Kelly Summers	
7.0	Next Meeting		
7.1	This item was not discussed		
8.0	Meeting Close		
8.1	The meeting was closed by Dale Sullivan at 6.20pm		Chair