



## SCHOOL BOARD

### MINUTES OF MEETING

Thursday 17 March 2016  
Admin Conference Room KSHS

MEMBER	POSITION	Representing	
Steve Blyth	Chair	Community	2016
Nicki Polding	Principal		
Julie Brown	Secretary	Staff	2017
Patrick Kennedy	Business Manager	Staff	2017
Genevieve Hulin	Member	Staff	2016
Scott Keast	Member	Parent	2016
Richelle Warren	Member	Parent	2016
Ian Hanna	Member	Parent	2017
Mel Berrigan	Member	Parent	2017
Ron Smith	Member	Community	2016
Suzanne Leckie	Member	Community	2016
Sheridan Kowald	Member	Student	
Cooper Morrow	Member	Student	

#### 1. Welcome and Apologies

Scott Keast, Julie Brown and Patrick Kennedy  
Gen Hulin (Parent/Teacher Interviews) arrived at 6.20pm. Chair Steve Blyth will arrive late (approximately 6.40pm after PT Interviews). Members were invited to chair the meeting until Steve arrived. Cooper Morrow agreed to chair the meeting.

#### 2. Presentations to the Board

Country Week Coordinator David Gardiner was invited to speak at this meeting but is an apology.

#### 3. Confirmation of Minutes of Previous Meeting and Action Items

##### 3.1. Draft Minutes 25 February 2016

Moved that the minutes are a true record of the meeting. Moved Ian Hanna, Seconded Ron Smith. Carried with the follow amendments.

**5.1:** That there was discussion around Country Week teams and that fully competitive teams were selected with restrictions on the number of teams in which a student could be selected.

**8.1:** The motion was "That the Board agrees to an interim period allowing students to replace facial piercings with clear labret studs or retainers."

**8.2:** Workforce Plan Committee. Para 2 amend *Proscribed* to *Prescribed*.

**9.3:** Endorsement of the Terms of Reference. Place on agenda – not done. Place on Agenda at Item 7.3 Governance.

**3.2. Action Items** Reviewed.

4. **Correspondence In / Out** None.

5. **General Reports**

5.1. **Chair's Report:** None.

5.2. **Principal's Report – Tabled.** Add 2015 overview of Year 7s and full year or half cohort. (See below)

**Visit by Regional Executive Director (RED)**

RED Alison Ramm had informal discussions with staff, met the Student Leadership Group and had a comprehensive meeting with Project Manager Sarah Watson and Nicki around progress of Improvement Strategies. Alison acknowledged that Change 2 timelines and content had been adhered to and that progress is on track.

One of the positives from this discussion was that the strategies for finance and resources have already been implemented and Alison will ask Brett Hunt from the ERG team to sign-off on this.

Suzanne Leckie asked how did the RED feel about our progress with PIS? NP said that Alison Ramm acknowledged that albeit we have a big job ahead, she was happy with our progress. She was hopeful that we would be able to meet the 24 month deadline. There are already supports being provided to the school, e.g. Yvonne Green from the Wheatbelt Education Office in Northam is visiting KSHS on a regular basis to provide support to Aboriginal families. Board members felt it would be beneficial to meet with Alison in the future.

Ian Hanna asked when the 24 month timeline ends? The first 6 months was to November 2015. We have another 18 months from then so the end point will be April/May 2017.

**Consultants Visits:** Penny James and Sandra Halley worked with staff on literacy and analysis of WACE data and performance in ATAR external exams. Warren Grellier has been working with our English teachers assisting them in strategies to improve the performance of ATAR English students. Warren's wealth of experience has been very beneficial to staff in the English Learning Area and his assistance is well worth the money spent.

Cooper and Sheridan spoke about Warren's work in their classes and said he had given them a number of strategies including how to set targets. They both felt they had benefited from Warren's input.

**OLNA:** Suzanne Leckie asked how many students were yet to achieve the OLNA. NP said approximately 50% of Year 10 students. Year 11s and 12s have the opportunity to sit their OLNA later. These students already have supports in place to assist them to achieve the OLNA target.

**Parent Teacher Interviews:** Conducted today Thursday 17 March 2016.

**Year 7 Overview in 2015 (Agenda Item from previous meeting):** In 2015, the first cohort of Year 7 students entered high school. Their timetable centred around a Home Room structure using a limited number of teachers and with minimal movement around the school. The Year 7 students also had a designated area on the front lawn of the school where only Year 7s could go. This area was utilised well however there were also many students who were quite comfortable with mixing with students from other year groups during break times.

Last year there was some parent concern re literacy and numeracy. The Home Room structure enabled teachers to get an idea of how these new students learnt. This experience has helped in fast tracking that process in 2016. Literacy Coordinator Michelle Dolan has a strong focus and a united approach to improving literacy.

Steve Blyth entered the meeting at 6.45pm after Parent/Teacher Interviews. He commented that he can see that the strategies are working. He would still like to see students encouraged to extend themselves.

Suzanne Leckie asked what is the advantage of the home room structure.

Genevieve Hulin (new staff Board Member and Year 7 teacher): Year 7 students benefit from being able to build safe relationships with their Year 7 teachers.

SL has received feedback from a Year 8 student who said that their Year 7 experience had been a positive one.

SB: Behavioural management strategies were proactive resulting in a good basis for setting up high behavioural expectations which hopefully will carry through into future years.

NP: Employing experienced Year 7 teachers has been of great benefit to Year 7 transitioning however it is recognised that each cohort is different. Head Boy Cooper Morrow and SLG boys Nicholas Lay, Stephen Paini and Jessie McGill have been interacting with this year's Year 7 boys to build relationships and to provide positive role models.

NAPLAN results were encouraging.

Suzanne Leckie asked if there were any concerns with having 18 year olds on the same site as students who are 11 or 12 years old? NP hasn't had any issues brought to her. Safe driving is more of a concern than social issues. Drivers on "P" Plates have designated parking in the lower gravel carpark.

Steve Blyth took back the Chair at 6.55pm.

### **5.3. P & C Report – Scott Keast was an apology.**

#### **5.4. Head Boy/ Head Girl Report given by Sheridan Kowald**

On Thursday 10 March, a Leadership Day was organised with the Student Leadership Group. This was a full day program with activities designed to foster trust, teamwork and leadership. It was also an opportunity to encourage greater participation from the younger members of the SLG. The Leaders created their own vision for 2016 with the focus being personal achievement as well as the achievement of their peers. Senior School Program Coordinator Mr Frank Gaudin gave a very inspirational presentation which the group really appreciated. The day also covered planning activities, including planning fundraising for organisations that were relevant to our students, e.g. Autism. Plan for two fundraisers per term. Assembly dates were set. Next one is Wednesday 23 March followed by the ANZAC Service on Friday 8 April. Many students from the SLG will be attending the Katanning Community ANZAC Dawn Service.

During Form on Thursday 17 March, the younger SLG students gave some feedback including what was happening with some of the Year 7 Boys who were causing some distractions in their classes. This was seen as a classroom management issue.

Year 8 girls have commented that they like the Year 8 timetable structure.

Year 11 students are liking the smaller classes and those doing on-line ATAR courses are enjoying them and finding them easy to do. The senior students are appreciating being treated like grown-ups.

A student survey is to be created using Survey Monkey soon. This survey will be offered to the whole school.

During the Leadership Day, each leader wrote a speech titled "What it means to me to be a student leader?" Some of the speeches were written demonstrating a very mature attitude with diverse content. The students felt it would be useful to revisit these speeches at the end of the year to use as a comparison.

Cooper Morrow said the Senior School Ball was a great success. The decorations were lovely and the refreshments were delicious. Some students left the ball early (for some it had been a long day).

## **6. Financial Report:**

NP: Current expenditure is where it should be. DoE directive is that 96% of funding should be spent on current year students. Cost Centre Managers receive reports that track their expenditure against their budget. The Comparative Budget report shows how Budgets are being spent in relation to the point of the year. Credit Card usage is scrutinised closely.

On Census Day there were 20 students in the category "Census Not Counted". Census figures are used to calculate student funding allocation. There is no regional allocation or transition adjustment.

Suzanne Leckie emailed Business Manager Patrick Kennedy who clarified several queries she had. SL suggested it would be beneficial to organise a workshop with PK so that Board members can better understand the financial documents.

**ACTION:** Approach PK to hold a one hour workshop at a school board meeting some time after the Annual Public Meeting (26 May 2016).

6.1. **Financial Report** – Financial Summary and One Line Budget available.

6.2. **Summary of Finance Committee Decisions** - Finance Committee meets next week.)

Head Boy Cooper Morrow left the meeting at 7.25pm.

## **7. Governance and Strategic Planning**

7.1 **Business Plan** – Waiting on feedback from Learning Areas.

7.2 **Behaviour Management Plan – SENBE Support**

### **School of Educational Needs – Behaviour and Engagement (SENBE)**

SENBE Team visited KSHS on Thursday 3 March to discuss process for supporting the school with Behaviour Management planning. A whole school Behaviour Support Plan needs to be developed aligned with the new Student Behaviour Policy and Procedures.

There is an expectation that school and regional support needs to be accessed before an enquiry to SENBE. The request for service may be for professional learning, consultative support or Intensive Service. Katanning SHS Behaviour Management Policy to be accepted in the interim as the whole school Behaviour Support Plan is developed and aligned with updated DoE policy.

MOTION: That the School Board endorses the current updated Behaviour Management Policy. Moved Seconded (NB: Motion not put.)

### **7.3 Terms of Reference**

IH – P&C representation can only occur if the P&C President gets elected onto board through the normal election process.

SB: Feels there should be P&C representation on the Board as they are an integral part of the school. P&C person can be elected either as a Parent or a Community Member.

Discussion ensued during which issues were raised around various scenarios regarding elections, terms, who selects incoming Board members and co-opting members.

SL: What happens if someone is elected as a P&C representative (with a 2 year term) and then resigns from the P&C?

NP: Confirmed that DoE Policy and Governance advised that there cannot be a P&C rep.

If there is no P&C rep on Board, a P&C report would be supplied to the Board.

IH asked for clarification of Patrick Kennedy's position. Patrick is an elected staff member. If he didn't get elected, he could be co-opted to the Board.

Does the outgoing board select the incoming community members?

NP: It would be best that this is done once the newly elected board members are established. Then the Board can determine where the gaps are in terms of representation and any expertise needed to support Board in its function.

SL asked how does this information get out to the community. Use the school website, newspaper, newsletter and the Annual Public Meeting.

NP: Suggestion that NP and Chair SB meet to discuss the timing and management of appointment and election of new board members so that it can be brought to the April meeting.

**ACTIONS:** NP/SB to meet. Contact Geoff Metcalfe at SIRU for advice. Ensure that Board members have the latest version of the Terms of Reference.

## **8. Items For Discussion**

**8.1 Board Positions.** May elections and appointments. See above.

**ACTION: Place on Calendar of Events:**

- Elections and appointments
- 26 May Annual Public Meeting (KSHS Library)
- 16 June Ordinary Board Meeting.

## **9. Late Items / General Business (by agreement only)**

### **9.1 Country Week**

Country Week Coordinator David Gardiner researched accommodation and found that the Rendezvous Hotel in Scarborough was the cheapest option at \$70 per student/per night through "Just Group Accommodation".

Richelle Warren asked why Trinity College was not available. NP explained that this was because university students were no longer required to vacate their rooms during break times.

Merissa Berrigan said she had been told there is another wing (Motel Wing) available at Trinity, which would be available but only if Andrea Rundle booked it. NP said that David was being mentored by Andrea Rundle and was David Gardiner aware of this accommodation option? School Sports WA document refers to students being able to compete in two sports. Decision was made to take full teams, not just topping up teams who didn't have enough players. RW said that cost is an issue for parents. P&C subsidy across the board?. Is there any Government funding available?

NP stated to the Chair that this was a school operational matter. The message that cost was of concern was taken on board and would be followed up.

**ACTION:** David Gardiner to be invited to come to the next meeting (7 April).

### **9.2 Year 7 Area**

IH raised the issue of the lack of shade on the Year 7 area. NP said that sail shades were being considered. These are preferred by the gardeners as they are easier to mow around.

### **9.3 Staffing**

SL asked if Deputy Principal Trevor Carruthers could be invited to attend a Board meeting to explain our Staffing process. NP and TC had discussions with RED Alison Ramm during her visit yesterday (Wednesday 16 March).

### **9.4 "This is Me"**

The Commissioner for Children and Young People (CCYP) recently surveyed a number of young people from the CaLD community across WA including students from Katanning SHS. As a result the publication "This is Me" has been produced which includes stories from 15 young people, three of whom are from Katanning SHS.

**ACTION:** Dress Code discussion to be placed on next Agenda.

## **10. Next Board Meeting**

**Date/Time:** Thursday 7 April 2016 from 6pm.

**Location:** Admin Conference Room

## **11. Meeting Closure: 8.20pm.**

This is a true and accurate record of the meeting.

**School Board Chair** \_\_\_\_\_  
**Mr Steve Blyth**

**Date:** \_\_\_\_\_