

**HEDLAND SENIOR HIGH SCHOOL**  
**School Board Meeting Minutes**  
**Thursday 9 March 2017**

**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**  
 Hedland SHS Staff Representative  
 P & C Representative  
 Community Representative (Port Hedland Chamber of Commerce Inc)  
 Hedland SHS Staff Representative – **Vice Chair**  
 Hedland SHS - Principal  
 Community Member (FMG)  
 Parent Representative

Karen Ballantyne

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

**Attendees:**

Adrian Brahim, Yvonne Denham, 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	<b>Opening and welcome:</b> Patrik Melberg opened the meeting at 16:10		
1.2	<b>Apologies:</b> Trish Barron, Jeanette Hasleby, Kylie Rogerson, Gry Powers		
1.3	<b>Confirmation of agenda:</b> 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	<b>Review of minutes from previous meeting.</b> Patrik Melberg presented to the board the minutes of 30 November 2016 (Appendix 1) for review and approval. Patrik asked Dale and Board members to confirm minutes as he had not been present at the previous meeting. The board accepted unanimously and endorsed the minutes from the previous meeting as complete and accurate.	Patrik Mellberg	<b>Moved:</b> Adrian Brahim <b>Seconded:</b> Dale Sullivan
3.2	<b>Actions arising and outstanding from the previous meeting/s:</b> The board noted the status of the actions arising from the previous meeting of 30 November 2016, and any actions outstanding as presented in Appendix 2. Updated Actions List_09032017 attached.	Patrik Mellberg	Noted

4.0	Items of Business	Led By	Actions
4.1	<p><b>Election of Chair</b> – Patrik declared Chair and Vice Chair positions vacant and asked Kelly to act as Chair to lead call for nominations and election of 2017 Chair and Vice Chair.</p> <p>Patrik Mellberg endorsed as Chair</p> <p>Lincoln Tavo endorsed as Vice Chair</p> <p>Patrik resumed Chair duties following election. Patrik thanked Dale for his work as Vice chair in 2016</p>	Kelly Summers	<p>Decision to elect Chair for 2017</p> <p><b>Moved: ?</b></p> <p><b>Seconded:?</b></p> <p><b>All in favour</b></p> <p>Decision to elect Vice Chair for 2017</p> <p><b>Moved: Yvonne Denham</b></p> <p><b>Seconded: Kelly Summers</b></p> <p><b>All in favour</b></p>
4.3	<p><b>Draft Budget 2017</b> – Karen presented the draft budget 2017 giving a brief explanation of estimated revenue, income and expenditure. Karen answered queries regarding Actuals against Budget figures.</p> <p>Discussed ongoing problems with high power bills and how school working on cutting these back, and high water bills with potential leaks. BMW re-checking and not found any leaks, pool could be the source.</p> <p>Karen advised members that the new canteen model did not have a budget, with Kelly advising canteen was to run as small enterprise designed to break even with the teaching salary component coming out of the school one-line budget. Canteen model doing very well so far.</p> <p>Karen requested board acceptance of Budget for 2017 with all board members accepting.</p>	Karen Ballantyne	<p>Decision to accept Budget for 2017</p> <p><b>Moved: Sarah Mulhare</b></p> <p><b>Seconded: Adrian Brahim</b></p> <p><b>All in favour</b></p>
4.4	<p><b>Draft – Business Plan 2017-2019</b> – Kelly presented the draft business plan and gave a brief synopsis, confirming design by input from the school Executive and Leadership team, including items from the IPS review in 2016, and input from DoE Central office. Kelly requested that the board be more involved with the plan and in assisting the setting of targets, suggesting a workshop be held for board to work collaboratively with school Leadership and Exec team on finalising the business plan.</p> <p>The general consensus was agreement to this, with the board all approving the format of the draft plan, and requested Kelly book date for workshop to be held in the school library.</p>	Kelly Summers	<p><b>Action item 18: KS</b></p>

	Items of Business continued	Led By	Actions
4.5	<p><b>Facebook</b></p> <p>Lincoln raised the recent episodes of some Facebook posts regarding operational changes at the school (i.e. The Hedland Way) that can reflect a negative perception of the school in the community, requesting how best the board manage these types of FB posts and deal with questions they then receive from the community about them.</p> <p>Board members advised that perceptions in general had improved but still required more work, including required improvements in:</p> <ul style="list-style-type: none"> <li>communications to students and parents regarding school operational changes.</li> <li>improvements be made with the school communicating these operational changes to the board beforehand so that members are kept updated with a good understanding of all changes, being better prepared to deal with any community feedback and queries.</li> </ul> <p>Kelly advised that in the first instance any questions or concerns from the community should be referred/re-directed back to the school should board members be approached, and agreed that the school would undertake to forewarn the board of operational changes that may cause a reaction in the community.</p>	Lincoln Tavo	
4.6	<p><b>Public Forums</b></p> <p>Patrik advised that some of this had been covered in above point and asked Kelly to advise the board of what methods of communication the school used with parents/students and the wider community in advising them of school operational changes.</p> <p>Kelly confirmed that the school utilises “Connect” and the school website for a majority of their communications and to those with no electronic facility the school sends out hard copies of all communications.</p>	Patrik Mellberg	
4.7	<p><b>HSHS Vision</b></p> <p>Patrik confirmed the Visioning workshops had been well attended and comprehensively facilitated by Jenny Thomas with a summary of all feedback presented by Jenny at the last board meeting and sent to all board members.</p> <p>Kelly advised that Gavin Morris from the DoE had provided some further input with the design and content for the Business Plan and had suggested a 9 year cycle (combining 3 x 3 year Business plans so in line with the IPS 3 yearly reviews), confirming she was still working with him and central on the design of how this will look.</p> <p>Patrik and Kelly to work up a summary document which captures programmatic and infrastructure investments to use as a basis for seeking additional funding support from funders and partners.</p>	Patrik Mellberg	<b>Action item 19 a &amp; b: All &amp; KS/PM</b>

4.8	<p><b>GROH Housing</b></p> <p>Discussion was had regarding the increases in rents for GROH housing for DoE employees compared with other Government departments, with rent increases getting closer in value to private rentals especially due to the decline in rents for this region.</p> <ul style="list-style-type: none"> <li>• Kelly advised she had met with Brendon Grylls and Michael Jennings School of the Air to discuss this issue last year, with Brendon advising that it was a DoE issue. Kelly advised that it has been discussed at a Union level and is currently a hot topic for discussion along with quality of housing.</li> <li>• Patrik proposed that with support of the Board a letter would be drafted by Kelly for the Board Chair to send to the DoE raising this as a policy issue re attraction and retention in the first instance giving them a chance to reply. If required it can then be escalated to GROH and the Development Commission</li> </ul>	Patrik Mellberg	<p><b>Action item 20:</b> PM</p> <p><b>Moved:</b> Patrik Mellberg</p> <p><b>Seconded:</b> Jan Gillingham</p> <p><b>All in favour</b></p>
4.9	<p><b>HSHS Power Bills</b></p> <p>Discussion re HSHS schools high power bills, and the higher cost to educate students here being inequitable in comparison to other schools.</p> <ul style="list-style-type: none"> <li>• Board Chair suggested and asked the Board if they were happy to seek a more equitable arrangement with further investigation required by the school, and then a letter to be drafted for the Chair to sign on behalf of the board to be sent to the DoE.</li> </ul>	Patrik Mellberg	<p><b>All Board members in favour</b></p> <p><b>Action item 21:</b> KB</p> <p><b>Action item 22:</b> PM</p>
4.10	<p><b>IPS Audit/Regular reporting</b></p> <p>Patrik discussed ways of how the Board may keep the IPS audit recommendations live and suggested there needed to be Governance put in place to ensure the issues were being addressed.</p> <ul style="list-style-type: none"> <li>• The Board require a mechanism for monitoring and review of progress ensuring data flowed throughout the year and annually against the Business Plan.</li> <li>• Kelly advised that all recommendations were covered in the new draft Business Plan 2017-2019, including details of progress and how each point is being measured, plus data reporting at the end of each semester.</li> </ul>	Patrik Mellberg	<p><b>Action item 23:</b> KS/PM</p>
4.11	<p><b>Trade Training Centre Implementing Sub-Committee</b></p> <p>Adrian confirmed that the Subcommittee is fully formed and already had two meetings last year and one this year with an exceptional group of Yr 11 &amp; Yr 12 students, and the Trade Training Centre running very well.</p> <ul style="list-style-type: none"> <li>• The teacher Jens (James) Renner was doing some great work with the students i.e. ensuring students work meets industry standards.</li> <li>• The students are improving and now have more work opportunities.</li> </ul>	Patrik Mellberg	
<b>5.0</b>	<b>Reports and Operational Matters</b>	<b>Led By</b>	<b>Actions</b>
5.1	<p><b>Financial Report</b> (to be provided prior to the meeting). Please refer to Business Item 4.3 – Draft Budget 2017</p>	Karen Ballantyne	

5.2	<p><b>Principal Report</b></p> <p>Kelly gave a brief update on student numbers and attendance rates as of the 8 February 2017 with attendance still an issue, a brief update on Student exam results, and on school Staffing:-</p> <ul style="list-style-type: none"> <li>• Census figure was 834 with approx. 97 students missing either on participation or transitional</li> <li>• Years 8-11 sitting at 77%, a slight dip</li> <li>• Year 7's sitting at 95%</li> <li>• 70 teaching staff which was up on last year, and 40 support staff</li> <li>• Still need to fill a few positions for Term 2 in Science, HASS, Drama, Special Needs and English.</li> <li>• New positions currently being advertised until end March/early April. Kelly advised Board members to let her know if they would like to be involved in the interview panel process for the Level 3 and 4 positions being advertised (Level 3 Maths, HASS &amp; Art, and Level 4 Deputy).</li> <li>• Kelly will send out the report on all of above to Board members</li> </ul>	Kelly Summers	<p><b>Action item 24:</b> KS</p> <p><b>Action item 25:</b> All &amp; KS</p>
<b>6.0</b>	<b>Other Business</b>	<b>Led By</b>	<b>Actions</b>
6.1	<p><b>One Tree</b></p> <p>Kelly advised that after workshops and gap analysis completed last year, along with spare unused space at the school, that she had been looking at the possibility of having a childcare facility running as a commercial venture, where it could also train students in cert 3 child care.</p> <ul style="list-style-type: none"> <li>• The facility could cater for up to 38 children and there were currently 70 children on wait lists in the area. Since TAFE and day care centre closed in Town there has been a real shortage of childcare facilities and gap in the market.</li> <li>• It would provide Town and students with more opportunities, along with more flexibility for teaching staff with young children.</li> <li>• The School would need to find the resources to renovate the allotted space, and One Tree would initially provide the QA side of the operation, being actively involved at the beginning until the school were ready to take over full operation of running the facility.</li> <li>• Patrik asked kelly to prepare a note of exploration for the Board</li> </ul>	Kelly Summers	<p><b>Action item 26:</b> KS</p>
6.2	<p><b>BHP Partnership</b></p> <p>To carry over to next meeting as no time to cover at this meeting.</p>	Kelly Summers	

6.3	<p><b>Matt Dann Signage</b></p> <p>TOPH are funding new signage outside the Matt Dann to incorporate school name and logo and require approval in principal for the work to go ahead.</p> <ul style="list-style-type: none"> <li>• Karen and Kelly advised of their concerns about the designs of signage as per appendix 6, and advised the school had not been consulted about these previously.</li> <li>• Kelly confirmed a formal agreement/contract for the Matt Dann between the school and TOPH had been drawn up and was in place but that it had never been signed</li> <li>• Patrik requested Board consensus that further consultation was required with the TOPH regarding the signage before any agreement was made.</li> <li>• Patrik requested Board consensus that a formal signed agreement needed to be put in place and to ensure it included items such as but not limited to:- usage, maintenance, signage, power etc, and for Kelly to arrange a meeting with TOPH to discuss this.</li> <li>• Lincoln and Jan advised they would investigate the signage point further with the TOPH</li> </ul>	Karen Ballantyne	<p><b>All in favour</b></p> <p><b>Action item 27:</b> KB, LT, JG</p> <p><b>All in favour</b></p> <p><b>Action item 28:</b> KS</p>
<b>7.0</b>	<b>Round Table</b>	<b>Led by</b>	<b>Actions</b>
7.1	N/A		
<b>8.0</b>	<b>Next Meeting</b>		
8.1	Thursday 6 <sup>th</sup> April 2017 at 4pm	Patrick Mellberg	
<b>9.0</b>	<b>Meeting Close</b>		
9.1	The meeting was declared closed by Patrik Mellberg at 18:40	Patrick Mellberg	