

NORTH ALBANY SENIOR HIGH SCHOOL

Governance – School Board 2015 – 2018

North Albany SHS became an Independent Public School (IPS) in 2015. The School Board was created from the existing School Council and rejuvenated through a changed role and additional parent and community representation. As with any group, members have come and gone as their circumstances have changed. An important constant during the transition period (2015 – 2017) from a Council to a Board was Chairperson, Tony Evers.

The Board has performed a critical role in initiating a vision to the future, developing the 2015-2018 Business Plan and monitoring and reviewing school performance.

Voting Membership 2017 – 2018

Chair	Jodi Senn
Staff	Sharon Doohan (Principal) Andrew Harrison Kylie Offer
Parents	Adam Catterall Michelle Thomas Melissa Beer (P & C selected Parent)
Community Members	Jennifer O'Neil (Director UWA Albany) Ron Grey (Lecturer Great Southern TAFE)

Non-voting membership 2017 – 2018:

Keely George (Manager Corporate Services & Executive Officer)

NASHS school captains – two Year 12 school captains are selected each year and they are invited to attend board meetings.

Training

Both Sharon Doohan (Principal) and Tony Evers (Chair) participated in School Board training when NASHS became an IPS. In addition further board training was completed by Jodi Senn (Chair) and Sharon Doohan (Principal) in March 2017. This was followed by each of the board members engaging with the Department of Education training modules – 5 in total. These were discussed at board meetings throughout 2017.

- Module 1 - Roles, responsibilities and making decisions (6 April 2017)
- Module 2 – Foundations of an effective board (15 June 2017)
- Module 3 – Business Planning (15 June 2017)
- Module 4 – Managing risk (15 June 2017)
- Module 5 – Monitoring and reporting on school performance (31 August 2017)

The last three years have been a learning journey for the School Board. The confidence and competence of the board has grown during this time.

Operational Information:

Meeting Schedule

In 2015 the Board created and endorsed the Terms of Reference and the NASHS School Board Code of Conduct (see Appendices 1 and 2). The School Board meets twice in each of Term 1 and Term 4 and once in each of Terms 2 and Term 3. The usual agreed meeting day is Thursday. Two hours is set aside for the meeting from 5pm – 7 pm. A calendar of meetings dates is set at the first meeting of the year and placed on all subsequent agendas. Dates of School Board meetings are on the school website.

Agenda

The agenda is sent to members via email at least one week prior to the meeting and can be adjusted to accommodate items up until the day of the meeting. The Principal collates the agenda and documents for distribution. The Executive Officer takes minutes. (See Appendix 3 for meeting format). The draft Annual Report is presented in March for endorsement. There is an annual cycle of school performance & self assessment review.

Order of Business

- Welcome and confirmation of previous minutes.
- Business Arising.
- Celebrations and positives.

- Correspondence In and Out
- Financial Report
- Principal's Report
- General Business.

School Board Meetings 2015 – 2017

A summary of School Board meetings since 2015 is provided below.

- ❖ 5 March, 2015
 - Draft 2015 Budget – tabled and endorsed.
 - Transitioning from School Council to School Board – discussion of requirements & process.
 - National School Opinion Survey 2014 (parent, students and staff) – data presented. Discussion regarding parent feedback.
 - Semester 1 student census data.
- ❖ 19 March 2015
 - Transitioning from School Council to School Board – continue discussion of process.
 - 2014 Annual Report – draft report presented for feedback.
 - 2015-2018 draft Business Plan
- ❖ 30 April 2015
 - Discussion on school uniform and country week jackets.
 - Election of School Board chairperson – Tony Evers elected unopposed.
 - Draft Terms of Reference – presented for discussion.
 - Draft Code of Conduct – tabled.
 - Draft Business Plan – package of documents tabled.
- ❖ 11 June 2015
 - Draft School Board Code of Conduct – discussed.
 - NASHS Homework Guidelines – discussed.
 - Chaplain Commissioning Service being held at NASHS – discussed.
 - Draft Business Plan - School Vision discussed and endorsed through motion.
- ❖ 13 August 2015
 - Sports uniform – discussion to approve a sports uniform commencing 2016 endorsed.
 - NASHS Homework Guidelines – document tabled.
 - Draft Board Code of Conduct – document tabled and discussed.
 - Draft School Business Plan – document tabled and discussed.
 - School Performance data cycle – report tabled and discussed.
 - Installation of CCTV – discussed.
 - Semester 2 student census data.
- ❖ 5 November 2015
 - 2016 draft Uniform Policy – tabled and endorsed.
 - 2016 Finance documents tabled and discussed. Contributions and Charges, Voluntary Approved Requests and Optional Costs, Extra Cost Activities and Booklists/Personal items list. All approved.
 - CCTV – motion to install additional cameras formally endorsed.
 - Draft Assessment and Reporting Policy – tabled.
 - Draft School Business Plan Priorities – tabled.
 - NAPLAN results discussed.
- ❖ 10 December 2015
 - CCTV Policy – School policy ratified.
 - End of Year Awards – discussed.
 - NASHS Assessment and Reporting Policy – ratified.
- ❖ 3 March 2016
 - Draft NASHS Behaviour Policy – discussed.
 - Self-assessment cycle – 2015 Year 12 cohort performance data.
 - School Budget (Draft) – presented, discussed and endorsed. Pending receipt of DoE Finance Agreement.

- Draft Business Plan (Final version) – presented and discussed.
 - Semester 1 student census data.

- ❖ 7 April 2016 AGM
 - Business Plan (updated) – tabled.
 - National School Opinion Survey – information tabled for 2016 survey.
 - National Report on Indigenous Education beyond Secondary School – discussed.
 - DoE 2016 Funding Agreement (updated) – tabled and discussed.
 - DoE new Strategic Plan – tabled and discussed.
 - DoE Aboriginal Cultural Standards Framework – tabled and discussed.

- ❖ 12 May 2016
 - Business Plan 2015-2018 (updated) – endorsed.
 - School Board membership and advertising of positions – no nominees, to be readvertised.
 - New DoE Behaviour Policy & Processes - document tabled and discussed.
 - National School Opinion Survey – to be conducted Term 3 2016.
 - Annual Data and Assessment Cycle – endorsed by Board as a working document.
 - All members accepted and agreed to abide by updated School Board Code of Conduct.
 - Summary of current cash budget presented.
 - Architect Plans drawn up for building works and upgrades – English and Maths offices, Administration Upgrade (still draft), new fitness centre (in current Rec Room) and Gym equipment storage and outside shelter.
 - 2015 Annual Report – endorsed but noted that data for NAPLAN and OLNAs targets still to be included.
 - Aboriginal Student Outcomes – Closing the Gap. Overview of strategies in place at NASHS was presented.

- ❖ 16 June 2016
 - School Board Membership and Advertising – new member Jodie Senn selected as Parent Rep.
 - DoE new Behaviour Policy and Processes – NASHS Whole School Plan for positive behaviour in response to the new DoE policy was tabled and discussed.
 - Aboriginal Cultural & Standards Framework – feedback on Professional Learning for staff.
 - NASHS Marketing and Promotions plan tabled and discussed.
 - John Hattie and Visible Learning – general discussion. Handouts provided.
 - Year 7 Survey – tabled and discussed.
 - Self-assessment cycle - Term 1 Attendance & Behaviour reviewed; OLNAs results from March round of testing.

- ❖ 4 August 2016
 - NASHS Uniform Policy 2017 endorsed.
 - Self-assessment cycle – Progress Reports Priorities 1,2,3; Behaviour data semester one.
 - Honour Board Format discussed – New honour board to start from 2015, first year of NASHS as an IPS.
 - Discussion on completed and planned building and minor works. School funds still set aside for building program at school.
 - Business Plan self-assessment cycle - Progress Reports presented and discussed.

- ❖ 22 September 2016
 - Role of School Board – handouts to support discussion.
 - Self-assessment cycle -NAPLAN results; updated Progress Reports Priorities 1,2,3
 - Year 7 Scholarships 2017 – Motion moved and endorsed.

- ❖ 3 November 2016
 - NASHS CCTV updated Policy tabled.
 - 2017 Leavers Jacket design tabled and approved.
 - Year 7 Scholarships – suggested change for 2018. Revisit Term 3 2017.
 - School Financial Summary tabled & all approved – 2017 Contributions and Charges, Voluntary Approved Requests and Optional Costs, Extra Cost Activities and Booklists/Personal items.
 - Chairperson, Tony Evers tending his resignation at the next Annual General Meeting.

- ❖ 1 December 2016
 - Uniform Shop in Canteen. P & C to manage.
 - Self-assessment cycle – 2016 September OLNA results
 - Explanation and discussion on how a school timetable is created. Complexities involved.
 - Draft 2017 budget.

- ❖ 2 March 2017
 - Children's crossing on Albany Highway now fully operational (following 10 years of lobbying by the P&C).
 - 2017 Cash Budget – tabled, discussed and endorsed.
 - Self-assessment cycle – 2016 Year 12 data.
 - NASHS Hire of School facilities policy 2017 endorsed.
 - School Board membership – handout and discussed.
 - Semester 1 student census data.

- ❖ 6 April 2017 AGM
 - New Parent member, Adam Catterall welcomed.
 - New School Board Chair selected – Jodi Senn.
 - Self-assessment cycle - 2016 Annual Report endorsed by the School Board.
 - 2017 Self-Control Audit results (finances, HR, governance etc.) presented and discussed.
 - Year 12 2018 Leavers Jacket – endorsed with qualification to check extent of student agreement.
 - Year 8 Canberra Tour jacket – endorsed.
 - School Board training – Handout for Online modules 1 – 5 provided. Module 1 discussed.

- ❖ 15 June 2017
 - Board Code of Conduct reviewed and endorsed.
 - School Board training modules 2, 3, 4.
 - Self -assessment cycle – OLNA results March 2017 round of testing
 - Draft School Board Governance document tabled and discussed.
 - DoE screening process for Board members discussed.
 - Board Terms of Reference to be reviewed.
 - Overview of academic support provided at NASHS tabled.
 - Year 7 student transition surveys (February & June) . Results discussed.

- ❖ 31 August 2017
 - School Board training module 5.
 - School Board Governance – document format endorsed.
 - Self - assessment cycle : NAPLAN results; Progress Report Priority 1; Longitudinal Attendance data
 - Semester 2 student census data.
 - School capacity and facilities – expected future growth and expansion.
 - NASHS Student Health and Well Being guidelines endorsed.
 - New DoE Child Protection Policy – school response.

- ❖ 2 November 2017
 - Business Plan – 10 Point School Wide Pedagogy – adjustment approved
 - DoE report on facilities at NASHS.
 - 2018 Charges and Contributions, extra cost options and booklist – approved
 - IPS review in term one 2018 – discussion
 - Self-assessment cycle – Updated priorities 1, 2, 3 - documents tabled and discussed.
 - Changes to Student Services staffing profile 2018.
 - Workforce Management Plan – 2015-2018 targets reviewed.

- ❖ 7 December 2017
 - Presentation to School Board by Year 7 Student Leaders on NASHS Sustainability Program
 - 2018 draft student funding and budget presented
 - Learning Area reviews and plans for 2018
 - Year 6-7 transition program.

Appendices

Appendix 1 – Terms of Reference

Appendix 2 – School Board Code of Conduct

Appendix 3 – Agenda and Minutes template

Appendix 4 – School Board – Self Assessment and Data Cycle