



MINUTES OF SCHOOL BOARD MEETING

Thursday 4 August 2016

6.00pm – 8.00pm

Katanning Senior High School Admin Conference Room

MEMBER	POSITION	Representing	
Ian Hanna	Chair	Parent	2017
Nicki Polding	Principal	School	Ongoing
Julie Brown	Member	Staff	2017
Patrick Kennedy	Business Manager	Staff	2017
Genevieve Hulin	Member	Staff	2017
Mel Berrigan	Member	Parent	2017
Robbie Minter	Member	Parent	2018
Siobhan Reeves	Member	Parent	2018
Suzanne Leckie	Member	Community	2017
Zia Gul Sultani	Member	Community	2017
Robyn Quartermaine	Member	Community	2017
Sheridan Kowald	Member	Student	2016
Cooper Morrow	Member	Student	2016

1. Welcome and Apologies:

Meeting opened at 6.05pm.

Apologies: Julie Brown, Patrick Kennedy, Nicki Polding, Cooper Morrow

2. Presentations to the Board

2.1 Code of Conduct - to be discussed in "7. Governance and Strategic Planning"

2.2 School Self-Assessment - to be discussed in "8. Items for Discussion"

3. Confirmation of Minutes of Previous Meeting and Action Items

Omissions and questions about minutes:

Robyn Quartermaine – Query regarding letter to be sent to Andrea Rundle thanking her for her time on the School Board is not in the minutes. Alter minutes of meeting from 16th June to include this being discussed.

Suzanne Leckie – Query if the letter to Jane Mary Richardson regarding her concerns has been sent as yet.

Ian has spoken with Nicki last term regarding both letters and will follow up with her once she is back next week.

Robyn Quartermaine – Queried what the timeframe is for actions to be done, such as letters mentioned above being sent, general consensus was it should be done by the next meeting.

Action Items Register

Current items discussed.

Letter of response to Andrea Rundle to be added into the register.

To be taken noted as done on the Action Items Register as at 16th June 2016

16 June 2016 Secretary – Melissa spoke to the board briefly about the recordable pen and has given the information to Sue Page to look at purchasing one for the school.

4. Correspondence In / Out

In – WA Education Awards

KRBA special committee meeting minutes held on 20th June with Natalie Nicholson regarding presentation on private middle school.

Out – Nil

5. General Reports

5.1 Chair's Report – Ian Hanna

Updated the board on school operations while Nicki has been away and staffing of the Principal and Deputy Principal positions - Trevor Carruthers - acting principal duties for weeks 3 and 4 and Sharon Poett - acting principal for week 2 and deputy for week 3 and 4.

Will attend the KRBA Awards night on Saturday 6th August and has requested copies of minutes from future meetings be sent.

5.2 Principal's Report – Tabled, Trevor Carruthers

Trevor read the report with some general discussion and answered any questions raised. Advised how the ICSEA Score is achieved

Suzanne Leckie queried staffing, Trevor explained the process, Julie Brown is currently on leave and Robin Dark is filling her position as junior school program co-ordinator, Robin will still share some teaching duties for ATAR students with another teacher.

Siobhan Reeves left the meeting at 6:55pm

5.3 P & C Report

The P&C will be doing a wood raffle to raise funds this month, date not finalise as yet.

5.4 Head Girl/Head Boy

RFDS letter and post card received thanking KSHS for their donation of \$437.10

MS money raised should be about \$250.00

Leadership group organised a free dress day in the last week of term two for PMH and raised about \$218.00.

Looking at organising a footy colours day with all funds going to a Cancer Foundation, date to be advised.

Spirit Week, currently planning activities which will run from 12th – 15th September, will be a Disney theme this year. Mr Dark is helping to co-ordinate with assistance from some of the other staff also.

Trade Skills Centre Opening - 9th August.

6. Financial Reports – Tabled

Second gateway of \$375k received, school is on track to spend minimum requirements.

Approved by finance committee – 1. Relief cover for university/geography/human biology excursion. 2. Replacement of mower. 3. Design and technology equipment replacement. For endorsement by finance committee - Dam reticulation project.

7. Governance and Strategic Planning (30 mins)

7.1 Draft Behaviour Support Plan (DoE Policy 2016)

Trevor spoke about the policy and what the board need to be aware of, updates have been noted in the “review of the policy” on the last page, this will be an ongoing working document until it is endorsed by the board and will be reviewed annually.

TC held a meeting with staff on Monday 1st August where the policy has been shown and discussed with them for their input.

General discussion on points in the policy regarding mobile phones

If there are any changes to the policy or queries e-mail them to Trevor.

7.2 Dress Code – Uniform Policy

Sue Leckie – change “council” to board in the Dress Code document

General discussion held on the policy by board members.

ACTION: Ian Hanna to speak to Follow the Dream (FTD), Clontarf, Deadly Sista Girlz (DSG) and Bushrangers co-ordinators to look at shirts/dress code and invite to a meeting to discuss their program dress requirements further.

Sue Leckie – Query on 7.5 in policy advising can be earned back by wearing uniform for 5 days which contradicts what is in the good standing policy.

7.3 Board Survey

No results as yet, to be put back on Agenda for next meeting.

Ian has the raw data for staff, student and parent survey results if anyone would like to have a look at it.

ACTION: Ian Hanna to send out the information to all board members

7.4 Board Code of Conduct

Not sent out, to be put back on the Agenda for the next meeting.

8. Items for Discussion (30 min)

8.1 Self-Assessment Schedule

Trevor spoke about the self-assessment schedule document, what it is, why we need it and handed out a copy of the document they are currently working on which has a timeline of when things are to be done, by who and why, for everything to be documented it will take about a year to get the whole thing finalised and as things are being done now they will be added into the document.

8.2 Staff Morning Tea: Board members to provide morning tea to staff in appreciation for the work they have done, looking at Tuesday 13th September 2016, will be discussed further at the next meeting to confirm the day.

9. Late Items / General Business – by agreement only.

Sue Leckie - Review of how Public Meeting went, put onto the Agenda for discussion at the next meeting.

Countryweek – Discussion held on results the school achieved and how it went for the week – student activities, cost, accommodation, Sheridan said one of the downfalls was there were not enough kids in each team attending to cater for injuries, there were a few issues over the week that need to be discussed and thought about for next year but overall it went well.

Setting Board Meetings dates – Tentatively 20th October, will set November date at the September meeting.

School positions – Acting Deputy Principal (term 4 and next year) Position has been advertised and is now closed, interviews will be done shortly.

Senior School Program Co-ordinator – Has opened and will be a permanent position.

10. Next Board Meeting

Date: 8th September 2016

Time: 6pm -8pm

Location: KSHS Admin Conference Room

11. Meeting Closure: 9.00pm

Minutes taken by: M Berrigan

School Board Chair: Mr Ian Hanna _____

Date _____