

Northam Senior High School School Board Minutes



Meeting Protocols

1. One person talks at a time.
2. Give full attention to the meeting (e.g. do not read text messages or emails).
3. Share the air during discussions so ALL voices are heard.
4. Listen, be non-judgmental, and keep an open mind on issues until it's time to decide.
5. Respect confidentiality on any sensitive issues that may be shared during the meetings.
6. Be accountable to each other for the decisions and timelines made at each meeting.
7. Be curious when you don't agree with someone – listen to understand where others are coming from.
8. Do not interrupt someone speaking.
9. Mine for opposing thinking.
10. Be present and an active contributor.

Term: 4 Date: 25 October 2022 Commenced: 4:00pm
Week: 3 Finished: 5:05pm

Attendees:	Jane Atterby Melissa Macpherson-Kardol Minutes: Lea Reed	Travis Hooper Lisa Penno	Sue Hammer Julie Williams	Kim Holten	Richard Kardol
Apologies:	Jenny Lucy Lynette Page Christine Young				

AGENDA ITEMS	SPONSOR	DISCUSSION POINTS	DECISION	ACTION, RESPONSIBILITY, TIMELINE
Welcome	Chair and Principal	<ul style="list-style-type: none"> Welcome 	<ul style="list-style-type: none"> ToR referenced for non-attending members. 	Minutes approved by: Julie Williams Seconded by: Jane Atterby <ul style="list-style-type: none"> Lisa P to contact Lynette Page regarding position on School Board.
Business arising from previous minutes	Chair	<ul style="list-style-type: none"> Update on progress to improve student leadership. 	<ul style="list-style-type: none"> Proposed change with House Leadership for 2023. Discussion at Executive Planning Day – Week 5 and SLT Planning Day Week 6. 	<ul style="list-style-type: none"> Richard K to provide update at next meeting.
		<ul style="list-style-type: none"> Replace financial reports on Connect. 	<ul style="list-style-type: none"> New documents uploaded to Connect. 	
		<ul style="list-style-type: none"> Update on RSVP, request for agenda items and reminders to board members. 	<ul style="list-style-type: none"> Calendar invites and Connect reminder sent to members. Requesting members to advise if unable to attend meeting. Agenda items to be forwarded to Lea R or Lisa P. 	
Correspondence in/out	Chair	<ul style="list-style-type: none"> Nil 		
1. Principal's Report	Principal	1.1 Principal's Report	Reviewed Principal's Report, summary of discussion: <ul style="list-style-type: none"> Won Think Tank Challenge with "Bio-Bricks". 	

			<ul style="list-style-type: none"> • WA Robotics Play-offs to students received professionalism award. • World Teacher Day Friday 28 October 2022. • Year 12 Graduation Ceremony and reviewed Year 12 results. • Wish to acknowledge Jane Atterby and PCYC for assisting with our program for disengaged students. 	
2. Financial Report	Principal	2.1 Financial Summary 2.2 Contribution and Charges Booklet 2.3 Booklist (Year 7-12) 2.4 Water Corporate Letter	<ul style="list-style-type: none"> • Cash Reserves shows shortfall of \$16,349.78, this is due not receiving Facility Hire funds and Rangers funds. • Unallocated funds are reserved for school infrastructure – Tennis Court upgrades, security and lighting. • CC Booklet Page 7 remove “All student uniform garments must be purchased from Uniform Concepts and display the school logo”. • CC Booklet – Additional Cost Items updated to “per student per year”. • Additional items on Booklists were reviewed by SLT 25/10/2022. <ul style="list-style-type: none"> ○ Lever arch files, loose leaf paper and dividers to be removed and replaced with exercise book and document wallet per Learning Area. ○ USB changed to optional item. • Suealla meeting with Water Corp on 24 November 2022. All surveys to be completed within 6 months. 	<ul style="list-style-type: none"> • School Board endorses the 2023 Contribution and Charges Booklet, with the changes discussed. • School Board endorsed Booklists with the changes.
3. School Business Plan	Principal	3.1 Draft School Business Plan	<ul style="list-style-type: none"> • Reviewed staff feedback on individual targets. • Majority of staff indicated that the SBP should be extended by 1 year to enable targets to be met. 	<ul style="list-style-type: none"> • School Board moved to endorsed the extension of the School Business Plan for 1 year. • School Business Plan to now reflect 2020 – 2023.
4. CAB Register	Principal	<ul style="list-style-type: none"> • Overview • Declaration 	<ul style="list-style-type: none"> • Viewed the CAB system and explained what is held within the system. • Discussed the tenure of the positions and how this is recorded. The tenure is the position not the individual. • Privacy declarations forms for School Board members. 	<ul style="list-style-type: none"> • Lisa P to follow up with absent Board members. • Follow up at next Board meeting for outstanding Privacy declaration forms.
5. General Business	Chair			

School Board Chair signature: _____ Date: _____

Next Meeting scheduled for: Term 4 Week 8 - 29 November 2022