



SCHOOL BOARD

Minutes of Meeting

Thursday 7 April 2016
6pm – 8pm
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

Julie Brown, Ron Smith, Steve Blyth, Scott Keast and Richelle Warren. Patrick Kennedy chaired the meeting with agreement by all.

Welcome to RED Alison Ramm who had been invited by Nicki to attend.

2. Presentations to the Board - NONE

3. Confirmation of Minutes of Previous Meeting and Action Items

3.1. Accept Draft Minutes 17 March 2016

MOTION: That the draft minutes be accepted with the following amendments: Moved Genevieve Hulin, seconded Suzanne Leckie. Carried.

9.1 Para 2 Amend Merissa Berrigan to read **Melissa** Berrigan.

5.2 Principal's Report – Visit by RED.

Para 2 to read "implementation of the strategies for improvements in finance and resources is already advanced. Alison will meet with Brett Hunt from the ERG team to ask if it is possible for early sign-off on this.

Para 3: "happy with our **planning** progress."

3.2. Action Items

Dress Code: Still pending

Strategic Plans finals to be emailed out.

4. Correspondence In / Out – None.

5. General Reports

5.1. Chair's Report – Steve Blyth is an apology

5.2. Principal's Report (10min) – Tabled

IH asked for background about the White Ribbon Program. He asked if reduced violence in the school would be a measurement of progress. KSHS staff have completed training in order to gain certification. White Ribbon ties in with the school's value of Respect and also links to the Health and Physical Education Curriculum. Community linkages: Wanderers Football Club and Katanning Clontarf Academy are on board. 7 former students have asked to be ambassadors.

SL asked when OLNA results would be available. NP advised early in Term 2 which allows schools to know in good time which students did not meet the OLNA. Parents need to know if their student needs to re-sit the OLNA.

MB said that as a parent, she would want to know if her student had to sit the OLNA.

AR: When parents receive their NAPLAN results, they are probably not told that they will have to sit OLNA because they didn't meet Band 8 NAPLAN which equates to OLNA Category 3.

AR suggested that when NAPLAN results go out to parents, one of 2 letters goes out depending on if they need to do OLNA or not. (i.e. less than Band 8 for Reading and Writing.)

IH suggested holding a parent meeting to get this information out to parents. NP stated that there hasn't been a big uptake on parent meetings and that brochures and letters had gone out to all parents of Year 7 and Year 9 students.

There was general discussion about NAPLAN and the industry that has been created around passing NAPLAN.

5.3. P & C Report:

ACTION: Follow up with Cheryl Chambers to give a report to the next meeting.

5.4. Head Boy/ Head Girl Report

Sheridan Kowald spoke about Country Week costing. Letters to Rotary and two other organisations have been sent recently from the student body, asking for donations. If these donations come through, the cost may reduce to \$560. If there were more students applying to go to Country Week as a result of any reduction in costs, they would still have to meet the eligibility criteria.

MB: Revisit the process and timeline of the Tribunal. If a student needed to approach the Tribunal, this should have been communicated to the parent as well as the student.

PK: Letters clearly stating criteria and deadlines were sent out late last year as well as this year.

NP: Students need to be informed early if they are not eligible to attend CW (before any money is paid).

ACTION: NP to follow up with D Gardiner.

Cooper Morrow: School's ANZAC Service will be held tomorrow (Friday 8 April). The SLG is heavily involved with the Assembly and 9 members of the SLG have indicated that they will attend the Katanning ANZAC Dawn Service. Board members are invited to the school's ANZAC service.

6. Financial Report

6.1. Financial Documents tabled

OLB: First March gateway has been received. DoE expectation that 96% of funds will be spent on this year's students.

Financial Summary:

PK explained that there can be a variation between the OLB which is updated monthly and the Summary presented to the Board which is in real time.

Currently, expenditure is at approximately 25% however there will be significant expenditure coming out of budgets over the holidays. We should be running at expected expenditure by halfway through the year.

Board be asked to accept DoE Funding Agreement at next meeting.

6.2. Summary of Finance Committee Decisions by Patrick Kennedy

- Relationships Learning Community submission for digital photo frames for both the student side and public side of Admin reception areas.
- Finance Committee Constitution – composition of committee. The 4 staff members can be from any category of staff, i.e. no requirement for separate representation from Teaching and Non-Teaching.

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7. Governance and Strategic Planning

7.2 Business Plan – TABLED.

NP asked the Board to approve the finalised Business Plan which has been developed in accordance with IPS guidelines. Benchmarks and Aspirational targets have come from the Improvement Planning process which has involved consultation with staff and leadership.

AR suggested that the Plan be amended to add a section which would demonstrate progress of the improvement from Years 7 to 9. This will demonstrate value adding.

ACTION: Add Progress Year 7-9 Target to the Business Plan.

ACTION: Business Plan to be approved at the next Board meeting with this addition.

7.3 Behaviour Management Plan

Motion: That the School Board endorses the current updated Behaviour Management Policy. Moved Suzanne Leckie, seconded Genevieve Hulin. Carried.

7.4 Dress Code – Pending. To be discussed in General Business.

8. Items For Discussion

8.1 Board positions. May Elections and appointments

NP: Discussed the processes for elected positions with Geoff Metcalf (SIRU) last Monday (1 April). Elections will be held for one staff and two parent positions. The new Board will identify any gaps in expertise and/or demographic composition. This will inform the appointment of Community Representatives. Annual Public Meeting on Thursday 26 May would be the last meeting of the current Board. (Run by the old Board). Election processes (parents and staff) would have been completed by the APM.

Terms are up for Steve Blyth, Suzanne Leckie and Ron Smith. Genevieve Hulin took up the remainder of Andrea Rundle's one year term.

It was pointed out that the June meeting won't be a full meeting as community members won't have been appointed. Current Community reps Steve, Suzanne and Ron can attend this meeting but won't have a vote.

We should have expressions of interest from community members by the June meeting.

Parent and staff nominations to the Principal close on Monday 9 May. Next Board meeting is on Thursday 12 May.

Advertise for parent reps and community reps in GSH, the School Newsletter and by SMS alert. NB: First Newsletter of Term 2 goes out Week 3 (Friday 13 May). Insert candidate profiles in this newsletter.

Suggestions for managing voting.

1. Ballot paper in numbered envelope.
2. Attach a voting slip to the newsletter.

ACTION: NP to check timeframe for nominations and voting. It was agreed that a voting period of 2 weeks would be an ideal minimum.

8.2 Board Calendar – TBA

9. Late Items / General Business – by agreement only

9.1 Dress Code: Board to scrutinise the current dress code and bring any issues or concerns to the next meeting.

ACTION: Place on the Agenda for next meeting.

9.2 Voting on Motions: IH said that our Terms of Reference state that there must be 7 days' notice for any motions to be voted on. We voted on adopting the Behaviour Management Policy at this meeting so technically this vote did not comply with our TOR. It was queried whether this clause needs to be in our TOR as it would slow down our processes.

NP said she thought the intent of this clause was to enable Board reps to consult with parent body or staff on motions if required.

ACTION: Place on agenda for discussion at next meeting.

IH asked about Board Induction Pack for new board members. Will be provided.

Board thanked Patrick Kennedy for chairing the meeting and Alison Ramm for her attendance.

10. Next Board Meeting

Date: Thursday 12 May

Time: 6pm -8pm

Location: Admin Conference Room

11. Meeting Closure: 8.15pm

This is a true and accurate record of the meeting.

School Board Chair _____
Mr Steve Blyth

Date: _____