



MINUTES OF SCHOOL BOARD MEETING

Thursday 8 September 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 Minitier	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 6.10pm.

Apologies: Julie Brown, Robbie Miniiter, Sheridan Kowald

Presentations to the Board

2.1 Improvement Plan Update – Melissa Patterson (current Project Manager), Gen Hulin and Nicki Polding gave the board an update on the Teaching and Learning Environment plan implementation and how the staff are progressing with them.

Melissa Patterson left the meeting at 6:25pm

2. Confirmation of Minutes of Previous Meeting and Action Items

Omissions and questions about minutes:

- 3. Timeframe for letters to be sent out – remove “Moved and Seconded” as it is not a motion.
- 7.3 Board Survey Raw Data – add “was for staff, student and parent survey results”

Action Items Register

Current items discussed.

26th May 2016, Invite Natalie Nicholson to a Board Meeting – Ian Hanna and Nicki Polding to look at organising a meeting to discuss, keep as Pending on register

16TH June 2016, How to get a P&C report for Board Meetings - Still being followed up, keep as Pending on register

4th August 2016, Dress Code – Discuss with program co-ordinators what the dress requirements are relating to the funding received.

To be noted as done on the Actions Register

16th June 2016, Melissa Berrigan to speak about recording pen - was discussed at the last meeting.

4th August 2016, Board Survey information, Ian has sent raw data to all board members.

16 August Nicki accompanied by WPL Coordinator Alicia Turner attended the KRBA AGM dinner meeting.

3. Correspondence In / Out

In - Nil

Out - Letter to Jane Mary Richardson

Certificate to Andrea Rundle

4. General Reports

4.1 Chair's Report – Ian Hanna

Attended the Trade Training Centre official opening

KRBA APEX Awards Fashion show, 2 students from Katanning have progressed to the state finals level.

4.2 Principal's Report – Tabled

Nicki read the report with some general discussion and answered any questions raised. NAPLAN Results should now have been received by parents, teachers currently analysing results to inform teaching. HoLA Maths/Science and HoLA Humanities attending NAPLAN workshop with principal on Mon 12 September.

Suzanne Leckie queried staff movements, relief etc. - Deputy Principal Position: Interviews done and person will be notified shortly, they will start in Term 4 to work closely with Trevor Carruthers until he leaves

Suzanne Leckie – Can members get all reports before the meeting so they can be read through to have any questions ready for the meeting. Principal was asked if her report could be provided at least 2 days before meeting. This was agreed to.

Melissa Berrigan queried if the school had put in their request for VET in school hours for 2017 to the Albany Campus - Katanning staff were unsure if this had happened - advised previously there was a little leeway and hours could be allocated at the start of the year however since merging with Bunbury this may not happen and the hours could be given to other schools if the information had not been sent to Albany.

4.3 P & C Report

Secretary is now Lynley Keley.

Sarah Taylor, Millie Wilson are contacts for the ball committee.

4.4 Head Girl/Head Boy

Getting activities organised for students and teachers for Spirit Day on Friday 16th September. Looking at organising another fundraiser.

5. Financial Reports – Tabled

Patrick gave a presentation to the board outlining the funding cycle and what needs to be done when throughout the year and how the one-line budget works. Siobhan Reeves queried

“social disadvantage” headings in the student-centred funding statement and how this is determined, brief description given of what types of students this may cover within the school.

Ian Hanna requested that the slideshow Patrick has presented be sent to board members.

Nicki Polding mentioned that Patrick had been nominated for the WASRA award 2016 and was selected as one of the finalists, congratulations to him on getting to the final stage.

MOVED Siobhan Reeves, SECONDED Suzanne Leckie that the financial reports be accepted.

Robyn Quartermaine left the meeting at 7:30pm

Patrick Kennedy left the meeting at 7:35pm.

Trevor Carruthers entered the meeting at 7:35pm to discuss 7.1 Draft Behaviour Support Plan

Trevor discussed the plan and pointed out key areas we are to be aware, general discussion about the plan by board members and Trevor.

Trevor Carruthers left the meeting at 7:45pm

6. Presentations to the Board

6.1 White Ribbon Presentation – included in Principal’s Report no further discussion

6.2 Business Plan

Business Plan targets were discussed including changes to the Student Achievement Improvement Targets as suggested at the Unrelenting Focus on Student Learning professional learning attended by HoLA Maths/Science, HoLA Humanities, SSPC and Principal. Nicki to amend in consultation with staff and bring to next Board meeting.

6.3 Improvement Plans / Teaching and Learning Environments – Already presented by Melissa Patterson, Gen Hulin and Principal at beginning of the meeting

7. Governance and Strategic Planning (30 mins)

7.1 Draft Behaviour Support Plan (DoE Policy 2016) – See above.

7.2 Dress Code – Uniform Policy

Sportspower has advised there is an option of a new supplier being able to supply the KSHS school shirts, samples of new shirts in room for board to look at.

General discussion held by board on the new shirts - slight colour differences, white piping under sleeve, sample shirts one is polyester and other is cotton, white band on inside collar of shirt, shirts with or without buttons on front.

Recommendations for new shirts.

- Both shirts to be a cotton and polyester blend.
- No white band on the inside collar, needs to be blue
- Shirts to have buttons on front.
- No white piping under or near the sleeves.

MOTION: Accept the new suppliers design as per the recommendations stated and discussed as above. Moved Suzanne Leckie, Seconded Siobhan Reeves. Motion Carried

7.3 Board Survey – Not received as yet.

7.4 Board Code of Conduct

Document handed out for board members to read.

7.5 School Development days

Nicki advised board of the school development days for 2017 which were identified to minimise impact on parents as per previous years:

Term 1 Mon Jan 30 and Tues 31 Jan

Term2 Mon 24 April (first day after school holidays – students would have needed to attend then have ANZAC Day off)

Term 3 Mon 17 July

Term 4 Mon 9 Oct and Fri 15 Dec

MOTION: Accept the school development days for 2017. Moved Cooper Morrow, Seconded Genevieve Hulin. Motion Carried

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

Suzanne Leckie – Query on suspensions and attendance events ie Clontarf etc.

Nicki spoke briefly about the process and the differences between incentive activities (usually based on improving attendance and behaviour)and reward activities.

Staff morning tea provided by board members – 13th September was suggested previously but this leaves it too late to organise something, discussion held on possible dates it could be done.

Ian Hanna to e-mail 3 alternate dates to board members to consider having the morning tea.

Year 12 final assembly – Nicki to e-mail details to the board.

10. Next Board Meeting

Date: 3rd November 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 _____