

**HEDLAND SENIOR HIGH SCHOOL**  
**School Board Public Board Meeting Minutes - Thursday 28 June 2018, School Library**

**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)
Jason Harris	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, Therese Anderson, Camilo Blanco, Ngaire Whyte, Tricia Hebbard, Narelle Ward, Ashley Chamberlain and Karen Ballantyne.

1.0	Welcome, Apologies and Confirmation of Agenda	Led By	Action
1.1	<b>Opening and welcome:</b> The Chair declared the meeting open at 16:15pm. Lincoln welcomed everyone to the first Public board meeting of the year.	Chair	For Noting
1.2	<b>Apologies:</b> Rachael Green, Patrik Mellberg, Jeanette Hasleby, Jason Harris, and Teneal Russell	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 31 May 2018 (Appendix 1) for review and acceptance. <i>Motion: Lincoln moved for approval the previous meetings minutes as a true and accurate record.</i></p>		Chair	<p><b>Moved: Ngaire</b> <b>Seconded: Camilo</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>		Chair	<p><b>Moved: Camilo</b> <b>Seconded: Narelle</b> <b>Approval unanimous</b></p>
<p># 33 Review and update of the Board's Terms of Reference (TOR)</p>	<p>Lincoln confirmed with all members if they had read and were happy to accept the new model terms of reference (TOR) template as the Boards new TOR, with the exception of the "Key Dates" which are not a current accurate reflection. These will be updated as the Business Plan (BP) is developed and will supersede current TOR key reporting times.  <i>Motion: Lincoln requested the board accept the new model terms with current dates, confirming updates will be made accordingly once BP developed.</i></p>	Chair		
<p># 54 ERG School Improvement Plan</p>	<p>Lincoln confirmed this item would be carried over to the next board meeting as an agenda item. Bill advised members that he had met with Rod Lowther already and the ERG team were pleased with the school's progress to date and he will provide more information around this at the next board meeting.</p>	Chair		
<p># 55 Indigenous Community Board Representative</p>	<p>Lincoln confirmed nominations for this were now closed and that all applications were now with himself, Bill and Warren Wellbeloved for review, and they will report back to the board at the next meeting. This item is carried over to the next board meeting.</p>			
4.0	Items of Business		Led By	Action
4.1	<p><b>School Development Day Term 4 - Change of date from 9 Nov to 8 Oct 2018</b> Bill advised that HSHS had decided to change the above date for their Schools development day in term 4, to bring it in line with the Primary schools making it easier for the community to plan who have children at both schools. Bill announced he will also be requesting an additional Staff development day towards the end of term 3, for business planning and school development planning, which will need to be cleared with the Director General (DG) and he will confirm this with the board once he has approval from the DG.</p>		BM	For Noting

4.0	Items of Business (Continued)	Led By	Action
4.2	<p><b>Principal Report</b></p> <p>Bill advised the Public that he had presented this report to the Board at his first Principal board meeting and wanted to share this information with the community.</p> <p>The first part of the report included an overview of the school's improvement plan covering five key focus areas:</p> <ol style="list-style-type: none"> <li>1. Being clear about purpose and focus of the school as it had lost its way: 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 and need to ensure leadership is right.</li> <li>3. Teachers Focused: Ensuring teachers are teaching effectively, having instructional teachers in the classrooms focused on teaching for every lesson (Good work has already started on this)</li> <li>4. Students Prepared: Students engaged in a purposeful way, prepared for school, ready and willing to learn</li> <li>5. Community Engagement: Connecting with the community and engaging in a positive and pro-active way, building partnerships with the community.</li> </ol> <p>The second part of the report was around the re-structure and organisation of the school, with term 2 seeing the school concentrate on an ethos of excellence, with a need to reset structure and organisation of the school to achieve the above. The new structure starts in term 3 and has been built around the three phases of learning noted below. Refer to the addendums to these minutes of the schools' improvement plan - overview &amp; restructure.</p> <ol style="list-style-type: none"> <li>1. starts in years 7 - 8,</li> <li>2. develops in years 9 - 10, and</li> <li>3. all on vocational pathways years 11 - 12.</li> </ol> <p>Bill confirmed that all staff have embraced the new structure with the whole school community now having a direct line to the different learning areas and years, with all staff knowing their students, and the community knowing their children/s teachers having a clear line of communication. All Heads of Departments and teachers will sit under the three different areas and all staff are clear about the structure. Communications are being sent out to all parents' tomorrow Friday 29 June 21018 about the changes and new roles.</p> <ol style="list-style-type: none"> <li>1. Bill confirmed in response to a parent question regarding the Pastoral Care Coordinators (PCC's) that all will remain in their current positions except for year 12 PCC Teneal Russell and that where they can they will move with each year group keeping continuity and relationships with the same students. Bill also confirmed that the year 7 coordinator will be chosen early in the year so that they can link with the primary schools' year 6's before they even start at the high school, getting to know the students before they commence at HSHS. Av Swami (Deputy Principal looking after years 7 and 8) and Ashley Chamberlain (Student services Manager years 7 and 8) will also both work closely with the primaries years 6's as well.</li> </ol>	BM	Presentation

	<p>Bill discussed Health &amp; Wellbeing as part of the restructure which will be headed up by Ryan Govan and will include the following key areas of focus: additional support from the Department of Education and local industry over the next two years, additional School Psych's, funding for a full time onsite school nurse who role is pivotal for health and wellbeing education (have advertised with no success), Chaplain, Youth Workers, PCC's, Milli Maya (School House), specialist programs, a school behaviour management system which will align with the primary schools, and assisting with the School Business Plan and ERG school improvement plan.</p> <p>The third part of the report is regarding the Business Plan (BP) which links in with all of the above. This will run from 2019 – 2022, with the school needing to be visionary about what the school will look like in four years' time, setting it up for a new Principal around 2020 and with a strong organisational structure in place. It is important for the whole community to believe in the BP, with parents needing to know what they will get when enrolling their child/ren into the school.</p> <p>The BP needs to align with the with the Department of Education's Classroom first strategy.</p> <ol style="list-style-type: none"> <li>1. Successful Students</li> <li>2. Effective Teachers/Leaders</li> <li>3. Good schools</li> </ol> <p>It will also align with the below four key areas and will include descriptors and key targets for these, and these will be discussed in more detail at the next board meeting:</p> <ol style="list-style-type: none"> <li>1. Engaged Learners – students on time, NAPLAN data, destination data etc.</li> <li>2. Empowered Teachers – stronger teachers etc.</li> <li>3. Enabled Parents – more communications between students, teachers and parents.</li> <li>4. Enriched Leadership – school needs real managers, want to empower teachers so what do they need to ensure they are enriched to achieve this?</li> </ol>		<p><b>Action item 56:</b> Lincoln to follow up on the recruitment of a school nurse</p>
4.3	<p><b>Open forum for Public:</b></p> <p>The Chair opened the floor for any questions from the Public.</p> <ol style="list-style-type: none"> <li>1. School Behaviour Management Plan safety for students &amp; staff: General feeling is students cannot defend themselves, what are the guidelines around this and suspensions, and what is being done about severe behaviours and violence? What support is there for students being bullied who are scared to come back to school? <ul style="list-style-type: none"> <li>o Maximum is 10 days' suspension. Now there is a zero tolerance against violence, and school will look at exclusion as there is a DoE exclusion policy in place. Hard to manage, as do not want to lock students out of education for one or two issues.</li> <li>o Industry group has been set up to work with the school who are currently looking into an offsite facility (Ryan Govan managing this) to run programs for students with severe behaviours, rather than just keep</li> </ul> </li> </ol>		

	<p>suspending them. Purpose is to take these students off site, run specialist programs for them to try and re-engage them at a later date. This removes the severe behaviours and disruptions from the school and classrooms, supporting the staff and other students here allowing teachers to teach and students to learn and removing fear for safety. Industry group fully support Bill and changes he is making in the school. Funding for offsite facility initially supported by local industry, but will require additional staff.</p> <ul style="list-style-type: none"> <li>○ New engagement programs/initiatives to assist with behaviours: Board members met prior to this meeting today with Stephen Baxter, Deputy Director General DoE and Gerard Neesham, CEO Clontarf to discuss the Clontarf Program running at the school, which is a new program that will really benefit the school long term.</li> <li>○ The Board are totally transparent and want the same results for the school as the community do, and important for board and school to get parents back on side and working with the school.</li> </ul> <p>2. The board asked the public how the board might go about getting parents back on side and working with the school more and in attending and engaging at board meetings more?</p> <ul style="list-style-type: none"> <li>○ Suggestions included more public meetings and improved communications about dates for these, and more parent surveys, and still conflicting messages out in the community that parents cannot be open with their questions and/or will not be answered. Parents do not want to be shut down when asking questions, especially in regards to safety concerns. <ul style="list-style-type: none"> <li>▪ The board confirmed that board members had received board training this year where they had learnt that all meetings were to be open for the public to attend, however not all could be interactive. The board will work more on structuring open and public meetings.</li> <li>▪ The parent survey will now be run annually giving parents a voice.</li> <li>▪ The new re-structure and organisation in the school has been introduced to improve communications between the school and community/parents.</li> <li>▪ There are currently three Parent Representatives on the Board who's contact details are on the school's website board page, all of whom can advocate for any parents who are unable to attend board meetings and who have questions or issues they would like raised.</li> <li>▪ The board will be transparent and will answer questions and Bill's door is always open and no one will be shut down. The school and board will listen and will acknowledge what parents and the community are saying/asking.</li> </ul> </li> </ul> <p>3. TTC: What checking processes are in place for the TTC funding? At previous meeting the school advised that CAD software would be purchased for the TTC students but to date this software has not been installed? Is local industry happy with the level of skills coming out of the TTC, is it adequate enough for industry? Some TTC and ATAR classes are clashing not effecting students' studies; what are the school doing to address this?</p>		
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	<ul style="list-style-type: none"> <li>○ FMG have funded the TTC \$100K p/annum for the past 3 years, along with the BHP funding, and industry check to ensure these funds are spent accordingly. Industry and the school will work with James Renner further regarding the CAD software.</li> <li>○ Industry are looking at the TTC more closely currently looking at the importance of attitude and behaviour skills as well as other trades and skills. Work experience students onsite at FMG recently were very impressive with some students showing they already have the necessary skills to be great trades people, however, more work is required in regards to maturity and drive moving forward.</li> <li>○ BHP confirmed they had not seen the outcomes they would have wanted with money spent with last year's stats and grades not great, and industry requires great students coming out work ready. Industry to look at things holistically with both large and small industry having a vested interest in the school, and the new industry sub group will work with the school putting a model together that will address this moving forward. The schools restructure now and right first steps, along with the new BP and ERG outcomes will all help.</li> <li>○ Bill confirmed he will investigate the timetables for ATAR and TTC classes to see if any clashes and will report back to the parent on this matter.</li> </ul> <p>4. Has the Board replaced a new police community representative?</p> <ul style="list-style-type: none"> <li>○ South Hedland police Sergeant Jason Harris has now joined the Board but was unable to attend this meeting. Jason brings to the board a wealth of experience in community engagement and communications.</li> </ul> <p>5. The board asked the Public for their feedback on how they felt the board and school was running?</p> <ul style="list-style-type: none"> <li>○ Impressed with Principals report but believe there is still more to be done for the disengaged and non ATAR students. <ul style="list-style-type: none"> <li>▪ The board confirmed this is a large piece of work, and that it has started and has support from the Department of Education, but will take time.</li> </ul> </li> <li>○ Parents have started to see a change in the school which is good. <ul style="list-style-type: none"> <li>▪ The board confirmed they wanted the best outcome for the students, the school and the town and thanked the public for their attendance and great dialogue today confirming things were back on the right track, advising that this year's first public meeting was in total contrast to last years meeting. The board confirmed that the next Public meeting was to be held in November but that all meetings were open to the public to attend, apart from possibly having to close a section off for any personal discussions. The board asked the Public to spread the word to get more parents to attend the meetings.</li> </ul> </li> </ul>		<p><b>Action # 57:</b> TTC &amp; ATAR timetables</p>
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5.0	Reports and Operational Matters	Led By	Action
5.1	<p><b>Financial Report:</b></p> <ul style="list-style-type: none"> <li>• Karen tabled the schools Cash Report (Appendix 3) confirming that the school was spending within budget confirming that the funds showing for Staff Professional Development were being spent with further professional development coming up.</li> <li>• A member of the public asked the board if there had been any further discussions around solar as a power option? <ul style="list-style-type: none"> <li>○ The chair confirmed that Rachael Green had not had time to present the solar options to date but would added this as an item for the next meeting's agenda to discuss further.</li> <li>○ Karen confirmed that the school had received some additional funding for power and also the school had worked at reducing power bills after energy evaluation, but that the school's current maintenance contract only maintains and replaces and does not cover improvement of systems.</li> </ul> </li> </ul>	KB	For Noting
6.0	Items for next Meeting/Other Business	Led By	Action
6.1	<p>Other Business:</p> <ul style="list-style-type: none"> <li>• A member of the public advised they will forward Bill an article regarding a NSW school who had turned around their school/parent engagement with great success.</li> <li>• A board Parent Representative advised that when their tenure was up at the end of this year they hoped that parents would put themselves forward for the role as it was very rewarding and been extremely informative and was good to be an advocate for parents.</li> </ul> <p>Items for the next meeting:</p> <ul style="list-style-type: none"> <li>• ERG School Improvement Plan</li> <li>• Indigenous Community Board Representative nominations</li> <li>• Solar Power option for school - discussion</li> </ul>	Chair	For Noting
7.0	Next Meeting		
7.1	Next Meeting confirmed as Thursday 2 August 2018		Chair

8.0	<b>Meeting Close</b>	
8.1	The Chair declared the meeting closed at 5.43pm	Chair



## HSHS SCHOOL IMPROVEMENT PLAN – OVERVIEW



### HSHS School Improvement Agenda – Restructure

