

HEDLAND SENIOR HIGH SCHOOL
School Board Ordinary Meeting Minutes - Thursday August 2, 2018.
School Conference Room

Members/Representation on Board

Bill Mann	Hedland SHS Principal	Patrik Mellberg	Parent Representative
Lincoln Tavo	Community Representative (FMG) Chair	Ngairé Whyte	Parent Representative
Warren Wellbeloved	Community Representative (BHP) Deputy Chair	Tricia Hebbard	Parent Representative
Jeanette Hasleby	Community Representative (Roy Hill)	Narelle Ward	Community Representative (Cassia Primary)
Vacant	Community Representative	Vacant	Community Representative
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 Ex Officio
		Jackie Smith	Scribe

Attendees Present: Bill Mann, Lincoln Tavo, Warren Wellbeloved, Jeanette Hasleby, Jason Harris, Therese Anderson, Patrik Mellberg, Ngairé Whyte, Narelle Ward, Ashley Chamberlain, Teneal Russell and Karen Ballantyne.

1.0	Welcome, Apologies and Confirmation of Agenda	Led By	Action
1.1	<p>Opening and welcome: The Chair declared the meeting open at 16:05pm</p> <p>The chair welcomed Ryan Govan as guest to discuss item 4.1 on the agenda and Rob Dougherty attending as a member of the community. Jason Harris the new Community Representative for the Police was introduced, with a round table introduction from all members.</p>	Chair	For Noting
1.2	Apologies: Camilo Blanco, Tricia Hebbard	Chair	For Noting
1.3	<p>Confirmation of agenda: The Board Chair presented the agenda which was approved and accepted.</p> <ul style="list-style-type: none"> • A Decision was made that item 4.9 would be discussed at the end of the meeting in a closed session with all members approving 	Chair	For Noting Decision
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>Review of minutes from previous meeting: The Chair presented to the Board the unconfirmed minutes of the last Board meeting held on Thursday June 28, 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>Moved: Narelle Seconded: Ngairé Approval unanimous</p>
3.2	<p>Actions arising and outstanding from the previous meeting/s: The Chair presented to the board the list of outstanding action items (Appendix 2). The following action items were completed and closed</p>		Chair	
	# 46 – Business Plan update	Item to be presented by Ryan Govan and discussed under agenda item 4.1	Chair	
	# 54 - ERG update	Item to be addressed under agenda item 4.2	Chair	
	# 55 – Indigenous Community Board Rep	The chair confirmed this would be discussed as agenda item 4.9 in the closed session at end of meeting, confirming candidates had been shortlisted, a candidate will be chosen tonight, and screening checks will be processed prior to any announcement made	Chair	
	#57 – ATAR/VET conflicts	Bill advised that ATAR cannot fit with TTC as the hours required for ATAR do not allow for any time in the TTC and work placements. The School are currently looking at alternative ways for ATAR students to gain experience in this space as do not want to exclude ATAR students from apprenticeships.	BM	
4.0	Items of Business		Led By	Action
4.1	<p>Business Plan update (Appendices 6, 8 and 9) Ryan noted his attendance was to provide Board members with an overview of how the school will go about their Business Planning presenting (Appendix 8) and summarising the following key points:</p> <ul style="list-style-type: none"> • 4-year plan will realign with current DPA and IPS review scheduled for 2019 and creates continuity and stability. • Ryan will guide the process and it will require staff and community input, feedback and buy-in • 4 key focus areas: Engaged students, empowered staff, enriched leadership and enabled community. • Each focus area to have definitions, set measurements and targets and evidence-based decisions will be made to set strategies implemented over the next 4 years. • Definitions and measurements will come from input from staff, community, Primary Principals and Board and will be finalised by 20 August (SDD – School Development Day) with strategies completed by end of this term. • Draft business plan will be presented to board at the first meeting in term 4, Thursday October 18, 2018. 		RG	Discussion

	<ul style="list-style-type: none"> Ryan to attend the next Board meeting, September 6, 2018 to provide the Board with a further update. <p>Action: Board input to business plan required: Board to be sent appendix 9: <i>HSHS Board input into Business Plan</i> which contains a series of questions relating to the definitions and measurements of the key focus areas also given to staff and Primary Principals, requesting their input. This is to be completed and returned to Jackie Smith by August 16, 2018</p> <p>The floor was opened for questions</p> <ul style="list-style-type: none"> Board would like to see KPI's and measure how school is travelling asking how the school has achieved against previous KPI's in the last business plan, how it will manage incorporating evidence-based checks, and how it will ensure "buy-in" to plan priorities and what will drive this? <ul style="list-style-type: none"> As previous business plan was never completed or ratified the school is unable to provide detail. Review and measurements of new business plan will be ongoing with regular and annual reviews built in to the plan. Business plan will align with the DoE's "Classroom First" Strategy. School will be unrelenting, scrutinising everything and is already working strategically on changing things that do not work, using ERG data to make change, with everything to be evidence based. School expects to be driven by the Board and community and wants students at HSHS to do as well as any other school in Australia. To achieve this, it requires support/3-way contract between parents, students and school Business plan focus areas to be kept to one page (Perth Modern business plan a good example of this) 		Action item 58
4.2	<p>ERG School Improvement Plan (Appendices 3 & 4)</p> <ul style="list-style-type: none"> Bill advised that he and Ryan had met with Perth DoE personnel assigned to the school post ERG and presented them with an update of strategies and actions the school had implemented to date (Appendices 3 and 4) having addressed the ERG's key areas. The ERG team were satisfied with the school's actions and responses to date and will be back to the school in June 2019. The five key areas/items already addressed (appendix 4) in summary: <ul style="list-style-type: none"> There was a better feel about the school and parents were happier. Students were in classes more, the new Student Services model working well, Health and wellbeing focusing more on high needs students. Some good professional development for staff had taken place, with more work to do around curriculum and young teaching staff and with primaries. A new literacy teacher in place, right people in right roles key, and Ryan to head up workforce planning. Buildings and grounds - Requires a lot of work, would like students to feel proud to be at this school. Refurbishment proposal tabled (Appendix 7) and a business plan being prepared for scope of works, No additional funding from DoE available at this stage. Requires more external funding/sponsors; board have capacity to help school. Warren advised the industry sub group may be able to assist with this 	BM	For Noting
4.3	<p>Clontarf follow up</p> <p>Bill advised that Clontarf were visiting the school on August 14 to talk more about the program and how roll out will be progressed in the school:</p>	BM	Discussion

	<ul style="list-style-type: none"> • Government have earmarked HSHS to start program • Discussion with Clontarf will include involving Primary schools, Bill and Narelle to drive this via Network Principals meetings • No external funding required for year 1 as all in place • Board supportive of continuing discussions. Bill working out how program will fit with school and other programs • Not a Board decision to implement Clontarf, Board may assist in tailoring programs for the girls. 		
4.4	<p>Solar power options for school The floor was opened for discussion</p> <ul style="list-style-type: none"> • Narelle advised that DoE Regional office were looking into the local schools' service charges which were double • Warren suggested looking for endorsement to scope costs for solar power and benefits • Therese advised that phases can be key in cutting costs and knowing where consumption/costs are coming from should be researched as a first stage <p>Motion: Lincoln asked if members were willing to investigate with all in agreement</p>	LT	<p>Discussion</p> <p>Moved: Therese Seconded: Jeanette Approval unanimous Action # 59</p>
4.5	<p>Industry Sub Group Feedback The Industry Sub Group had their first meeting which included representation from the school and industry groups</p> <ul style="list-style-type: none"> • Group decided on Charter; Chris Cottier currently developing • Purpose of group to assist school and align with school business plan. • Progress has been made on the offsite facility at Wilson Street; Adrian will communicate more information shortly <ul style="list-style-type: none"> ○ Bill confirmed that having the facility offsite will reduce impact to school. This Term had seen a considerable improvement having the right Teacher and EA support in there, and having the right site will only improve this further • Warren suggested the possibility of setting up a Board collaboration group as an additional support. With BHP having representation on all of Hedland school boards, BHP could host and set agenda for meetings, with a framework set up for meeting. <ul style="list-style-type: none"> ○ Bill and Narelle suggested the Industry Sub Group meet with all school Principals as a starting point. 	LT	For Noting
4.6	<p>Principal's Report Important items this term include the staffing changes:</p> <ul style="list-style-type: none"> • Milli Maya – new staff set up in facility as discussed above is working very well • Carmel Ford Lv 3 has returned into a newly created position mentoring staff • Tracee Bosman has moved into a newly created position as Literacy expert • The new three Student Services Managers and new structure in place has assisted with improving behaviours and has taken the load off HoLA's in this area, enabling them to spend more time with their teaching staff. • Bill has met with the schools 20 Grad teachers over the past two weeks, who have all noted how better they feel 	BM	For Noting

	The changes above have had a profound effect already and evidence will come in time. If industry and universities take all students from HSHS this will have a huge impact on perceptions and disadvantaged students will aspire more.		
4.7	<p>General Business – CME (The Chamber of Minerals and Energy WA)</p> <p>A new Government/Industry initiative, the Pilbara Industry Education and Training Liaison Group, had their first meeting at HSHS on Tuesday 31 July, hoping to bring together the resources sector, education and training providers in the Pilbara region. Main discussion was around the Ministers visit to the Pilbara in August.</p>	LT	For Noting
4.8	<p>Public Interaction at Board Meetings</p> <p>The Chair suggested the below points as avenues for the community to have their say inviting member feedback</p> <ul style="list-style-type: none"> • Community to contact the school as their first point of call if they have any feedback/questions • Board Chair to accept any contact from the community <ul style="list-style-type: none"> ○ All board members had no objections to the above 	LT	For Noting
5.0	Reports and Operational Matters	Led By	Action
5.1	<p>Financial Report:</p> <p>Karen tabled the schools Cash Report (Appendix 5) advising everything was on track with no concerns and contributions collection doing well</p> <ul style="list-style-type: none"> • School only budgets to receive 50% of voluntary contributions and to date has received 70% (70% of 50%), • Have pushed on compulsory Cert/Course payments recently; no payment should equal student being removed from course, but to date have not removed any students • Have some payment plans in place for further collection of outstanding fees and contributions. <p>Karen confirmed that the money allocated against PD (Staff Professional Development) had further PD costs to come off this figure with recent PD untaken and more PD booked to happen this term.</p> <ul style="list-style-type: none"> • The school is trying to arrange PD more locally now, cutting the costs of flights and accommodation and hours lost out of school time. More cost effective to bring 1 Trainer up to Hedland. 	KB	For Noting
6.0	Items for next Meeting/Other Business	Led By	Action
6.1	<ul style="list-style-type: none"> • Any agenda items for next meeting to be sent to Jackie or Bill 2 weeks prior to the meeting. • A draft of the Industry Sub Group Charter will be sent two weeks prior to the next meeting 	Chair	For Noting
	The Chair confirmed the board move to a closed business session for agenda #4.9		

Closed Business Session		
<p>The Chair discussed the Industry Sub Groups key intentions</p> <ul style="list-style-type: none"> • To support school and encourage as many students as possible into local industry, including running a development program in school assisting students achieve more, and running work experience programs for students to see what it's like on site. Performance criteria required to include attendance and behaviour • In turn industry should be able to offer more opportunities to great students and increase more talent to Hedland; school and industry would benefit by attracting better staff. • Not just based on academic achievement, able to offer both VET and ATAR students' opportunities <ul style="list-style-type: none"> ○ Warren advised of a BHP case study in Newman and will share concept with group at a later date. • The Group is currently made up of the School (Principal), BHP, FMG and will include a mix of other local industries • The Industry Sub Group will become a standing agenda item for Board meetings 	LT	Discussion
<p>Agenda item 4.9 - Community Board Representatives</p> <ul style="list-style-type: none"> • Indigenous Community Board Representative Nominations: The Chair confirmed that seven nominations had been received and two had been shortlisted by the sub group, noting that the Deputy Chair had declared a conflict of interest with one nominee and had removed himself from the process and vote. The two shortlisted applications were presented, discussion ensued, and then was put to the vote by a show of hands with a unanimous vote for one of the nominees. <p>Motion: The Chair moved to progress with this nominee appointment, confirming the appointment could not be confirmed and announced until the nominee had undergone a screening clearance process through the DoE screening unit</p> <ul style="list-style-type: none"> • Resignation of Community Representative Rachael Green - Vacant position to be discussed at the next Board meeting 	LT	Discussion Decision
7.0	Next Meeting	
7.1	Next Meeting confirmed as Thursday September 6, 2018	Chair
8.0	Meeting Close	
8.1	The Chair declared the meeting closed at 6.10pm	Chair