

**HEDLAND SENIOR HIGH SCHOOL**  
**School Board Ordinary Meeting Minutes - Thursday 31 May 2018**

**Members and Representation on Board**

Bill Mann	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 (Indigenous)
Vacant	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:** Bill Mann, Lincoln Tavo, Warren Wellbeloved, Jeanette Hasleby, Therese Anderson, Camilo Blanco, Patrik Mellberg, Ngaire Whyte, Tricia Hebbard, Narelle Ward, Teneal Russell, Ashley Chamberlain and Karen Ballantyne.

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.</p> <p>Lincoln welcomed everyone to the third board meeting of the year, confirming this was a normal open general board meeting, clarifying that members of the community were welcome to attend but in an observation capacity only. Lincoln advised that community members in attendance had no option to contribute during the meeting but could meet with the chair at the end of the meeting should they have anything to ask or contribute.</p>	Chair	For Noting
1.2	<b>Apologies:</b> Rachael Green	Chair	For Noting
1.3	<b>Confirmation of agenda:</b> The Board Chair presented the agenda which was approved and accepted.	Chair	For Noting
2.0	Disclosure of interest		
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

3.0	Minutes for review & Actions arising	Led By	Action						
3.1	<p><b>Review of minutes from previous meeting:</b> The Chair presented to the Board the unconfirmed minutes of the last Board meeting held on Thursday 5 April 2018 (Appendix 1) for review and acceptance. <i>Motion: Lincoln moved for approval of the previous meetings minutes as a true and accurate record.</i></p>	Chair	<p><b>Moved: Narelle</b> <b>Seconded: Tricia</b> <b>Approval unanimous</b></p>						
3.2	<p><b>Actions arising and outstanding from the previous meeting/s:</b> (Appendix 2). The Chair presented to the board the list of outstanding action items for review with the following updates</p> <table border="1" data-bbox="203 485 1671 1273"> <tr> <td data-bbox="203 485 584 651"># 33 Review and update of the Board's Terms of Reference (TOR)</td> <td data-bbox="584 485 1671 651">Principal and Board Chair will meet outside of this meeting to review and draft a new TOR based on the DoE's updated model terms of reference which were tabled and discussed at this year's board training session by Matt Osborne. Action for all board members to review the model terms of reference and to put on the next agenda items to be amended and adopted at the next meeting.</td> <td data-bbox="1671 485 1818 651">Chair</td> <td data-bbox="1818 485 2119 1273" rowspan="3"> <p><b>Action item # 54</b></p> </td> </tr> <tr> <td data-bbox="203 651 584 1273"># 46 Business Plan 2017 - 2019</td> <td data-bbox="584 651 1671 1273"> <p>Bill confirmed that he had received approval from DoE to delay the 2017-2019 Business Plan and that he will be creating a new Business Plan 2019 – 2021.</p> <ul style="list-style-type: none"> <li>• The Business Plan will be discussed initially at school level and themes discussed will be brought back to the Board for review, after which will be taken back to the school to set the key directions and targets.</li> <li>• A draft Business Plan to present to the board will be ready by the end of Term 3.</li> </ul> <p>Bill advised that the ERG school improvement plan is a separate plan to the Business Plan, with this delayed whilst he settles into the school.</p> <ul style="list-style-type: none"> <li>• Some work had begun on looking at the ERG plan, with some items completed and in place already.</li> <li>• More information on the ERG plan may be made available for the board at the meeting they are attending with Stephen Baxter on June 28 at 3pm.</li> <li>• The ERG plan will be an item for the agenda for the first board meeting of Term 3; August 2, 2018.</li> </ul> <p><b>Action: Bill advised he will provide some notes on the ERG to the Board for review prior to the board meeting on August 2, 2018.</b></p> </td> <td data-bbox="1671 651 1818 1273">Bill Mann</td> </tr> </table>	# 33 Review and update of the Board's Terms of Reference (TOR)	Principal and Board Chair will meet outside of this meeting to review and draft a new TOR based on the DoE's updated model terms of reference which were tabled and discussed at this year's board training session by Matt Osborne. Action for all board members to review the model terms of reference and to put on the next agenda items to be amended and adopted at the next meeting.	Chair	<p><b>Action item # 54</b></p>	# 46 Business Plan 2017 - 2019	<p>Bill confirmed that he had received approval from DoE to delay the 2017-2019 Business Plan and that he will be creating a new Business Plan 2019 – 2021.</p> <ul style="list-style-type: none"> <li>• The Business Plan will be discussed initially at school level and themes discussed will be brought back to the Board for review, after which will be taken back to the school to set the key directions and targets.</li> <li>• A draft Business Plan to present to the board will be ready by the end of Term 3.</li> </ul> <p>Bill advised that the ERG school improvement plan is a separate plan to the Business Plan, with this delayed whilst he settles into the school.</p> <ul style="list-style-type: none"> <li>• Some work had begun on looking at the ERG plan, with some items completed and in place already.</li> <li>• More information on the ERG plan may be made available for the board at the meeting they are attending with Stephen Baxter on June 28 at 3pm.</li> <li>• The ERG plan will be an item for the agenda for the first board meeting of Term 3; August 2, 2018.</li> </ul> <p><b>Action: Bill advised he will provide some notes on the ERG to the Board for review prior to the board meeting on August 2, 2018.</b></p>	Bill Mann	Chair
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4.0	Items of Business	Led By	Action
4.1	<p><b>Principal Report:</b></p> <p>Bill opened the floor for discussion asking the Board for their feedback on their expectations of the Principal and school, and where they see the Board fitting with the school.</p> <p>Items raised and discussed of what the board expect and how the Board see they fit with the school:</p> <ul style="list-style-type: none"> <li>• Board require updates on how the school is travelling overall, with dot points and discussion, including data and academic outcomes and when data is available for the Board. <ul style="list-style-type: none"> <li>○ A board self-assessment document was previously prepared for this in 2016. Bill confirmed this will be updated and emailed to Board members.</li> </ul> </li> <li>• Camilo advised he wanted to be able to help the school and Principal and was able to represent the school at other Government levels, but for this he would require accurate data and information. <ul style="list-style-type: none"> <li>○ Bill advised he will not provide any sanitised data, noting his awareness of the problems in the school around engagement and instructional quality and the distraction and impact this causes.</li> <li>○ Bill tabled some yearly comparative NAPLAN results from 2013 -2017 highlighting increases in achievement over the past four years, a good indicator there has been some good teaching happening.</li> </ul> </li> </ul> <p>Bill presented an overview of the school's improvement plan which covers five key areas:</p> <ol style="list-style-type: none"> <li>1. Being clear about purpose: developing the Business Plan, equipping young people for their future etc.</li> <li>2. Leadership: All staff are leaders in the school across all areas</li> <li>3. Teachers Focused: focused on teaching for every lesson</li> <li>4. Students Prepared: prepared for school, ready and willing to learn</li> <li>5. Community Engagement: To engage in a positive and pro-active way, building partnerships with the community</li> </ol> <p>The above was then broken into four dimensions to achieve this, with planning already commenced on item four; organisational structure. The school organisational restructure commences Term 3, with all staff already in place at school. The restructure provides clear direction and clear instructions to staff and ensures everyone knows what they need to do and how to control it. Formal communications will go out at the start of the term.</p> <p>Bill concluded the Principals report stating:</p> <ul style="list-style-type: none"> <li>• The Principals job is to ensure this happens and works, and to continue ongoing conversations and support.</li> <li>• All students deserve the best, with everyone required to assist and ensure above happens. Principal expects the Board to support and be advocates of this, and for parents to raise the bar with their children.</li> <li>• Communications in school continue, and Deputy Principals are responsible for communicating this externally.</li> <li>• Schools are a reflection of the community, would like HSHS to set the tone for the community.</li> </ul> <p>The Chair advised Bill that the Board were 100% supportive of him and the school.</p> <p><b><i>Notes of the plan and presentation are included as Appendices 1 – 4, attached with these minutes.</i></b></p>	Bill Mann	Discussion

4.0	Items of Business (Continued)	Led By	Action
4.2	<b>Expectations of Chair and Board:</b> Covered in 4.1	Principal	Discussion
4.3	<b>Day, June 20 - approved by DG DoE for the whole day:</b> The DG DoE has approved the whole day for a student free day for the purpose of parent/teacher/student meetings to take place, to discuss recent reports and work in general. This will run from approximately 10.30am to 8:00pm	Principal	For Noting
4.4	<b>Indigenous Community Representative:</b> The Chair asked Board members how they would like to progress with this, confirming there were existing applicants on hold from the previous advertisements for this position in February 2018, with the process being placed on hold until the new Principal started. <ul style="list-style-type: none"> <li>• Feedback included: ensuring commitment, number of members and diversity of Board, ERG recommendation around composition, criteria required.</li> <li>• The Chair confirmed he was comfortable with the Boards decision should they wish to progress with this, based on an Indigenous student population of over 30% at the school, suggesting a board subcommittee could be formed (Chair, Principal and Deputy Chair) to review and set required criteria and applications.</li> </ul> <b>Motion:</b> <i>Lincoln asked members if they would like to proceed and Jeannette moved to proceed</i>  The Chair confirmed Jackie to go ahead immediately with Advertisement as before, advertised for two weeks, two years' tenure, noting previous applicants need not re-apply as their previous applications are still valid, and to follow the set process the school has in place. <b>The</b> requested Board members send Jackie any ideas of skills set required/criteria/what this person might bring to the Board, to compile for the subgroup.	Chair	Discussion  <b>Moved:</b> <i>Jeanette Hasleby</i> <b>Seconded:</b> <i>Therese Anderson</i> <b>Approval unanimous</b> <b>Action item # 55</b>
4.5	<b>Community Representative – Police resignation:</b> The chair confirmed that Paul Thomas had resigned from his position as Community Representative, advising that the new Police Sergeant Jason Harris was keen to join the board, having a strong history of working in the Kimberley and would be a good replacement, adding that the Police contribute significantly to the school board. <b>Motion:</b> <i>Lincoln proposed that Jason Harris be invited to join the Board, seconded by Camilo</i>  The Chair requested Jackie make contact to welcome and invite Jason to the Board.	Chair	Discussion  <b>Moved:</b> <i>Lincoln Tavo</i> <b>Seconded:</b> <i>Camilo Blanco</i> <b>Approval unanimous</b>

4.0	Items of Business (Continued)	Led By	Action
4.6	<p><b>Public Board Meeting Structure &amp; Agenda:</b></p> <p>Bill advised he was keen for the Community to engage with the School and Board, and welcomed their points of view, with the understanding that individual operational concerns need to be discussed outside of Public Meetings one on one with the Principal/School, but happy for bigger strategic ideas to be brought to the Public meetings.</p> <ul style="list-style-type: none"> <li>• Parents need to have a voice and chance to engage, to comment, make suggestions and express concerns</li> <li>• A discussion around the use of SLIDO (questions submitted anonymously or not, and answers prepared prior to meeting) was had for those parents who were not confident to speak in front of others or whom could not attend the meeting due to shift work commitments. <ul style="list-style-type: none"> <li>○ The broad consensus amongst Board members was for openness, transparency and willingness being the way forward. If community know they have an opportunity, then they will attend if they want to.</li> <li>○ Commentary around the new approach will be communicated by the school to the community when advertising the public meeting.</li> </ul> </li> <li>• Bill confirmed he would be happy to replicate his presentation of today's Principal Report regarding the school improvement plan for the next Public Meeting.</li> </ul> <p><b>Motion:</b> <i>Lincoln advised he was happy to proceed with the above, with Tricia moving the motion, seconded by Camilo</i></p>	Principal	<p>Discussion</p> <p><b>Moved:</b> <i>Tricia Hebbard</i>  <b>Seconded:</b> <i>Camilo Blanco</i>  <b>Approval unanimous</b></p>
4.7	<p><b>Clontarf and Girls Academy:</b></p> <p>The Chair confirmed that Gerard Neesham Chief Executive of Clontarf was visiting the school with Stephen Baxter and would be attending the meeting with the Board on 28 June at 3pm, advising that should the Clontarf program go ahead there was a similar female program available called the Girls Academy (Ricky Grace) who would be happy to come and present to the school and board.</p> <ul style="list-style-type: none"> <li>• The Girls Academy is a similar funding model to Clontarf, is run in Karratha SHS should anyone be interested in contacting them to find out more.</li> <li>• Bill advised no final decision had been made yet, and he was looking at and negotiating as to whether Clontarf fits into the school model.</li> </ul>	Chair	For Noting

4.0	Items of Business (Continued)	Led By	Action
4.8	<p><b>Industry Sub Group (Funding, Apprenticeships, Trainees):</b>            The Chair raised the idea of a new industry subgroup to gain a greater understanding of requirements for what the school needs and to assist the Principal/School with a more streamlined process; The Principal approaches Sub Group with requirement, the group then works out if/how they can support the school and the sub group report back to the Board. The chair is looking for endorsement from the Board to set up the new sub group. Points raised included;</p> <ul style="list-style-type: none"> <li>• To encourage students to stay in Hedland with more apprenticeships on offer, with industry identifying skills gaps that will require filling and need to keep employees and their families here.</li> <li>• commitment required from industry to keep apprentices here in Hedland, can only achieve population growth keeping students/apprentices here working.</li> <li>• Need to identify ATAR students for Grad programs as well as Trades, and scholarship programs.</li> <li>• Need to let students know that these opportunities are rare, with the need to be careful of guarantees as there needs to be a high level of standards and criteria.</li> <li>• Subgroup to assist with funding requests: i.e. Assist Primary schools with cost of uniforms for Years 6 Transitioning into high school, as DoE funding has ceased for this.</li> <li>• Subgroup will be unique, to be made up of small, medium and large industries, with all industry working together as opposed to competing with each other for the best applicants, ultimately to create a better link from school to industry and to creating a better town</li> </ul> <p><b>Motion:</b> Lincoln moved to create a subgroup, seconded by Camilo</p>	Chair	<p>Discussion</p> <p><b>Moved:</b> Lincoln Tavo  <b>Seconded:</b> Camilo Blanco  <b>Approval unanimous</b></p>
4.9	<p><b>Offsite solution (Annex):</b>            The offsite solution is the alternative for placing disengaged students into programs in an external facility, with the plan of returning them to mainstream, whilst at the same time allowing for less distraction in classrooms for other students, and a reduction in suspensions.</p> <ul style="list-style-type: none"> <li>• The chair advised Ryan Govan Deputy Principal was heading this up and working on a model, and was still working through the finer details.</li> </ul>	Chair	Discussion

5.0	Reports and Operational Matters	Led By	Action																																				
5.1	<p><b>Financial Report:</b></p> <p>Karen tabled the attached HSHS financial summary as at 28 May 2018 advising the school was tracking well half way through the year.</p> <ul style="list-style-type: none"> <li>• Collections of fees and charges including voluntary contributions and upper school charges are good tracking at 70% and 74% respectively.</li> <li>• Currently a push for each Learning area to spend their allocated budgets</li> <li>• Asset reserves are currently holding funds allocated for new photocopiers, kilns in art department, school bus and school pool.</li> </ul> <p>Karen tabled the Funding Agreement which is a requirement of the Chair and Principal to note to the Board</p> <ul style="list-style-type: none"> <li>• Karen gave a brief overview of agreement advising it includes all funding for targeted initiatives including some of the following: Follow the dream PHEPS, PPSS – Pilbara Partnership Student Success, SIDE Supervisor, AIEO.</li> <li>• Bill advised that the funding agreement did not reflect some of the promises committed to the school last year.</li> </ul>	KB	For Noting																																				
6.0	Items for next Meeting/Other Business	Led By	Action																																				
6.1	The chair confirmed the structure for the Public meeting will change to be more inclusive for parents	Chair	For Noting																																				
6.2	<p>Patrik requested confirmation of member tenures due to expire June 2018.</p> <ul style="list-style-type: none"> <li>• Lincoln confirmed that he and David Taylor had agreed to extend all tenures by a further six months until December 2018 and all required nomination processes will be run towards the end of the year. Lincoln requested the tenures be communicated in the minutes. Also see attached Appendix – <i>Board Member Tenures June 2018</i></li> </ul> <table border="1" data-bbox="324 1177 1503 1388"> <thead> <tr> <th>Name</th> <th>Tenure expires</th> <th>Name</th> <th>Tenure expires</th> <th>Name</th> <th>Tenure expires</th> </tr> </thead> <tbody> <tr> <td>Lincoln Tavo</td> <td>Dec-18</td> <td>Ngaire Whyte</td> <td>Dec-18</td> <td>Jeanette Hasleby</td> <td>Dec-18</td> </tr> <tr> <td>Warren Wellbeloved</td> <td>Dec-19</td> <td>Tricia Hebbard</td> <td>Nov-19</td> <td>Rachael Green</td> <td>May-19</td> </tr> <tr> <td>Teneal Russell</td> <td>Dec-18</td> <td>Narelle Ward</td> <td>Dec-19</td> <td>Jason Harris</td> <td>Jun-20</td> </tr> <tr> <td>Ashley Chamberlain</td> <td>Dec-18</td> <td>Camilo Blanco</td> <td>Nov-19</td> <td></td> <td></td> </tr> <tr> <td>Patrik Mellberg</td> <td>Dec-18</td> <td>Therese Anderson</td> <td>Dec-18</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Tenure expires	Name	Tenure expires	Name	Tenure expires	Lincoln Tavo	Dec-18	Ngaire Whyte	Dec-18	Jeanette Hasleby	Dec-18	Warren Wellbeloved	Dec-19	Tricia Hebbard	Nov-19	Rachael Green	May-19	Teneal Russell	Dec-18	Narelle Ward	Dec-19	Jason Harris	Jun-20	Ashley Chamberlain	Dec-18	Camilo Blanco	Nov-19			Patrik Mellberg	Dec-18	Therese Anderson	Dec-18			Patrik	Discussion
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<b>7.0</b>	<b>Next Meeting</b>	
7.1	Next Meeting confirmed as Thursday 28 June 2018 – Public Meeting to be held in the school library	Chair
<b>8.0</b>	<b>Meeting Close</b>	
8.1	The meeting was declared closed by the chair at 5.53pm	Chair