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| **Subject:** | **Leeming ESC School Board Meeting** |
| Time: | 1:00 – 3:00pm |
| Date: | Monday 24th February 2020 |
| Location: | Leeming ESC Conference Room |
| Chair: | Digby Claydon |
| Apologies: | N Vodanovic |
| Attendees: | K Davies, D Claydon, E Riley, D. Barker, J Devenyns, C Houden, T Matulich, Joss Morgan, Fran Robb |

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| **Item and summary discussion** | **Action** |
| **Welcome**  Meeting was opened at 1:00pm. See list of attendees and apologies above  Previous minutes read and accepted by Board.  Digby welcomed Joss Morgan and Fran Robb to the Leeming SHS ESC School Board.  Business arising:  Code of Conduct was discussed and signed by 2020 Members |  |
| **School Community Project:**  School Chaplain Vangi gave an update on the Community Project.   * The school received generous donations from families in 2019, providing school uniforms, toiletries, items for Christmas appeal * We are well stocked for uniform shirts * Items in need: perishable food items- cheese, margarine, low sugar muesli bars * Clothing items in need: large navy shorts and large size sneakers   **Leeming Link**  Vangi provided an overview of the Leeming Link social skills program run during recess and lunch.  This program was introduced in 2019 and was highly successful and will continue in 2020. There is a good range of students attending the program throughout the week. | Digby will provide an update in the next school newsletter |
| **Student Numbers and Staffing**  Currently have 137 students enrolled at Leeming SHS ESC   * 3 Year 7 classes 25 students * 3 Year 8 classes 23 students * 3 Year 9 classes 23 students * 1 Year class 9 students * 2 Year 11 classes 21 students * 2 Year 12 classes 22 students * 1 Year 12/13 class (12 Year 13) and (3 Year 12 students)   6 new teachers and 4 new education assistants  Established a senior school coordinator and middle school coordinator role for Term 1. This has assisted the new staff for curriculum planning, school operations and IEP and My Plan meetings. This role has provided excellent support to teachers and a very smooth and efficient start to the 2020 school year. |  |
| **Finance**   * 2020 School Budget presented and endorsed by the Board * Reserve accounts Currently we have 5 N reserve accounts (Bus, BFI, Computer, Furniture and Photocopier).  As an IPS we can combine them all into the one General Reserve account | Endorsed by Board  Endorsed by Board |
| **Capital Works**   * Multipurpose classroom completed by 31/1/2020. This will be required to be used as a Year 9 classroom until our transportable arrives in April. * Esc 10 was renovated and completed 31/1/2020 * Year 7 Undercover Area – currently getting quotes to have it replaced * A second air conditioner will be installed in ESC 2 * Transportable was due to arrive in March 2020, this has been delayed. * Waiting for information on arrival date * ESC 12 is due to be renovated in April school holidays * Small room behind ESC 5 is due to be renovated April school holidays | Capital Works update attached |
| **Annual Report and Business Plan**   * Annual report is currently being drafted and will be presented at the next meeting * Business Plan – Keran presented the work completed with staff at the 31/1/2020 School Development Day. All staff have had input into the School Vision, Purpose Mission and Values. Staff were also involved in the process to identify the 5 Strategic Priorities for the 2020-2022 School Business Plan:  1. Effective Leadership 2. Positive Culture 3. Quality Teaching 4. Purposeful Curriculum 5. Community Connections | Draft Annual Report to be presented at the meeting 23rd March |
| **Community Projects**   1. **East Fremantle Football Club**  * Voin has met with CEO and there are great opportunities for the Horticulture and Certificate I in Permaculture students to develop their skills through projects at the football club. This could also lead to volunteering, membership and other future connections with the club  1. **Parent Expo – Tuesday 24th March 4-7pm**  * Lou FP discussed the format and presenters form a range of service providers, disability service organisations, leisure and recreation, respite * Joss Morgan and Fran Robb recommended MicroBoards * Digby will look into having a Tennis representative at the Expo * Expo will be for all parents from Years 7-12. * Extending invitation to Kenwick, Castlereagh and Atwell  1. **ACTIV Internship Pilot Program**  * The Internship program is designed to facilitate preparing and connecting students to work. Through the program students will:   Develop work readiness skills  Immerse themselves in a variety of jobs across industries  (Sheraton, Big W, ANZ Bank)  Learn the necessary workplace behaviours   * The Internship program utilises Career Coaches who will work in conjunction with Leeming SHS ESC staff and students to:   Identify their skills and passions  Raise awareness of the varied jobs available and understand what these jobs look and feel like  Match student skills to industry  Develop a Career Plan and support them to implement this plan   1. **Work Experience Opportunities**   **Yaz Mubarakai MLA for Jandakot** hasbeen assisting our Workplace Learning Team in developing connections with local Industry to increase work experience opportunities and pathways for students.   * **City of Melville** – Sarah Lomax has met with the Senior Employee Services Officer to discuss work experience opportunities in horticulture, office and administration, community library, sports complex, community engagement * **City of Cockburn – exploring placements** * Other opportunities through Fremantle Dockers Media Centre, ATCO, Cafe | Voin will be starting projects on 6th March  Joss will send contact at DDWA  Lou FP will follow up with a presenter from DDWA to present on MicroBoards  Program due to start in Term 2  WPL Team are following up to confirm work experience placements |
| **Mobile Phone**  Keran presented Leeming SHS ESC Mobile Phone Policy | Endorsed by Board |
| **Meeting Closed: 3:05pm** |  |
| **Next Meeting: 23rd March 2020** |  |

**Role Name Signature Date**

Chair D Claydon

Principal K Davies

Teacher Reps E Riley

C Houden

Parent Reps J Morgan

D Barker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

F Robb \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Community Reps T Matulich

J Devenyns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_