

HEDLAND SENIOR HIGH SCHOOL
School Board Meeting Minutes
Thursday 6 April 2017

Board Members

Adrian Brahim
Yvonne Denham
Jeanette Hasleby
Cr Jan Gillingham
Patrik Mellberg
Sarah Mulhare
Therese Anderson
Dale Sullivan
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:

Adrian Brahim, Cr Jan Gillingham, Patrik Mellberg (Via telephone conference), Sarah Mulhare, Dale Sullivan, Kelly Summers, Lincoln Tavo, Ngaire Whyte, Karen Ballantyne.

1.0	Welcome and apologies	Led By	Actions
1.1	Opening and welcome: Patrik Mellberg declared the meeting open at 16:10 Patrik introduced and welcomed Therese Anderson to the Board replacing Kylie Rogerson as Community representative from Chamber of Commerce		
1.2	Apologies: Yvonne Denham, Ngaire Whyte, Jan Gillingham, Sarah Mulhare, Dale Sullivan		
1.3	Confirmation of agenda: The Board confirmed the agenda with no additional items to add.		
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. Patrik Mellberg presented to the Board the minutes of previous meeting 9 March 2017 (Appendix 1) for review and approval. The board accepted unanimously and endorsed the minutes from the previous meeting as complete and accurate.	Patrik Mellberg	Moved: Lincoln Tavo Seconded: Adrian Brahim
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 9 March 2017 and all actions outstanding, as presented in Appendix 2.	Patrik Mellberg	Note

4.0	Items of Business	Led By	Actions
4.1	<p>Board Member Update</p> <p>Patrik confirmed that both Trish Barron and Gry Powers had resigned from their positions on the school Board as were no longer able to commit to the Board attendance requirements set out in the terms of reference.</p> <p>A requirement to elect new members to the Board: two Community Reps and one Parent Rep. An invitation letter is to be drafted for Patrik to send to prospective Board members including: Meta Maya, Police, and Pilbara Development commission. Jackie confirmed she had touched based initially by telephone to gauge interest. It was confirmed that a P&C Rep cannot hold a position on the Board, only a Parent Rep can hold a position.</p> <p>Patrik motioned that an EOI be sent to Parents, moving the motion to allow Kelly to source another parent Rep. Lincoln Tavo seconded the motion with all members in favour.</p>	Patrik Mellberg	Action items 29
4.2	<p>BOYD (Appendix 3)</p> <p>Updated draft version of BOYD policy was distributed at meeting for endorsement.</p> <p>Kelly confirmed that the Network bandwidth and backup systems within school could support all students bringing in their own devices.</p> <p>The roll out and implementation plan would include:</p> <ul style="list-style-type: none"> • Starting roll out with LEAP and ATAR students first to trial policy, and ensure all staff are on board, • Developing a communications plan for parents and students. • A booking in/out system to be developed to manage all loan laptops from school including the preparation of a formal agreement for parents to sign covering any wilful damage made by students. <p>It was agreed there would be some final amendments made to policy document taking out the reference to the student bonus.</p> <p>Jeanette Haselby moved the motion to endorse the new policy. Lincoln Tavo seconded the motion with all members in favour.</p>	Kelly	Decision
4.3	<p>BHP Partnership (Carried over from previous meeting)</p> <ul style="list-style-type: none"> • Kelly confirmed the Partnership had been signed off at the end of 2016 and the school was in receipt of the first 6-month allocation, with additional funding coming later. • Wages allocation had been used against 1.5 FTE teacher wages. • An allocation of \$20k was used last year for coding and robotics and a horticultural program, splitting the funding 50/50 for each, and another application has been requested this year which will be used for the outdoor program. • 25K has also been received for sister-school program • Interviews had taken place and offers made for two female school based trainees for their housing department and community department. • First reporting dates are mid-year and then 6 monthly and are completed by Regional district office. 	Kelly	Discussion

4.0	Items of Business (<i>Continued</i>)	Led By	Actions
4.4	<p>P & C Direction</p> <p>As the School are now managing the canteen full time and manage most of the uniform shop processes, and the P&C have been failing to obtain members and the numbers they require to function, a suggestion may be that the P&C move to a new model focusing more on events and social functions only and if so should the Board be promoting this to encourage more interest. Patrik invited comments and thoughts from Board members which included</p> <ul style="list-style-type: none"> • Social events held twice a year at the school including volunteers • Promoting it to Parents to become more involved in ways to support their children/s education and school • Running stalls/fundraising at carnival/sports events <p>Patrik moved the motion for Kelly to work with Ngaire Whyte and current P&C to float the idea of a new model and focus for P&C to run fundraising events twice a year, making them more of a social event.</p> <p>Moved: Patrik Mellberg, Seconded: Lincoln Tavo, All in favour.</p>	Kelly/Patrik	Discussion Action item 30
4.5	<p>Annual Report - Draft</p> <p>Kelly to send draft copy of report to all members for review. Kelly has requested Patrik prepare a short statement to include in report.</p> <p>The report is required to be endorsed by the Board at the next meeting to be held on 18 May 2017.</p>	Kelly	Discussion Action items 31
4.6	<p>Data and trend reporting relating to behaviour issues (inc. suspensions, fights, attendance)</p> <p>Agenda items 4.6 – 4.9 inclusive were all combined and discussed under the Principals Report April 2017 (Item 5.2 on agenda, Appendix 5)</p>	Lincoln	Discussion
4.7	<p>Teacher vacancies and recruitment status</p> <p>Refer to item 5.2 and Appendix 5</p>	Lincoln	Discussion
4.8	<p>Principals view on items having a positive/negative impact in/around school. Strategies/actions in place to address these.</p> <p>Refer to item 5.2 and Appendix 5</p>	Lincoln	Discussion
4.9	<p>School Bullying Policy</p> <p>Kelly requested all Board members to please encourage any negative feedback from parents they may receive in the community back to the school and herself to deal with, ensuring the school follows dept process.</p> <p>Kelly confirmed she would ensure any new/amended operational matters that may affect or raise concerns in the community would be discussed with the Board first so that all members were fully briefed and aware.</p>	Jan (Patrik)	Discussion
5.0	Reports and Operational Matters	Led By	Actions
5.1	<p>Financial Report (to be provided prior to the meeting).</p> <p>Karen advised that the report provided for the meeting was an out of date version (Appendix 4) and that she would send out an up to date version after the meeting.</p> <p>Karen confirmed that part of the schools funding for this year had been received and advised that the school did not lose its underspend from last year.</p>	Karen Ballantyne	

6.0	Other Business	Led By	Actions
6.1	N/A		
7.0	Round Table	Led by	Actions
7.1	N/A		
8.0	Next Meeting		
8.1	Thursday 18 May 2017 at 4pm. This will be a shorter meeting than usual due to the Business planning workshop being held with the School Leadership Team from 5pm onwards and with Dinner afterwards at the Gateway Village.	Patrick Mellberg	
9.0	Meeting Close		
9.1	The meeting was declared closed by Patrik Mellberg at 18:40pm	Patrick Mellberg	