

HEDLAND SENIOR HIGH SCHOOL

School Board Ordinary Meeting Minutes – Thursday 28th March, 2019.

School Conference Room

Members/Representation on Board

Bill Mann	Hedland SHS Principal	Ngaire Whyte	Parent Representative
Lincoln Tavo	Community Representative (FMG) Chair	Tricia Hebbard	Parent Representative
Warren Wellbeloved	Community Representative (BHP) Deputy Chair	Narelle Ward	Community Representative (Cassia Primary)
Jeanette Hasleby	Community Representative (Roy Hill)	Carmel Ford	Hedland SHS Staff Representative
Natasha Ball	Community Representative	Julian Wilmot	Hedland SHS Staff Representative
Jeremy Marklew	Community Representative (Police)	Karen Ballantyne	Hedland SHS Manager Corporate Services Ex Officio
Therese Anderson	Community Representative (Port Hedland Chamber of Com.)	Angelo Damian	Hedland SHS Head Boy
Camilo Blanco	Representative Town of Port Hedland Parent Representative	Annabella Knight Laura Francis	Hedland SHS Head Girl Scribe

Attendees this meeting: Bill Mann, Lincoln Tavo, Jeanette Hasleby, Jason Harris, Ngaire Whyte, Tricia Hebbard, Carmel Ford, Julian Wilmot, Angelo Damian, Annabella Knight, Karen Ballantyne, Laura Francis.

1.0	Welcome, Apologies and Confirmation of Agenda	Led By	Action
1.1	Opening and welcome: The Chair declared the meeting open at 4:00pm	Chair	For Noting
1.2	Apologies: Warren Wellbeloved, Natasha Ball, Jeremy Marklew, Therese Anderson, Camilo Blanco, Narelle Ward.	Chair	For Noting
1.3	Confirmation of agenda: 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 experienced by any member in relation to the items on the Agenda for this Meeting. <i>Reminder given by chair around the need to consider this for every meeting.</i>	Chair	Note

3.0	Minutes for review & Actions arising		Led By	Action
3.1	<p>Review of minutes from previous meeting:</p> <p>The Chair presented to the Board the unconfirmed minutes from the last Board meeting held on Thursday November 22nd, 2018 for review and approval.</p> <p>Motion: <i>Bill moved to approve the previous meetings minutes as a true and accurate record, seconded by Julian.</i></p>		Chair	<p>Moved: Bill Mann</p> <p>Seconded: Julian Wilmot</p> <p>Approval Unanimous</p>
3.2	<p>Actions arising and outstanding from the previous meeting/s:</p> <p>The Chair ran through the actions arising from the previous meeting and all actions outstanding. The Actions list was updated accordingly with the following action items confirmed as being complete:</p>		Chair	Discussion
	56	<p>School Nurse – no further action. Still an acting position, only on site for injections. Job still advertised on JobsWA website.</p>		
	59	<p>Solar Power Investigation – Karen to provide bills by email to Jeanette. Calculations will be done for a proposal.</p>		
	60	<p>Upgrades to school grounds – government has approached industry to share in \$18m funding for a new gym, undercover area, performing arts and industrial arts buildings. \$4m will be allocated to a refurbishment. Discussions are currently taking place.</p>		
4.0	Items of Business		Led By	Action
4.1	<p>Student Council speaking on Community Radio</p> <p>Annabella presented the following:</p> <ul style="list-style-type: none"> • Aim to improve community engagement with the school. • Two or three councillors would speak on radio regarding current events and achievements. • Would improve perception and show the positive things the school does. • JH – suggested going with an agenda rather than just being interviewed, and including what's coming up and how parents can engage. • Station suggestions – Spirit Radio, 94.1 with Dave Eckhart. • Participating would also improve student skill sets around Media. • NW – TAFE is already doing this as part of "Pilbara Pulse" on Spirit Radio. It is pre-recorded and sent back for approval before being aired. • LT – work towards targeting Year 6 primary school parents. • Suggested that recordings are posted on school Facebook page to reach a wider audience. 		AD & AK	Discussion

	<ul style="list-style-type: none"> BM – process moving forward would need to include Gerhard Van Dyke. 		
4.2	<p>Parent Representatives</p> <ul style="list-style-type: none"> Four nominations so far. LT – extend nomination time then put out for a vote with nominee bios in the first two weeks of Term 2. Voting to take place online. Current parent representatives will need to nominate again as their two year term is up. 	LT	<p>Discussion</p> <p>Moved: Lincoln Tavo</p> <p>Seconded: Tricia Hebbard</p> <p>Approval</p> <p>Unanimous</p>
5.0	Incoming Correspondence	Led By	Action
5.1	<p>Natasha Ball resignation.</p> <ul style="list-style-type: none"> Tabled. Email attached as Appendix 6. LT – moved to advertise for an Indigenous Representative again via Facebook, Connect and newspaper. Suggested to speak with Simon Thompson from Follow the Dream about engaging parents of FTD students. No restrictions – can be a parent. The board will vote after bios are submitted by nominees. 	Chair	For Noting
6.0	Reports and Operational Matters	Led By	Action
6.1	<p>Principal's Report: (<i>Appendix 3</i>)</p> <p><u>School Planning for Improvement</u></p> <ul style="list-style-type: none"> Laura Francis started work around the Business Plan – will bring information/progress to meetings as it arises. Some information won't be available until later in the year. <p><u>Refurbishment</u></p> <ul style="list-style-type: none"> Keen for the board to take a bigger role. Lobby local members of parliament as a board. Focus on Hardie House refurbishment as a priority – opportunity for FORM to engage with the school. 	BM	For Noting

	<ul style="list-style-type: none"> • Query from Carmel regarding a conflict of interest – more information to be sought by Bill. • Lincoln raised that if the space was going to be rented then the best cost/income must be obtained, and would the Arts area be where we'll get the best outcomes from the money invested in the refurbishment. • New school build in the next ten years (push for it to be in the next state budget). • Ngaire asked to be shown problem areas of the school for a better understanding as a board member. • Discussion around inviting local parliament members to a board meeting – letters to be written and sent. <p><u>Post Year 12 Opportunities</u></p> <ul style="list-style-type: none"> • Apprenticeship Club – processes for apprenticeships. <ul style="list-style-type: none"> - Opportunities for students to be on the list and gain the required skills. - Board can assist with industry and community links. <p><u>School Promotion</u></p> <ul style="list-style-type: none"> • Board needs to do more to promote the positives in the community. • Lincoln said he had already visited the school to discuss apprenticeships and required student qualities. 		<p>Action:</p> <p>Letters to be written and sent.</p>
6.2	<p>Financial Report:</p> <ul style="list-style-type: none"> • Financial Report (Appendix 4) and 2019 Budget (Appendix 6) tabled and noted. • Next meeting there will be more information available. • Down on predicted student number but has balanced out with allocations. • Not much choice in how money is spent – allocated in particular areas. • Must spend 96% of allocated money. • Biggest spend is electricity so solar is a good prospect. • Lincoln queried a few areas and Karen confirmed student do now miss out on funds. • Parent have been given a 10% discount on fees if they pay prior to March 31st which has had a positive impact on the number of parents paying fees, along with students in high cost upper school courses and Cert IIs being changed to other classes if costs aren't paid before the end of term. • Delivery of professional learning for staff on site has reduced costs. • Industry are assisting by providing accommodation and flights for professional learning presenters. 	KB	For Noting

7.0	Industry Sub Group	Led By	Action
7.1	<ul style="list-style-type: none"> • Working to get other businesses on board. • Discussion with students and parents the need for good attitude, behaviour and attendance if they're wanting a guaranteed apprenticeship at the end of Year 12. • Opportunity to promote the opportunities at parent events such as FTD Compact Signing in future. • Ngaire discussed recent examples of families considering leaving town but are now staying due to these opportunities. • Bill raised that university pathway students need to be considered also. • Lincoln made note of students who leave Hedland after Year 12 and are studying at university being able to come back to Hedland for work experience during uni breaks to gain experience that other don't have access to. • Jeanette said lots of people are starting in jobs before deciding to study so there is an element of crossover between the two pathways. • Bill said the board can continue to promote Hedland SHS as a "school of choice" given these opportunities. • Sub-group meeting hasn't taken place but will be done prior to next meeting. • Draft charter has been done – agreement on working together for the benefit of the school. • New principal still a focus – have met with Steve Baxter and looked at the top 10 Level 6 principals with plans to recruit and see what they might want to make the move to Hedland, but normal advertisement will still take place. • Housing – high performing teachers could be attracted through positions for their partners and therefore housing (discussion on this to go through Bill). • Industry tutors – Lincoln liaising with Andrea to arrange tutoring in required areas (Maths Methods already identified). <ul style="list-style-type: none"> - Formal arrangement to follow - Jeanette pointed out that the tutors need to be able to relate to the students and the curriculum so the process needs to be selective. 	Chair	For Noting
8.0	Items for next meeting/General Business	Led By	Action
8.1	Items for next meeting: <ul style="list-style-type: none"> • Reminder to email Laura agenda items up to 2 weeks prior to the next meeting. 	Chair	For Noting
8.2	Other Business: <u>Bill Mann</u> <ul style="list-style-type: none"> • Discussion around the board being proactive and adding value to what the school wants to do. • Asked that individual members considered when they can assist and come back to the next meeting with ideas. <u>Lincoln Tavo</u>	Chair	For Discussion Action: Laura to add onto agenda proforma.

	<ul style="list-style-type: none"> • New areas for the agenda – Student Feedback and Staff Feedback. • Also feels board needs to be more active and strategic in its involvement. • Discussion around setting tangible goals for the future, starting with working on community perception, media and publicity. • Bill suggested locking down 3 key targets at the next meeting. • All members encouraged to email feedback to Laura regarding ideas and directions to be discussed at the next meeting. • Lincoln requested an update on the Business Plan and progress – Laura to present at the next meeting. • Clontarf update requested, Bill briefly went over progress but Clint will be invited to the next meeting to speak with the board. 		<p>Action: Board members to email Laura who will add onto next agenda.</p> <p>Action: Laura to present on BP at next meeting.</p> <p>Action: Laura to invite Clint Ernst to the next meeting.</p>
9.0	Next Meeting		
9.1	Thursday 23 rd May (Public Board Meeting)		Chair
9.0	Meeting Close		
9.1	The meeting was declared closed by the chair at 5:48pm		Chair

Signed: Lincoln Tavo (Chair)

Date:

Signed Bill Mann (Principal):

Date:
