

# 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: **1**  
Week: **3**

Date: **14 February 2023**

Commenced: **4:08 pm**  
Finished: **5:15 pm**

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

AGENDA ITEMS	SPONSOR	DISCUSSION POINTS	DECISION	ACTION, RESPONSIBILITY, TIMELINE
Welcome	Chair and Principal	<ul style="list-style-type: none"> <li>Welcome to 2023 school year.</li> </ul>		
Business arising from previous minutes	Chair	<ul style="list-style-type: none"> <li>Introducing the Year 12 Prefects and Mark Aldworth (Positive Involvement Coordinator – PiC).</li> <li>Prefects gave School Board an overview of their plans for the upcoming year. House competitions, participating in events (i.e. NAIDOC/RU OK Day) and fundraising throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>2 Student Leaders to attend each School Board meeting to provide an update.</li> </ul>	<ul style="list-style-type: none"> <li>RK to liaise with Mark A to coordinate Prefect attendance at School Board meetings.</li> </ul>
		<ul style="list-style-type: none"> <li>CAB Register outstanding declarations.</li> </ul>	<ul style="list-style-type: none"> <li>Received Christine Young's declaration.</li> </ul>	RESOLVED
Correspondence in/out	Chair	<ul style="list-style-type: none"> <li>Jenny Lucy's resignation letter received.</li> </ul>		<ul style="list-style-type: none"> <li>Lisa will write and thank Jenny for her contribution to the School Board.</li> </ul>
1. Principal's Report	Principal	1.1 Principal's Report overview: <ul style="list-style-type: none"> <li>- Marisa Del Pin retiring</li> <li>- Captains for 2023</li> <li>- 2022 Year 12 results</li> </ul>	<ul style="list-style-type: none"> <li>School Board Chair to have input into the PSR process.</li> <li>Jane A to confirm possibility of second hand</li> </ul>	<ul style="list-style-type: none"> <li>Suealla to finalise details of the school hoodie.</li> </ul>

		<ul style="list-style-type: none"> <li>- Public School review scheduled for 2023</li> <li>- Planned additions in 2023</li> <li>- Communication schedule</li> <li>- Introducing a school hoodie</li> <li>- Lawrence Armstrong scholarship – Richard has been working with Doug Cook DoE Regional Director to get scholarship setup for students attending Northam SHS.</li> </ul>	uniform drop off location for families.	
		1.2 Reviewed draft Communication schedule. <ul style="list-style-type: none"> <li>• Families did not receive a SMS reminding when school commencing or a welcome SMS.</li> </ul>	<ul style="list-style-type: none"> <li>• School to feedback to Lea R for items to be added.</li> <li>• Check website shows SDDs.</li> </ul>	
2. Financial Report	Principal	2.1 Financial Report <ul style="list-style-type: none"> <li>• Census date Friday 17<sup>th</sup> February 2023.</li> <li>• Predicted 661 students</li> <li>• Budget will be finalised once Census has been finalised.</li> </ul>		<ul style="list-style-type: none"> <li>• Suealla to finalise budget once Census complete.</li> </ul>
3. General Business	Chair	<ul style="list-style-type: none"> <li>• Board Membership – Julie Williams and Lynette Page have not attended several meetings.</li> <li>• Notice to be developed and communicated to families and/or community seeking additional members for the School Board.</li> <li>• Lisa Penno advised that she would like to step down as Board Chair in the 2024 school year. Is anyone interested in taking the role next year?</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa P will make contact with Julie and Lynette to determine their intentions for attending the 2023 School Board meetings.</li> <li>• Richard K to communicate with families and community regarding vacancies.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Connect Issues – Board members were having difficulty accessing Connect.</li> <li>• Each year DoE resets non employees access.</li> </ul>	<ul style="list-style-type: none"> <li>• Lea R to update Connect access.</li> </ul>	

### 2023 Meeting Schedule

Term 1      Week 8      21 March 2023 – **Public Meeting**

Term 2      Week 8      13 June 2023

Term 3      Week 8      5 September 2023

Term 4      Week 3      24 October 2023  
                  Week 8      28 November 2023