

## HEDLAND SENIOR HIGH SCHOOL

### Public School Board Ordinary Meeting Minutes – Thursday 28<sup>th</sup> November 2019.

#### School Conference Room

#### Members/Representation on Board

Bill Mann	Hedland SHS Principal	Leah Brackin	Parent Representative
Fin Funston	Community Representative (FMG)	Tricia Hebbard	Parent Representative
Lincoln Tavo	Community Representative <b>Chair</b>		
Warren Wellbeloved	Community Representative (BHP)	Narelle Ward	Community Representative (Cassia Primary)
Jeanette Hasleby	Community Representative (Roy Hill)	Carmel Ford	Hedland SHS Staff Representative
Margi Faulkner	Community Representative (Health)	Julian Wilmot	Hedland SHS Staff Representative
Jeremy Marklew	Community Representative (Police)	Karen Ballantyne	Hedland SHS Manager Corporate Services <b>Ex Officio</b>
Therese Anderson	Community Representative (Port Hedland Chamber of Com.)	Vacancy	Hedland SHS Head Boy
Fred Riebling	Representative Town of Port Hedland	Vacancy	Hedland SHS Head Girl
Tracey Garbin	Parent Representative	Laura Francis	Hedland SHS School Improvement Program Coordinator <b>Ex Officio</b>
Vacancy	Community Representative (indigenous)	Niki Jacob	Scribe

**Attendees this meeting:** Bill Mann, Lincoln Tavo, Warren Wellbeloved (phone), Jeanette Hasleby, Jeremy Marklew, Therese Anderson, Julian Wilmot, Karen Ballantyne, Laura Francis, Tracey Garbin, Margi Faulkner

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 4:02pm Welcome: community members	Chair	For Noting
1.2	<b>Apologies:</b> – F. Riebling, L Brackin, N. Ward, F. Funston, C. Ford, T. Hebbard	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 experienced by any member in relation to the items on the Agenda for this Meeting.	Chair	Note
<b>3.0</b>	<b>Minutes for review &amp; Actions arising</b>	<b>Led By</b>	<b>Action</b>
3.1	<p><b>Review of minutes from previous meeting:</b></p> <p>The Chair presented to the Board the unconfirmed minutes from the last Board meeting held on 2019 for review and approval. Lincoln requested removal of the word 'eligibility' from item 4.2.4 after discussions regarding clarity within the TOR with the DoE</p> <p><b>Motion:</b> <i>Bill moved to have the word 'eligibility' amended in the previous meeting's minutes, seconded by Therese</i></p>	Chair	<p><b>Moved:</b> Bill</p> <p><b>Seconded:</b> Therese</p> <p><b>Approval Unanimous</b></p>
3.2	<p><b>Actions arising and outstanding from the previous meeting/s:</b></p> <p>No Actions to update</p>	Chair	Discussion
<b>4.0</b>	<b>Items of Business</b>	<b>Led By</b>	<b>Action</b>
4.1	<p><b>Resolution of Board Membership</b></p> <ul style="list-style-type: none"> <li>Board membership clarification – <i>new Terms of Reference was tabled and discussed (see item 4.3). Amended TOR now shows clear guideline for parent, staff and community members.</i></li> <li>Parent Representatives – <i>2020 Plan. 2 positions vacant as current representative's children have now left school after year 12. Laura has advertised the 2 positions for 2020</i></li> <li>Community Representative (Indigenous) – <i>Raelene Button has been nominated as the indigenous representative</i></li> <li>Lincoln discussed role of head boy &amp; girl, it was confirmed that they are Ex Officio – this will be labelled in the next agenda</li> <li>Bill said he was happy for Lincoln to stay on as chair for this meeting, the board agreed</li> </ul> <p><b>Motion:</b> <i>Bill moved to accept Raelene Button on to the board as the Indigenous Community Representative, seconded by Jeanette</i></p>	BM	<p><b>Moved:</b> Bill</p> <p><b>Seconded:</b> Jeanette</p> <p><b>Approval Unanimous</b></p>
4.2	<p><b>Board Role in Strategic Planning</b></p> <p>Bill discussed the need for the school board to play a stronger, more active role in advocating for the needs of the children in the school. He suggested spruiking the successes of the school to the media and using their networking capacity to gain more</p>	BM	Discussion

	<p>external support. Bill recommended the members come to the school and ask about key issues that need to be addressed that the member can strategically assist with.</p> <p>School industry partnership – opportunity to affect government.</p> <p>Jeanette suggested more correspondence from the board to government officials.</p> <p>Warren asked for confirmation that the board needs a more coordinated approach from the board to achieve strategic directives, Bill confirmed this to be correct.</p> <p>Bill gave an example of writing to the commissioner to ask for car park upgrades due to being a shared car park with the TOPH.</p> <p>Margi said that information from the school to understand how to participate fully in advocacy was important to gain from the school officials and reps.</p> <p>Bill mentioned the need for a safe house for the children in order to assist with attendance to give the children a better chance. He urged the board to advocate for the safe house.</p> <p>Raelene mentioned the idea of the Safe House came from the elders and it is different to Jiliya House and YAP, it is for the children who are roaming the streets and can't come to school because of issues at home. There are buildings available but red tape stops the buildings from being made available to the community – the need for advocacy from the board is important to help make this happen and get through the red tape. An example of a positive housing was Muganya Hostel – leaders have come out of that residential boarding house.</p> <p>Community member spoke to Raelene's comments – the board needs to step in to assist with bureaucracy – the board has the right to demand, not just ask as many funds come from this area and the right people are on the board to make this happen.</p> <ul style="list-style-type: none"> <li>- Clontarf employment forum and Follow the Dream leadership camp videos were presented to the board –</li> </ul> <p>Bill discussed the new REACH program that will be commencing in 2020 for girls, run by V Swans. Recruiting now</p>		
4.3	<p><b>Terms of Reference</b></p> <p>The amended HSHS Board Terms of Reference was distributed to all board members. Amendments included in items:</p> <p><b>5. Limits of Functions</b></p> <p><b>5.1 - Guideline</b></p> <p><i>Principals have the legislated responsibility for the control and management of the school (SEA s.63(1)(b)). The Department of Education has established processes to enable Principals to undertake these functions, including for the distribution of funding to the school, school maintenance and capital works. Principals work with Department</i></p>	BM	<p><b>Moved:</b> Bill</p> <p><b>Seconded:</b> Julian</p> <p><b>Approval 7 / 1</b></p>

	<p><i>business units and provide the information council/board members require on these processes. Principals support members to understand the scope of the functions of a council/board, which does not include intervening in the control or management of the school - either directly or indirectly.</i></p> <p><b>6. <u>Qualifications for membership of Council</u></b></p> <p><b>6.5 – <i>Guideline</i></b></p> <p><i>To be suitably qualified for a membership position on the council/board:</i></p> <ul style="list-style-type: none"> <li>• <i>parents are to have children enrolled at the school;</i></li> <li>• <i>staff are to be employed at the school; and</i></li> <li>• <i>community members have contemporary expertise required by the council/board. Examples of contemporary expertise include current employment with an employer working in partnership with the school, or business skills that are required at the time</i></li> </ul> <p><b>9. <u>Council meetings and proceedings</u></b></p> <p>9.1 – number of meetings per year. This item was highlighted and discussed that in line with the TOR, the board would hold 4 ordinary meetings a year, with one being a public meeting.</p> <p><b>15. <u>Cessation or termination of membership of the Council</u></b></p> <p><b>15.1 - <i>Guideline</i></b></p> <p><i>A person can become ineligible to hold office as a member before the end of their term. For example, a parent member becomes ineligible when they no longer have children enrolled at the school; and a community member becomes ineligible when they no longer have the contemporary expertise required.</i></p> <p><i>A member themselves, or the council/board, may identify that a member has become ineligible to hold office because they are no longer suitably qualified. Where this occurs the member resigns their position. See also Guideline at 6. Qualifications for membership of Council.</i></p>		
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	<p><b>Motion:</b> <i>Bill moved to adopt the amended Terms of Reference as of this meeting, seconded by Julian</i></p> <p><b>Action:</b> Board members to review amended Terms of Reference thoroughly</p>		
<b>5.0</b>	<b>Incoming Correspondence</b>	<b>Led By</b>	<b>Action</b>
5.1	Nothing to Note	Chair	For Noting
<b>6.0</b>	<b>Reports and Operational Matters</b>	<b>Led By</b>	<b>Action</b>
6.1	<p><b>Principal's Report:</b> <i>(Appendix 2)</i></p> <ul style="list-style-type: none"> <li>• <b>School Refurbishment</b> – still waiting for money (\$17 mill) to be released, Bill meeting with central office in week 8. Main items are: Hardie House, 2 court gym, refurbishing gym for new performing arts facility, re-roofing Maths/Science, classroom painting, special technologies e. g. simulator, drones etc – scope of works can't be drawn up until the funds have been released. Warren has offered to request urgency from the department.</li> <li>• <b>Year 12 Graduation</b> – successful night.</li> <li>• <b>Year 6 Transition</b> – Progressing well. Transition starts week 9. Growing numbers, anticipating over 200 year 7s next year</li> <li>• <b>Staffing 2020</b> – A number of promotional positions have been filled for 2020</li> <li>• <b>Summit Outcomes</b> – reinvigoration of Hedland Collective – BHP supporting this through their group, Creating Communities who are facilitating the work of Hedland Collective. School Industry Partnership has resulted through this – outcomes include 40 traineeships set up for year 11 students in 2020. Students now going through year 11 with clear career focus and upholding standards</li> <li>• <b>Strategic Planning and School Vision</b> – Creating Sustainable Future for Hedland Handout – The Hedland Context (challenging students, staff transience, community expectation with regard to industry); Recipe for the Future (engaging curriculum, positive learning environment, pedagogy for 21<sup>st</sup> Century, parents as partners) – parents as partners important focus; Taking up the Challenge (culture positive and purposeful learning, strong focus on post-school destinations, best practice delivery, wrap-around incentives for disadvantaged students). Staff have come up with a list of how to implement the strategic planning and school vision</li> </ul>	BM	For Noting

	<ul style="list-style-type: none"> <li>Community member asked about lack of year 10 metal work in 2020 – Laura and Bill replied that there is a major shortage of teachers</li> <li>Community member asked if SIDE teaching was improving – Bill confirmed that it is improving and there is now a specialist teacher in the SIDE room for most subjects. The teachers will also have access to all SIDE resources in 2020, this is unique to Hedland at this point, a partnership that Bill has organised.</li> </ul>		
6.2	<p><b>Financial Report: (appendix 3 &amp; 4)</b></p> <ul style="list-style-type: none"> <li>Most monies have been spent with little left at the end of the year</li> <li>Voluntary Contributions and Charges list – to be approved by the board. Department has allowed max \$235 for Lower School plus extra \$50 approved voluntary requests</li> <li>Less subjects due to students going to SIDE</li> <li>Payments – 38% voluntary payments made for Lower School, 48% for Upper School in 2019. Incentives such as discounts and payment plans have been offered but still numbers are low.</li> </ul> <p><b>Motion:</b> Tracey moved to approve the contributions and charges list for 2020, seconded by Bill</p>	KB	<p><b>Moved:</b> Tracey</p> <p><b>Seconded:</b> Bill</p> <p><b>Approval Unanimous</b></p>
6.3	<p><b>Staff Feedback</b></p> <ul style="list-style-type: none"> <li>Julian thanked the board for himself and Carmel for the opportunity to be on the board in 2019</li> </ul>	CF & JW	For Noting
6.4	<p><b>Business Plan Progress Report</b></p> <ul style="list-style-type: none"> <li>Laura presented data on comparisons between semester 1 and 2 from 2019 data</li> <li>Lower than expected results in reading and numeracy</li> <li>43 more students this year compared to 2018 that need to sit OLNA. 141 students that did not pre-qualify for OLNA - needs to be tested over 2 periods in 2020. Workshops have been organised and weakness lists circulated.</li> <li>Laura will email presentation out to members</li> <li>OLNA workshops showing positive outcomes – 15 students attending, 12 achieved Cat 3 in at least one component, 2 achieved Cat 3 in 2 components, 2 students made improvements in all 3 components</li> <li>Attainment must be made by those not achieving WACE, this is done through cert II or ATAR greater than 55. 82 students made attainment, 13 did not</li> <li>Aboriginal retention – more students in year 10 compared to last year, hoping to have those students continue in year 11 &amp; 12. This data is being tracked</li> </ul>	LF	For Noting

	<ul style="list-style-type: none"> <li>Attendance – overall has dropped, year 9 has improved, other years have dropped. The school is working towards better attendance</li> <li>Suspensions have gone up – more students being suspended fewer times rather than a few students being suspended regularly – number of days has dropped</li> <li>Year 7 enrolments – expecting large number for next year – data will be confirmed next year once children have started school.</li> <li>Staff retention – 16 staff not returning in 2020, less leaving than last year</li> </ul>		
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7.0	Industry Sub Group	Led By	Action
7.1	Suspension of Industry Sub Group - noted	BM	For Noting
8.0	Items for next meeting/General Business	Led By	Action
8.1	<b>Items for next meeting:</b> Laura to email dates for 2020 board meetings – continue to meet Thursdays in Term 4 so that Warren can attend the meeting in person	Chair	For Noting
8.2	<b>Other Business:</b> <ul style="list-style-type: none"> <li>Lincoln thanked the board members for their efforts in 2019</li> </ul>	Chair	For Discussion
9.0	Next Meeting		
9.1	Thursday 20 <sup>th</sup> February 2020		Chair
9.0	Meeting Close		
9.1	The meeting was declared closed by the chair at 6:00pm		Chair

Signed: Lincoln Tavo (Chair)

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Date:

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Date:

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Signed Bill Mann (Principal):

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