

<b>MEETING</b>	<b>MINUTES OF MEETING - School Board</b>  Venue: ORSHS Conference Room
<b>DATE OF MEETING</b>	<b>16 May 2017</b> <b>3:30pm – 5:15pm</b> <b>To be followed by P&amp;C meeting 5:15-6:00pm</b>

<b>ATTENDANCE LIST</b>	Paul Blomley - Chairperson Karon Brookes – Principal Jayne Dawson – Manager Corporate Services Carolyn Butler – Staff Representative Alex Di Bartolomeo - Staff Representative Denise Jackson – Community Representative Jan Norberger – Community Representative Patrick Yong – Community Representative Sarah Waldram - invited guest
<b>ABSENT / APOLOGIES</b>	Cathy Smith – Parent Representative Jo Stephens - Community Representative Ian Goodenough - Community Representative
<b>DID NOT ATTEND</b>	

<b>AGENDA ITEM</b>	<b>ACTION POINT AGREED</b>	<b>WHO</b>	<b>Date / Follow Up</b>
1. Approval of last meeting's minutes (5 Mins)	The meeting minutes dated 7 March were approved with 3 abstentions and 5 carried unanimously in favour. The extra ordinary meeting minutes dated 28 March were approved with 5 abstentions and 3 carried unanimously in favour.		
2. Matters arising from previous meeting – Paul Blomley	<b>Annual Report</b> Is near completion and will be emailed once finalised. The feedback provided during the extra ordinary meeting has been embedded within the document. The document cannot be uploaded to		

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 Chairperson

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	the website as it has been shut down due to the global ransomware cyber threat. The new website is currently under construction.		
3. Languages in all schools by 2023 ( I would like to discuss which languages for Ocean Reef)	Primary schools are mandated to deliver LOTE in 2018 and secondary schools 2023. Primary schools have asked for us to indicate our direction / preferences to assist with student transition. Feeder primary schools teach French and have expressed an interest to move away. Karon and primary schools believe the Asian languages are more relevant due to business ties and close proximity. The delivery model is yet to be considered and will depend on staffing to support the curriculum. Feedback gathered from senior leaders and thoughts requested from board members. Karon to still collect feedback from whole staff. As a result of discussion, the Asian languages, Indonesian, Japanese and Mandarin were the most preferred with Aboriginal and Auslan sign language mentioned. The same language taught in both primary and secondary believed to be of great importance for students. This would assist with the sharing of teachers. The suggestion that two languages could be of benefit. Suggestion to connect with primary P&C's and ECU to gauge community interest. Karon thanked board members for their contribution and this will be taken into consideration during the decision process.		
4. Japanese International Student Exchange Program (new initiative)	Board members shared Karon's enthusiasm and commitment to be involved in the Japanese Exchange Program that will see ORSHS provide support to 20 Japanese students due to arrive on 30 July 2017 to stay with host families for a two week period. The host family expression of interest letter will be sent to ORSHS parents. All homestay arrangements and checks will be organised by Gold Intercultural Learning. This program will greatly enrich experiences for our students.		
5. Review of terms of reference and School Board Code of Conduct (are they aligned with education department requirements)	A review of the Terms of Reference (Constitution) and Code of Conduct & Conflict Resolution required, therefore seeking volunteers to form a number of sub-committees to analyse and compare existing documents against the DoE model documents. Denise and Jan volunteered to review the ORSHS Constitution against the Terms of Reference. Patrick and Karon volunteered to review the Code of Conduct and Conflict Resolution. Any variances to be judged on whether they work now and into the future. Karon advised that all relevant documentation is located within the file provided. Groups to report back findings at next meeting.		
6. Update on School Business Plan	Draft Business Plan distributed for members to view. A few changes to be made to the images otherwise the final product will be ready in a few days. Once complete a copy will be sent to members. Relevant student and parent permission approvals of images have been collected. This will provide the opportunity to utilise various images for the new website.		
7. School Board Induction Program	Each board member supplied with a convenient induction file containing relevant key school board documentation. The purpose is to be useful by ensuring information is in one place, can be		

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Chairperson

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	<p>brought to meetings and added to.</p> <p>As a result of Karon taking up the position to deliver school board training across the state and with Patrick coming on board it is timely to improve the induction process to be more specific to ORSHS. Literature is provided within the new file to enable a better understanding of processes and will be added to as per the induction checklist. Karon agreed that Jan's suggestion for a school tour to be included in the induction process is a good idea.</p>		
8. Training sessions for board members and resources for board members	<p>Karon to provide regular training sessions (approx. 15 minutes each) during future meetings. The session will provide a deeper understanding and clarity around the role of the board and the principal. Training modules 1-5 are included in the file provided.</p>		
9. Funding for Performing Arts - How to advance government pre-election announcement	<p>In advance Paul discussed with Emily Hamilton where we stood with regards to the funding of the new Performing Arts building. He received an email response stating that there is no further information at this stage other than the funding will be subject to the budgetary process and is due to be handed down in September, and she will be in touch. Paul feels that the sooner we action the better. Jan agreed and with the boards interests in mind it is important to get it locked into the budget early and suggested sending a formal letter from the board chair to Emily requesting her strong advocacy and to keep it at the fore of her radar. Suggestion to start engaging in conversation with the DoE to lock in initial stages of funding and the City of Joondalup around planning.</p> <p><b>Action:</b> Paul to follow up with email to Emily asking how we can assist and support her to start the process.</p>		
10. Finance report – Jayne Dawson	<p>Jayne apologised for not sending out the finance report prior to the meeting as usual. A brief overview of points 1-3 highlighted in the report provided.</p> <p>Question raised whether solar panel renewable energy considered, as this would cut power costs. Jayne advised this has previously been discussed at the Finance Committee meeting and may be considered for the new performing arts building but is not viable on the existing roof structures even though approx. 80% of the roofing has been replaced as well as the considerable upgrades required to the power boards.</p> <p>Appendix 1 – 4 analysed with the following noted:-</p> <p>Appendix 1 – Student Centred Funding statement showing finalised numbers as at Census.  Appendix 2 – Operational One Line Budget statement relating to the blue &amp; green boxes in the finance report. Majority of the \$546,265 carry forward (cash) is committed. Variance of \$220,203 is less than 2% of the total budget. The purpose is to receive funding for students and we want</p>		

	<p>the best for our students and therefore spend to the maximum for our students.  Appendix 3 – The DoE 2017 minimum expenditure requirement. We are expected to spend 96% of our budget. This is successfully performed on a regular basis.  Appendix 4 – Collection rate information of parent voluntary contributions and charges paid to the school. Our parents are exceptionally good at supporting us and believe they see value for money. Hardship issues are supported through the good P&amp;C system.</p> <p><b>Action:</b> To accept / approve the 2017 operational one line budget and the student centred funding statement – <b>Unanimously Agreed.</b></p>		
<p>11. Any other business</p>	<p><b>Mandatory criminal history screening of school board members</b>  School board members who commence their tenure as of Term 2, 2017 are required to submit a National Police History Check (criminal history screening) through the DoE Screening Unit. Board members appointed before Term 2, 2017 do not have to be screened, but are encouraged to be screened during their current tenure. Existing board members whose tenure is renewed, but were not screened during their existing tenure, will need to be screened before their renewal can be confirmed. There is no fee charged to the applicant. The check must be processed through the DoE Screening Unit. School staff, including the Principal are not informed if a person has criminal history information. All communication is directly with the applicant. Suggestion for this to be included in the review of the constitution.</p> <p><b>Action:</b> Paul asked current members who are happy to be screened prior to their tenure expiry to email him directly.</p> <p><b>Delivery and Performance Agreement &amp; Funding Agreement - Karon</b>  All school board chairs are required to be a signatory on the above two documents. The Delivery and Performance Agreement sets out the performance and accountability expectations of the school. The Funding Agreement sets out the accountability expectations to funding through the student-centred funding model and operation of the one line budget. Documents duly signed by both Karon, Principal and Paul, School Board Chair.</p>		
<p>12. Close of meeting at pm</p>	<p>Next meeting: Tuesday 27 June 2017</p>		