



SCHOOLS BOARD MEETING

MINUTES – 8 March 2017

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

Chair: Michael Jenkin

Apologies:

Scribe: Michael Jenkin Meeting opened: 1901 h Meeting closed: 2035 h Next Meeting: 24 May 17

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes</p> <p><i>Michael</i></p>	<p>1.1 Welcome: Michael Jenkin welcomed all members to the meeting.</p> <p>1.2 Minutes of Meeting 08 February 2017: it was agreed that paragraph 4.4 of the Minutes be amended so that "Scott" was deleted and "Matt" was inserted. Subject to that amendment, it was moved Scott, seconded Elishia that the minutes of the Board's last meeting be accepted as an accurate record of that meeting with the exception that in.</p> <p>1.3 Business Arising from previous minutes:</p> <p>1.3.1 Election Committee: Bruce advised that the Board's Election Committee had its first meeting and was working on a framework for draft Guidelines. A Dropbox folder will be created for this purpose. Bruce asked for feedback on how best to achieve staggered terms, so that every year, half the parent and staff Board members come up for election.</p> <p>1.4 Correspondence:</p> <p>In: Nil. Out: Nil</p>	<p>1.1 Apologies noted.</p> <p>1.2 Minutes unanimously approved as amended.</p> <p>1.3 Noted.</p> <p>1.3.1 Michael will circulate an email setting out the issue and options. Members to provide feedback by 20 Mar 17.</p> <p>1.4 Noted.</p>
<p>2. Principals' Finance Reports</p> <p><i>Alison / Matt</i></p>	<p>2.1 ESC Finance report: Alison tabled her report noting that in about four weeks, funds for 2017 would be made available at what was called the "Gateway". At present, the ESC has a surplus of \$485,000 with \$70,000 of this allocated to the recent upgrade of the ESC Administration area.</p> <p>Alison reminded members that when a child leaves the school, their funding goes with them. This was an issue where funds had been expended on catering for a particular child's needs.</p> <p>Scott asked how vacancies are filled and Alison noted that in the past there had been a waiting list and she keeps a record of requests from other Primary schools. John asked if the Department was aware of vacancies at the ESC and Alison said no.</p>	<p>2.1 ESC report noted.</p>

<p>2. Principals' Finance Reports <i>(Continued)</i></p>	<p>2.2 MHPS Finance report: Matt tabled his Finance summary. At this stage nothing to report as funds for 2017 have not yet been released. Tina noted that comparative data was required before the Board could sensibly review the financial report. Matt noted that financial reports are tabled at each Board meeting and that comparisons can then be effectively made.</p>	<p>2.2 MHPS report noted.</p>
<p>3. Principals' Reports <i>Alison / Matt</i></p>	<p>3.1 ESC Principal's Report: Alison tabled her report. Key items were the upgrade to Admin area completed over the summer. Some Admin asbestos had been located in the flooring and was removed. Some issues in construction have been resolved by Admin Asst. Tina asked whether building works at the campus require City of Vincent approval. Matt advised that all major works are coordinated through Building Management and Works. Alison advised that new desks and cupboards are due to be delivered next week. Two students have left the school. Alison noted that there is an online program for mainstream teachers to help them deal with students with special needs. This was developed by two ESC staff members and would be made available to MHPS staff.</p> <p>Catrina asked how students from the ESC and MHPS interact with mainstream students. Alison advised this occurred on an ad hoc basis throughout the year mainly in the areas of sport, art, music. Kaye noted that in 2016, ESC students had joined her class to complete a maths activity. Interaction between the two schools not only benefits students but also – mainstream staff pick up skills in managing challenging behaviours. Alison has again her staff as advisers to MHPS staff. Elishia noted this had been discussed at staff meetings and it was expected that this offer will be taken up enthusiastically in 2017. that this offer will be taken up.</p> <p>3.2 MHPS Principal's report: Matt tabled his report. Key points are follows:</p> <p>3.2.1 IPS Review: IPS review document with Board statement has been submitted. Michael thanked members for their feedback to his statement. Matt will meet with members to ensure they are fully briefed on the review document. The review team will be at the school on 04-05 Apr 17. Michael has been asked to meet the team on 04 Apr 17 and available members have been asked to attend a 1 hour meeting with the review Team on 05 Apr 17 (Time TBC).</p> <p>3.2.2 Attendance / Vacation absence reporting policy: Matt has had positive enquiries on the process and following positive feedback from the Board at the last meeting will proceed to implement the policy discussed.</p> <p>3.2.3. Board Governance Training: Matt is continuing his efforts to identify a suitable provider and will advise the Board of options ASAP.</p>	<p>3.1 ESC Principal's report noted.</p> <p>3.2 MHPS Principal's report noted.</p> <p>3.2.2 Matt to implement the Attendance / Vacation notification policy.</p> <p>3.2.3 Noted. Matt's efforts in this regard were commended.</p>

<p>3. Principals' Reports <i>(Continued)</i></p>	<p>3.2.4 MHPS Principal's position: Matt advised that the Expression of Interest process for the MHPS Principal's position had been advertised and was due to close at 1630 h today. However, there had been a glitch and two deadlines, namely 08 and 15 Mar 17" had been stated in a version of the online advert. There was considerable discussion about the principal's position. Members noted that there had been three principals at MHPS in the past 2 years. This was clearly undesirable and the clear hope of the Board is that the Expression of Interest process would be resolve the situation and provide a measure of stability going forward. It was noted that MHPS had been very fortunate to have had the same principal for 8 years. Whilst members accepted that this was an unusual situation, the need for a greater level of stability than had been recently experienced was obviously important.</p> <p>After discussion, it was decided that any decision about contacting the Department to express a view on the situation would be held over until after the Expression of Interest process has concluded. At that time the question of whether contact is made (and for what purpose) can be more sensibly explored. Although not discussed at the meeting, the contribution of Lorena Rock – who acted as principal at various times – in maintaining and supporting MHPS is gratefully acknowledged. Michael noted that he had been invited to sit on the Selection Panel which would be conducted on Fri, 17 Mar 17.</p> <p>3.2.5 Class reconfiguration: Matt noted that following the Census date, class configurations for 2017 was reconsidered. Tina said she felt that this had been a very good process and showed that the MHPS leadership team was responsive. Katherine asked if all MHPS students were present for the Census. Matt advised that despite the best efforts of MHPS, 32 were not at the school before the Census date.</p> <p>3.2.6 No hat no play policy: after discussion, the Board agreed that the "no hat no play" policy should be implemented all year around. Matt will publicise the policy as soon as Kaye had updated the Sun Smart policy.</p> <p>3.2.7 Facebook metrics: Matt tabled the latest figures showing the MHPS Facebook page was proving to be increasingly popular. This would be monitored on an ongoing basis.</p> <p>3.2.8 School security: Matt noted that vandalism was an increasing problem at the school. He has spoken with the Department about creating an "internal cell" where the inner part of the school would be surrounded by fences to prevent out of hours access. This will be considered in the next financial year.</p>	<p>3.2.4 Michael to attend Selection Panel on 17 Mar 17 and report back to the Board as soon as possible.</p> <p>Lorena's outstanding contribution to the leadership of MHPS during periods of transition was gratefully acknowledged.</p> <p>3.2.5 Noted.</p> <p>3.2.6 Kaye to amend Sun Smart policy. Matt to publicise the "no hat - no play" policy.</p> <p>3.2.7 Noted.</p> <p>3.2.8 Noted.</p>
<p>4. Code of Conduct <i>Michael</i></p>	<p>Michael noted that the Board's Code of Conduct was overdue for review. Michael asked members to forward any feedback to him by 20 Mar 17. This would then be incorporated and the amended Code presented to the Board at the next meeting for discussion.</p>	<p>4. Members to provide any feedback on the Code of Conduct by 20 Mar 17.</p>

<p>5. Board Meeting Logistics</p> <p><i>Bruce</i></p>	<p>Bruce suggested that any <i>ad hoc</i> Board meetings be scheduled using Doodle Poll. As meetings would now be conducted in the MHPS staffroom, there would be room for any observers who attended the Board's meetings.</p>	<p>5. Noted.</p>
<p>6. Policy Review</p> <p><i>Jane</i></p>	<p>Jane advised that the Behaviour Management and Class Placement policies were due for review. This would be scheduled for after the IPS review process.</p>	<p>6. Noted</p>
<p>7. P&C Update</p> <p><i>Alex</i></p>	<p>Alex advised that the P & C AGM would be held on 27 Mar AGM. The official opening of the Oval and the Sundowner to "christen" it would be held on Fri, 10 Mar 17. Election Day sausage sizzles and cake stalls would be held at the MHPS and MH Community Hall booths. The Canteen upgrade was now complete with several minor issues in the process of being resolved. The MHPS Fair will be held on Sat, 28 Oct 17. An organising committee has been formed and classes have been asked to nominate their stalls. An email contact address is available for enquiries. Each class is to have a Fair Liaison parent who may or may not be the Class Parent Liaison person.</p>	<p>7. Noted.</p>
<p>8. General Business</p> <p><i>All</i></p>	<p><i>8.1 IPS Review preparation sessions:</i> Scott encouraged those members attending the meeting with the IPS review team to attend a briefing session with Matt.</p> <p>8.2 Next Meeting: the date for the next Board meeting is 24 May 17.</p>	<p>8.1 Noted.</p> <p>8.2 Noted.</p>

Meeting closed: 2035 h

Next Meeting: 24 May 2017