



## SCHOOLS BOARD MEETING MINUTES – 8 February 2017

Present: Matt Jarman, Michael Jenkin, Lorena Rock, Kaye Ward, Alex Castle, Catrina Campbell-Fraser, Scott Bywaters, Jane Gillies, Elishia Vearing, Katherine Nash, Bruce Webber and Tina Watkins

Chair: Michael Jenkin

Apologies: Vicki Roberts, Alison Harman, John Siamos

Scribe: Michael Jenkin

Meeting opened: 1853 h

Meeting closed: 2102 h

Next Meeting: 08 Mar 17

Agenda Item	Details / Discussion	Notes
<p><b>1. Welcome &amp; Previous Minutes</b></p> <p><i>Michael</i></p>	<p><b>1.1 Welcome:</b> Michael Jenkin welcomed all members to the meeting and noted apologies. As new members have joined the Board since the last meeting, Michael invited each member to introduce themselves.</p> <p><b>1.2 Minutes of Meeting 23 November 2016:</b> it was moved Scott, seconded Alex that the minutes of the Board's last meeting be accepted as an accurate record of that meeting.</p> <p><b>1.3 Business Arising from previous minutes:</b> Michael noted that a Board Commendation had been presented to Marie Pickens for her dedicated work in the Uniform Shop. Alex noted that the proposed PP Upgrade was now a line item in the Government's Budget papers.</p> <p><b>1.4 Correspondence:</b></p> <p><i>In:</i> Nil</p> <p><i>Out:</i> Edward Greaves and Shari McKeown thanking them for their respective contributions to the Board (25 Nov 16), Hon. Peter Collier MLC re PP Build (16 Dec 16), Editor - Guardian Express re inaccuracies in PP Build article (18 Dec 16).</p>	<p>1.1 Apologies noted.</p> <p>1.2 Minutes unanimously approved.</p> <p>1.3 Noted.</p> <p>1.4 Noted.</p>
<p><b>2. Election of Chair</b></p> <p><i>Matt</i></p>	<p>Michael vacated the Chair. Matt assumed the Chair and called for nominations for Board Chair. Michael nominated for Board Chair and there were no other nominations. Matt advised that Michael had been elected unopposed. Michael then assumed the Chair of the meeting and thanked Board members for their support.</p>	<p>2. Michael was elected as Chair for 2017</p>

<p><b>3. IPS Review</b></p> <p><i>Matt</i></p>	<p>Matt tabled a summary of data setting out the school's performance in key areas. In summary – MHPS is a high performing school but improvement is needed in several learning areas so that our performance can potentially exceed like schools. Matt advised this will be addressed by directing resources at these performance areas so that there is a greater level of consistency between our teachers in terms of approaches to the curriculum. Matt emphasised the fact that MHPS is in a good position to make these improvements, particularly because of our strong culture of self-reflection. Tina asked for further information about interpreting the scatter diagrams presented and Alex and Matt addressed the graphs and explained them. Alex asked Matt about the scatter diagram showing children with low achievement and low improvement and Matt explained his approach to these children. Matt said that the approach to the IPS review would be to discuss what was known about those children and importantly what the school is doing about those children in order to improve their performance. Matt explained how the NAPLAN data expressed in several of the graphs, was useful to teachers in terms of grade alignment - that is ensuring that grades assigned by different teachers were consistent. Matt noted that NAPLAN results will move online by 2019 and with the benefit that results will be made available to schools much faster than is presently the case. Matt spoke about the fact that it is now possible to connect the "on entry assessment" conducted at Pre-primary with the NAPLAN results in Year 3. The results in this area show that good progress is being made for our children across this age span.</p> <p>In terms of preparing for the IPS review timetable, Matt explained that the Business Plan had been broken up into online folders and relevant staff are adding content to these folders. Matt is using this information to draft a document addressing all of the key areas of the Business Plan. Matt will table the document at the Board's next meeting.</p> <p>Katherine asked about the joint targets for the MHPS and ESC. Matt said that although the cluster goals are no longer part of the IPS review process, they would remain on the review document because they were an important part of the Business Plans of both MHPS and the ESC. Michael and Scott will meet with Alison and Matt to discuss opportunities for further enhancing this relationship with a view to reporting back to the Board at the next meeting.</p> <p>Alex noted that the school community was particularly keen to ensure that the focus was on the whole child and not solely on NAPLAN results. Matt noted that it was the responsibility of both the Principal and the Board to convey the "culture" of the school to the reviewers. The Board will be invited to speak with the reviewers as will the Board Chair. This will occur during the 2-day review process. In addition, the Board Chair is able to provide a statement on behalf of the Board addressing the key elements of the culture of the campus. Scott noted that the challenge would be to set the context within which the school operates. Michael will communicate with Matt about dates and structure. Michael will draft a document and circulate the draft and ask for comments.</p>	<p>3. Matt's presentation was noted. Michael to draft a statement about the culture at MHPS and circulate for comment</p>
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<p><b>4. MHPS Principal's report</b></p> <p><i>Matt</i></p> <p>[Continued]</p>	<p>Matt tabled his report and noted the following key points:</p> <p><b>4.1 Parent communication:</b> following on from work which began in 2016, Matt advised that a new school website had been prepared and would hopefully be launched at the end of the Term. The aim is to make the School website more user friendly and incorporate links with Mail Chimp Twitter, Facebook etc.</p> <p>Some further work is being done on the Parent Communication Policy 2016 and the Board will be briefed on this at the next meeting.</p> <p>Matt tabled a document setting how the school's social media profile could look with a range of applications being used to get information out to parents. The school is exploring the option of Qkr! – a small efficient app to assist parents pay for excursions etc. Tina asked whether there were rules around what apps could be used in the school context. Matt noted that the Department has a very clear policy on social media.</p> <p><b>4.2 Vacation absence approval:</b> last year in the years PP – Yr 6, a total of 408 days of unauthorised holidays were taken as compared with 1,675 days of authorised holidays. Matt would like to introduce a system where parents are asked to advise the school in writing of their proposed vacation plans. The Board will be asked to endorse the School leadership team in this respect. Matt will table a document setting out the proposed policy at the next Board meeting. On a related issue, Scott asked about parents making unreasonable requests for "homework packs" for use during extended holidays. Matt advised that this would be dealt with in the policy.</p> <p><b>4.3 Board training:</b> Matt advised that the Department had made a change to the numbers of Board members who may attend training. For that reason, Matt has made other arrangements. He is hopeful that he will be able to arrange for an experienced principal to deliver the training to the Board one evening.</p> <p><b>4.4 Principal's position:</b> Matt will advise as soon as the arrangements for advertising the position had been finalised.</p>	<p>4.1 The Board strongly endorsed Matt's approach to this important issue.</p> <p>4.2 Noted.</p> <p>4.3 Noted.</p> <p>4.4 Noted.</p>
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<p><b>5. Board Elections</b></p> <p><i>Bruce</i></p>	<p>Bruce tabled a briefing note which set out some concerns with the casual vacancy election conducted at the end of last year. The Board agreed that its current election process could be improved by codifying the election process to clarify issues like when and how expressions of interest would be called, the nomination process and the nuts and bolts of how the election itself would be conducted. The Board convened a committee to prepare draft Board election guidelines. Michael, Bruce and Elishia nominated for the Committee and Michael tabled a draft written direction for the Board to consider. It was agreed that any feedback on the draft direction and any further nominations for committee membership would be forwarded to Michael by close of business on Fri, 10 Feb 17.</p>	<p>5. Board convened a committee to draft election guidelines.</p>
<p><b>6. Communications</b></p> <p><i>Bruce</i></p>	<p>Bruce noted that effective communication was essential for an organisation to be effective. He noted that he had been approached by on a number of occasions by people raising issues with him about communication at the campus. After considerable discussion, it was agreed that that the Board:</p> <ul style="list-style-type: none"> <li>• considers Communication is a priority issue for the campus;</li> <li>• strongly endorses Matt's work in this space; and</li> <li>• will look at aligning its own Communication Plan with the work that Matt is doing.</li> </ul>	<p>6. Board agreed with the three-point strategy set out opposite.</p>
<p><b>7. 2017 Meeting Dates</b></p> <p><i>Michael / Matt</i></p>	<p>Michael noted that it would assist all Board members if dates for meetings could be determined now. After discussion, the dates below were agreed on. In accordance with the Board's Terms of Reference, if additional meetings are required, then at least 14-days notice will be provided (and wherever possible 21-days notice). Further, at least 7 days prior to the dates shown below, the Agenda for the meeting and any relevant papers will be placed in the relevant Dropbox folder for members to review prior to the meeting.</p> <ul style="list-style-type: none"> <li>• 28 Feb 17</li> <li>• 24 May 17</li> <li>• 16 Aug 17</li> <li>• 08 Nov 17</li> </ul>	<p>7. Board meeting dates for 2017 agreed on.</p>

<p><b>8. General Business</b></p> <p><i>All</i></p>	<p><b>7.1 MHPS Budget:</b> Matt tabled his One Line Budget Statement dated 08 Feb 17 and briefed the Board on key elements of the document. Matt advised that the census will occur next Friday and at that point the School's annual grant will be set. Matt advised that specialist teacher timetabling was a key issue that he was addressing. Katherine noted that this process would maximise teacher loads. Alex asked whether staff leave was still an issue. Matt advised that the school's leave liability had been significantly reduced.</p>	<p>8. Noted.</p>
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**Meeting closed: 2102 h**

**Next Meeting: 08 March 2017**