

UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

Minutes of Meeting No 13

Morawa DHS Library, commencing at 4.00pm

ATTENDEES: Tonia Carlsake (Principal), Tracy Tapscott (Deputy Principal Primary) Karen Chappel (Chair), Bree Phillips, Andrew Moore, Julie King, Tammy Soloman, Teresa Tubby, Di Ballantyne, Helen Walter and Linda Jenkins (MDHS Manager Corporate Services), Maryanne Milloy-Rakich (IPS Assistant)

5.0	Housekeeping	ACTIONS
5.1	<p>Point of business</p> <ul style="list-style-type: none"> <input type="checkbox"/> Positions of Chairperson and Vice Chairperson declared vacant <input type="checkbox"/> Moving 5.1 of Housekeeping to the beginning of the meeting <input type="checkbox"/> Appointment of :- <ul style="list-style-type: none"> ➢ Chairperson ➢ Vice Chairperson <input type="checkbox"/> Nomination for Chairperson tabled <ul style="list-style-type: none"> ➢ Karen Chappel nominated for the position of Chairperson <p><i>It was moved that the nomination of Karen Chappel for Chairperson be ratified. Motion carried.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Nominations called for position of Vice Chairperson as there were no nominations received for the position <p><i>It was moved that Andrew Moore be nominated for the position of Vice Chairperson, Andrew accepted the nomination. Nomination carried.</i></p>	<p>Nomination for Chairperson Tabled</p> <p>Karen Chappel elected to the Position of Chairperson.</p> <p>Andrew Moore elected to the position of Vice Chairperson</p>
1.0	Welcome and Apologies	
1.1	<p>Opening and Welcome. Meeting opened at 4.02am</p> <ul style="list-style-type: none"> <input type="checkbox"/> Welcome <input type="checkbox"/> Thank you extended to those that nominated and were elected to the new IPS Board <p>Chairperson gave brief outline of the role of an IPS Board member at the Morawa DHS.</p> <ul style="list-style-type: none"> <input type="checkbox"/> It is a strategic role <input type="checkbox"/> Help set the future direction of the MDHS <input type="checkbox"/> Help set policy <input type="checkbox"/> Do not interfere in the daily operations of the school or staff 	
1.2	<p>Apologies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Greg Payne <input type="checkbox"/> Debbie Collins 	

1.3	<p>Confirmation of Agenda with amendments</p> <ul style="list-style-type: none"> □ Typo in Item 7.0 Camps, Incursions & Excursions <ul style="list-style-type: none"> ➤ Country week is 19th – 23rd September <p><i>Agenda was confirmed with the abovementioned amendment</i></p>	Agenda confirmed
2.0	Disclosure of Interest	
2.1	Conflict of Interest.	No conflicts of interest
3.0	Minutes of Previous Meeting	
3.1	<p>Review Minutes of previous meeting November 25th, 2015</p> <p><i>Tracy Tapscott moved the minutes of the 4th meeting of 2015 be approved, seconded Teresa Tubby. Carried.</i></p>	Previous minute confirmed
3.2	<p>Actions Arising from the previous meeting</p> <ul style="list-style-type: none"> □ Shine won't be going ahead this year 	
3.3	<p>Business Arising from the previous meeting minutes</p> <ul style="list-style-type: none"> □ Item 8.0 General Business <ul style="list-style-type: none"> ➤ Meetings day to be changed so IPS assistant could attend 	Meetings are now convened on a Tuesday so IPS Assistant can attend
4.0	Correspondence	
	<p>Inwards</p> <ul style="list-style-type: none"> □ Nil <p>Outwards</p> <ul style="list-style-type: none"> □ Letter of thanks to Michelle Hughes and Barbara Browne 	Letters of thanks to Michelle Hughes and Barbara Browne tabled
5.0	Housekeeping	
5.1	<p>Appointment of :-</p> <ul style="list-style-type: none"> □ Chairperson □ Vice Chairperson 	Item moved to the start of the meeting
5.2	<p>Code of Conduct</p> <ul style="list-style-type: none"> □ Board members had received an email with a copy for the draft of the Code of Conduct attached for comment 	<p>Code of Conduct tabled</p> <p>No changes were made to the Code of Conduct</p> <p>Code of Conduct to be signed when all Board members are present</p>
6.0	General Business	
6.1	<p>Business Plan</p> <ul style="list-style-type: none"> □ Input welcomed from the Board □ Plan is based around documents 'Focus 2016' & 'High Performance High Care' □ Four key areas <ul style="list-style-type: none"> ➤ Success for all students ➤ High Quality teaching ➤ Effective Leadership ➤ Strong Governance and support □ NAPLAN will be done online □ IPS Review recommendations reviewed Barbara and Peter Browne have been commissioned to write a Master Plan for Education & Training □ In the vision statement would the word 'good' to be replaced with the word 'Excellent' □ Reinforced the importance of the documents 'Focus 2016' & 'High Performance High Care' □ WA is the only state that brings 'care' into the discussion □ Mission and Vision require more Board engagement to workshop ideas □ Query regarding the Pathways program implemented 	<p>Principal tabled the draft Business Plan 2016 - 2018</p> <p>Principal would like Board to give some thought to the Vision and Mission Statement</p>

6.1 cont'd	<ul style="list-style-type: none"> <input type="checkbox"/> What years did it cater for? <input type="checkbox"/> This is a developing program <input type="checkbox"/> Could this program be extended to Year 7 & 8? <input type="checkbox"/> Does this program help the Yalgoo students? <input type="checkbox"/> What has the feedback from students been? <p>Tonia Carslake</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program runs Year 9 to Year 12 <input type="checkbox"/> Some Yalgoo students attend on a part time basis <input type="checkbox"/> This program is to nurture at risk students <input type="checkbox"/> Provides functional numeracy and literacy skills <input type="checkbox"/> Practical life skills <input type="checkbox"/> Incorporates integrated projects around the school and some health and phys ed <input type="checkbox"/> All feedback is positive <input type="checkbox"/> Other students want to be part of it <input type="checkbox"/> Developing program 	<p>Documents Focus 2016 & High Performance – High Care tabled</p> <p>IPS Assistant will liaise with Board members and distribute other schools Mission and Vision statements (including statement from Merredin Highschool)</p>
7.0	Camps, Incursions & Excursions	
7.1	<p>Tonia Carslake</p> <ul style="list-style-type: none"> <input type="checkbox"/> All camps, incursions & excursions outlined <input type="checkbox"/> Thank you to Cameron Tubby for all his work with the swimming carnivals <input type="checkbox"/> Ningaloo Camp to be confirmed 	
	Adjournment at 4.26pm whilst the Principal left the meeting, reconvened at 4.29pm when Principal rejoined the meeting	
7.1 Cont'd	<ul style="list-style-type: none"> <input type="checkbox"/> We are considering Geraldton Camp School mid term 3 	
8.0	Reports and Updates	
8.1	<p>Principals report</p> <ul style="list-style-type: none"> <input type="checkbox"/> Numbers are down slightly from 2015 <input type="checkbox"/> Aboriginal students are approximately 40% of total numbers <input type="checkbox"/> 24th March is a pupil free day <input type="checkbox"/> Main focus is the Australian Curriculum Phase two implementation and familiarization of STEM <input type="checkbox"/> Thank you to Bree Phillips as re-nominating as P & C Presidents <input type="checkbox"/> Great turn out at the P & C AGM <input type="checkbox"/> Very strong committee <input type="checkbox"/> Mark Coaker is organising the cropping program <input type="checkbox"/> An invitation is extended to the Board to attend the ANZAC service <p>Comments and discussion points regarding Principals report:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Congratulations to Tonia on the Year 12 results <input type="checkbox"/> Maggie Dent seminars were welcomed <input type="checkbox"/> How does the census figures affect us with students that AWOL? <input type="checkbox"/> Audit is done on the census figures. Student absences are explained and if reasonable they will be counted in the census 	Principals report tabled
8.2	<p>IPS Assistant Report</p> <p>Comments and discussion points regarding the IPS Assistants report</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facebook is a wonderful celebration of the students and our school 	IPS Assistant Report tabled

8.3	<p>Finance 2016 Budget</p> <p>Comments and discussion points regarding the Budget for 2016</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contributions are down <input type="checkbox"/> Does the school need to look at more solar panels to help offset rising electricity costs? <input type="checkbox"/> 96% of the budget must be spent on current students <input type="checkbox"/> Hard to build reserves but something to look in to <p><i>Budget documents approved by the Board</i></p>	<p>Finance Committee minutes tabled</p> <p>Financial statements tabled</p> <p>Powerpoint on Student Centered funding tabled</p> <p>Preliminary Student Centered Funding Statement tabled</p>
8.3	<p>Finance 2016 School Development Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teachers are still to make some final adjustments to strategies but all financial adjustments are complete <input type="checkbox"/> Document will be drop boxed to the Board before the next meeting <input type="checkbox"/> DPA is our 'bible' – it is set by the Department and should be distributed soon <input type="checkbox"/> Contributions and Charges, with student centered funding going into curriculum budgets <p>Comments and discussion points regarding the School Development Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Decision on hold regarding the school lockers <input type="checkbox"/> Big expenditure <input type="checkbox"/> It was a 50 – 50 vote <input type="checkbox"/> Department are still working on different solutions regarding the Adobe licenses. <input type="checkbox"/> For information – Durack is having a name change <input type="checkbox"/> Reverting back to TAFE <input type="checkbox"/> Durack may not be the lead TAFE in the area <input type="checkbox"/> Durack increased their cost after our Contributions and Charges were set <input type="checkbox"/> Can't pass the charges onto the parents 	<p>2016 School Development Plan tabled</p>
9.0	Other Business	
	<p>Public Meeting for IPS Board set for the 31st of May (changed from the 7th of June)</p>	<p>IPS Assistant to advertise Public Meeting</p> <p>IPS Assistant to advise absent Board members of the date change</p>
	<p>Dates for Public Meeting with Peter and Barbara Browne are to be confirmed</p>	<p>Dates will be emailed out when confirmed</p>
	<p>Yalgoo visit by Andrew Moore and Tonia Carslake in November 2015</p> <ul style="list-style-type: none"> ➤ Want to progress and develop links with the community ➤ Community is building infrastructure eg. Football oval ➤ Behaviour management discussed MDHS has shared our BMiS Plan ➤ New young teachers joining the community ➤ Past staffing issues with stress leave at YPS 	
	<p>Morawa's ability to offer University based course opportunities similar to those in Carnarvon</p> <p>Tonia Carslake responded</p> <ul style="list-style-type: none"> ➤ Courses available through the Geraldton University and can be accessed through the Morawa Community Resource Centre 	

10.0	Next meeting	
	Next meeting is May 31 st ➤ This is the public meeting	
11.0	Roundtable Evaluation	
	Chairperson asked each Board member to outline why they had wanted to be on the Board	
12.0	Meeting Close	
	Meeting closed at 5.21pm	



Signed (Chair)

31/5/16

Date