Date:	10 Sept 2019	Action
Opened:	7pm	
Present:	Nerida Hansen, Matt Hobbs, Jo Wright, Heather Thomas, Sue Waters, Kim Butterworth, Amy Cupitt, Blake Hahn, Tammy Kerr, Leeanne McHarg, Helen Millar, Adam Forrester & Annette Eastwood	
Apologies:	Dannielle Lightfoot, Sophia Ott, Kelly Gaden, Trish Doust, Carl Yeomans, Scott Macansh & Graeme Quinn	
Previous	Moved Annette	
Minutes:	Seconded Jo Wright	
Business	Spiral chairs – No concrete as yet – still haven't got	School to get quotes
Arising:	enough quotes.	
	Senior Study – plumbing is to be starting in term 4, toilets to be addition if the quote is right, it will be a block off the back of the building, entry into the toilets will be from the kitchen end from inside the building only, no outside access, it will not be a permanent structure, it belongs to the school and could be moved within the school.	
	Minutes on website – Yes approved - How far back do you want to go, August? Yes	
	Reports – See principals report	
	Are the teachers paying accounts at the canteen – They are be reminded and the canteen ladies haven't mentioned it further.	
	Parent teacher interviews – Look at changing – knowing numbers would be better, rather then booking a specific time but the teachers knowing who is coming so they can leave if no one else is coming – flexibility is better – book a few into one time slot – a longer session – different years on different nights might be an option.	
	Social – all organised – Helen & Patrick Lane are organising food etc – Carl, Sue, Tammy & Sophia to cook the bbq.	
	School captain speeches on Thursday.	
	Laptops to be used on specific day? – still working on it with Mr Carrig to see if we can identify which lessons they are needed for. The kids are still getting in trouble for not bringing it. Note to parents – The computers can be left in the library. Adam again mentioned that there	

-		
	are special bags that you can buy. There is no solution atm.	
	School Medallion – see presidents report	
	Comments:	
	Adam said he was just asked if they could have Carol Sparks on the panel and said yes. Adam said it isn't a	
	precedent that a P&C member is on the panel. We said	
	that for the past 6 years it has been a P&C member and we were told that previous to that it wasn't always.	
	Adam was happy for there to be a P&C rep on the interview panel as well. Annette to ask around. – No	
	one was free at such short notice. In future – please	
	advise sooner. Heather again reiterated that their needs to be better	
	communication and consultation with the P&C. As she had stated in an email that was sent to Adam and Helen	
	there continues to be a disregard for the P&C about	
	decisions that are made (not just this one) and that the P&C were told they would be involved and weren't even	
	notified by Mr Forrester (as per the minutes of the	
	previous meeting) to let us know we weren't needed.	
	Helen mentioned that from year to year the Year Advisors change and they don't always know what the	
	precedent is. Matt Hobbs suggested that the process	
	needs fixing up and that it is important to communicate with the P&C to let them know what is happening and if	
	they are required to assist the process.	
	Integrated sport – As a mother of a child who is not at all sport, it will be in the middle of the day on two different	
	sporty, it will be in the middle of the day on two different days, will they still be able to do different sports like	
	roller skating, walking. We were told at the last meeting that there would be limited choice because of staffing,	
	but Adam and Helen said in some cases there would be	
	more choice as sports fill up from year 10 down and now the sport being split into 2 days there will be more	
	spaces. Heather mentioned the timeline and is it reasonable to expect a new timetable to be arranged by	
	Term 4. She also asked if the senior timetable would be	
	affected. Helen said that Mr Carrig had it all under control and in fact had nearly completed the timetable	
	for next term. As far as seniors there will be no changes except for where the classes fall on a line but no changes	
	to staffing or amount of lessons. Helen also mentioned	
	that she preferred to have a "trial" run Term 4 so that an issues can be ironed out before next year.	

	Barnaby Joyce funding – It is now in the school's hands.	
	Deadline is 30 September.	
	Grants – Kim & Leeanne to connect and talk about it and	
	will bring Graeme Quinn up to date on his return. Kim &	
	Leeanne will ask parents & students.	
Incoming	Regional Aust Bank letter	
Mail:		
IVIGII.	Glen Innes Council re food safety x 2 – no action needed	
Outralian		
Outgoing	Email to GIHS re Barnaby Joyce funding letter	
Mail:		
Presidents	See attached	
Report		
Treasurers	See attached	
Report:	Eftpos is going really – it is slowly overtaking the cash.	
Principals	See attached	
report		
	Response to P&C Concerns about the English faculty –	
	13.8.19 meeting – attached:	
	DR C/a community (autoritient)	
	P&C's comments/questions	
	Report comments	
	It was brought up that the N letter does not answer this	
	question. An N letter is if the child is not doing the	
	course – if the child is failing there should be a multitude	
	of comments to help the child improve.	
	Trial Exams	
	1. The trial exams are not just a trial – they are	
	worth part of their HSC mark – so should be	
	given every opportunity to succeed	
	2.	
	3. We aren't asking that they see the actual trial	
	exam question but that they have done a	
	previous exam during the year that will reflect	
	the trial – where they haven't seen the question	
	 Like a half yearly exam. 	
	4. A half-yearly should could have reflected this	
	5. We understand the teachers are saying that the	
	students are getting sample tasks etc but the	
	students are saying differently and the students	
	are saying that they aren't getting the experience	
	needed.	
	Half Yearly exams	
	1. There WAS an opportunity to run a half yearly	
	exam, as the other half yearly's were, as non-	
	official exams to give the kids experience – this	

	 conversation wouldn't have even came up if there was this practice given to the students. 2. This differs to what the kids are saying 3. Experience is better than freaking the kids out without having never done it before 4. Working on assessments is great but having no experience for the exams is setting them up to fail. The high achievers are stressed more by lack of preparation rather then over preparation. 5. They still were given the question in this instance – not a reflection of the HSC or trial We understand this is a new syllabus and lots of things are new but there was no communication about what the assessments were going to be, no communication about their not being a half yearly or why there wasn't. Adam said that generally the school didn't communicate well the curriculum change over all faculties. The changes weren't communicated to the parents or kids 	
	very well at all – Adam has accepted this and will do this	
	better in the future.	
General	Dog in a teachers classroom? The teacher was told that	
Business:	it could be in the staffroom only. The teacher was told to remove the dog before and now the dog has returned. Adam didn't know about it and has told the teacher again to remove. Any problems like this please ring Adam.	
	Mobile phones in classrooms should be revisited – kids are using their phones in heaps of the year 7 classes – they are during the class time, Nerida is getting messages for her son. Some kids are hiding the phones behind their laptops. Nerida was impressed with the phone rules when started this year, but rules have slipped again. Victoria is banning them next year, why can't we? It encourages kids to interact more when they don't have a phone. Nerida is concerned about what children are missing out on because of the phones. Adam & Helen said all we can do is ask staff to enforce the rules. They are running with the "SRC" – safe, responsible & considerate rule. It was said that some schools have phone docks, why can't we? Mr Cameron, Ms Gaden & Ms Derreder have boxes that the students put them in before the class starts – if these teachers have this policy why doesn't everyone? Blake pointed out that this is the world we live in, phones are not going away. School banning phones is not going to fix any problems the child may/may not have with addictions.	

1	1
Adam said this can be reviewed.	
Kids are bringing games in on usbs and playing them on	
their laptops.	
Again, Blake pointed out that it is a learning thing – if a	
rule comes in during school, this is a good opportunity to	
learn how to have a phone later on, school is to help and	
prepare you for later in life.	
Absentee Emails	
Leeanne's child attended the da vinci decathlon day –	
Leeanne got an absent note email at 345pm. The office	
was closed so she couldn't ring anyone. Why can't the	
emails come before school finishes. The messages	
should come through at 11am.	
The teachers are supposed to submit a Variation of	
routine. Apparently the VOR had been done but it hadn't	
been activated.	
It is very concerning to get an email where it has been	
more than 8 hours since Leeanne dropped her child at	
school and could be terrible if something went wrong.	
Mostly everything has been covered.	
The BBQ will end at about 730/8pm	
Adam has asked the SRC to please write to the Services	Ms Gaden
Club, thanking them for holding the previous socials and	
explaining why the change.	
5 November 2019	
855pm	
_	their laptops. Again, Blake pointed out that it is a learning thing – if a rule comes in during school, this is a good opportunity to learn how to have a phone later on, school is to help and prepare you for later in life. Absentee Emails Leeanne's child attended the da vinci decathlon day – Leeanne got an absent note email at 345pm. The office was closed so she couldn't ring anyone. Why can't the emails come before school finishes. The messages should come through at 11am. The teachers are supposed to submit a Variation of routine. Apparently the VOR had been done but it hadn't been activated. It is very concerning to get an email where it has been more than 8 hours since Leeanne dropped her child at school and could be terrible if something went wrong. Mostly everything has been covered. The BBQ will end at about 730/8pm Adam has asked the SRC to please write to the Services Club, thanking them for holding the previous socials and explaining why the change. 5 November 2019

Presidents Report 10th September 2019

Firstly, welcome to Mr Matt Hobbs, the Director of Education for our region.

Yesterday the P&C executive met with Mr Hobbs, Mr Forrester and Mrs Millar to openly discuss issues of concern that have been raised at P&C meetings over the past months. The main area for improvement was identified as more effective communication and specifically the communication from the school to the students and parents regarding the processes and procedures within the school environment, particularly within the curriculum. Written communication is essential for parents to know what is going on as sometimes the students don't get the message home as it is intended, or they are getting conflicting messages from different teachers. Mr Forrester would also like greater communication from the P&C before meetings so he can be aware of issues that may be raised to be better prepared for the meetings. It was agreed that an agenda by put out before P&C meetings and that Mr Forrester make more phone contact with the president regarding any issues or concerns that arise in the parent and community body.

The P&C executive have been concerned about the damage to relationships between the staff and parents over the year and welcome the involvement of Mrs Millar to address the staff at the next staff meeting about our concerns and to clear up any miscommunication that has occurred in the past.

With respect to the involvement of more parents within our school community we are seeking ways to address parental concerns. There are parents who are reluctant to voice their concerns and opinions directly to the senior executive of the school for various reasons. Mr Forrester and Mrs Millar are keen for parents to raise issues so they can be addressed. Mr Hobbs has offered to assist this process by providing an opportunity for parents to speak with him privately and anonymously if they wish to. Mr Hobbs has offered to set up a meeting place away from the school to allow this to happen where parents can come (bringing someone with them if they wish to) and discuss both the positive and negative aspects that they have regarding their children at GIHS. Mr Hobbs will advise a date early next term and the school together with the P&C will advertise this date to the school community. I believe this is a wonderful opportunity for all parents and community members and thank Mr Hobbs for his insight and involvement.

Overall, I feel the meeting has addressed some of the areas of concern and we look forward to working more closely with the leaders of the school.

Heather Thomas

P&C MEETING - 10 September 2019 PRINCIPAL'S REPORT

Year 12 HSC English Study Days

In Weeks 7 & 8 our Year 12 students participated in Aurora College's HSC Study Days via Adobe Connect. This gave our students the opportunity to connect and revise with others students from rural, remote and metropolitan NSW Department of Education schools. A range of experienced teachers and HSC markers presented updated information on course content. Students had the opportunity to ask questions and seek answers in real time. The sessions were recorded and are available for a period of two school weeks after they took place so if your child was not able to participate 'live' on the day, please ask them to contact their English teacher to access the recording.

Artist in Residence - Sarah Fordham

This week the artist Sarah Fordham has set up a studio in Art 1. Sarah will work with student groups to create a mural for the new COLA wall. Sarah will also be hosting workshops with senior groups on visual arts exam technique and preparation for the HSC. From 6:00pm on Thursday, students, parents/carers and the greater community are invited to come and meet Sarah and see her studio. Maybe come along after dropping your child at the Gym for the SRC School Social? The studio is in Art 1 and entry is via Oxford Street.

Year 6 Transition Ignition

As part of the partnership between Glen Innes High School and our local feeder schools, our "Transition Ignition" program will commence on Wednesday 11 September with orientation and taster lessons for those Year 6 students coming into Year 7 at Glen Innes High School in 2020. The taster lessons will also run on Wednesday 18 September and 25 September 2019.

The "Transition Ignition" program allows students to have a unique learning experience at the High School. They will have the opportunity to work with our enthusiastic High School teachers and take part in a variety of taster subjects that they could enjoy in 2020. This program will ensure that all students will feel comfortable in their new school before their entry into High School in 2020.

Could any parents/carers planning to enrol their child into Glen Innes High School arrange an enrolment interview with Mrs Schafer and Year Advisors between 16

10/09/20

October and 4 November 2019 by phoning the school office to arrange a suitable time and day.

The Parent/Carer Information Night for parents with children starting Year 7 in 2020 will take place on the evening of 20 November 2019.

2020 Captains Speeches

This Thursday 12 September 2019 in Period 2, those Year 11 students that nominated for 2020 School Captain, are to speak to the student body at a whole school assembly. They have held their interviews last week were deemed eligible for leadership positions. 2 captains, 2 vice captains and 2 prefects.

SRC School Social

The SRC have started selling tickets for the 'Farewell Year 12' School Social from 6:30pm to 9:30pm on Thursday 12 September 2019.

Students with less than 85% attendance and students on behaviour levels will not be able to attend. Students that have been out of uniform three (3) or more times (without reasonable parent explanation) in the month leading up to the social will also not be eligible to attend.

Parents/carers need to ensure that they are on time to pick up students at the end of the social.

The local police have agreed to drive around the area during the night and, given time, may drop in to the School Social to liaise with students.

Parents/carers are encouraged to visit the studio of our visiting Artist in Residence, Sarah Fordham when dropping of their children to the School Social. Entry to Art 1 is via Oxford Street.

2019 Honours List & School Medallion

The Glen Innes High School's Honours List is open to Year 12 students and includes:

- Silver and Gold Awards
- a Platinum Award and
- the School Medallion (the highest award).

Å

an interview panel who decide the final awardees. The successful students will then be presented with their awards at the Year 12 Graduation.

In 2019 we will be setting the precedent that the interview panel consists of the Principal, a Year 12 Advisor and the Glen Innes Severn Council Mayor and that the Mayor then present the awards at the Year 12 Graduation.

The interviews will take place on Friday 13 September 2019 at Glen Innes High School. The Year 12 Graduation will take place from 6:00pm on Thursday 26 September 2019 in the Town Hall. The Mayor, Carol Sparks is to be part of the interview process but is unable to make the presentation at the Year 12 Graduation due to a prior engagement.

Year 11 Exams

Next week Year 11 will be sitting their final preliminary exams. We wish them well!

Year 11 students sitting their Yearly Examinations from Wednesday 18 September to Thursday 26 September will have flexible attendance - they are only required to attend school for their scheduled exam. Students that come to school only for their exam, are to go straight to the Old Hall where rolls will be marked. Any student that is late for their exam must sign in via the school office.

The school library is available for your child to utilise if they will be attending school outside of the time of their exam. In this case, students must sign in upon arrival to school and sign out prior to departure at the school office. When using the library, students are required to sign into the library and follow teacher instruction. Full school uniform is to be worn.

Year 12

Graduation Night: Thursday 26 September @ Town Hall Charity Day: Friday 27 September - rules have been given to students HSC Written Exam Timetable is on NESA website.

Tell them from me survey

Tell Them From Me (TTFM) is a suite of surveys for measuring student engagement and wellbeing. The surveys can be used to capture student, parent and teacher voices, providing reliable evidence for schools to use in identifying strengths and areas for improvement.

http://nsw.tellthemfromme.com/2019gihs

Response to P&C Concerns about English faculty - Meeting of 13.8.19

(To be tabled at Meeting 10.9.19)

Report comments: The P&C replied by saying that tick boxes do not reflect what the written comments say. It was brought up about a year 11 English student who was failing English and was not given a comment and that the course outcomes do not give a specific enough detail to focus on.

- We send N letters when students haven't met course requirements including not completing class or homework or assessment tasks. This is conducted religiously and parents are kept informed of their student's progress
- I am unsure who this student is that is being referred to. Perhaps the reports were sent out prior to assessment being submitted and marked? In this case, an N letter warning would have been sent to advise of the situation.

English concerns raised by Annette:

Trial exams

- Trial exams are just that an opportunity to trial the exam situation.
- This is the first trial under the new English syllabus and students were given the opportunity to sit exams to reflect the real HSC
- Students should never see the exam question before the trials this is in breach of NESA requirements
- Syllabus only allows for one formal exam in Year 12 we <u>cannot</u> do two exams. Therefore the faculty decided to combine parts of both exams into a 3 hour paper for Advanced & Standard, so students had as many exam types as possible to trial and be reflected on in their reports as an examination mark. The Studies HSC exam is a 3-hour exam, so it is not inconceivable for Advanced and Standard students to sit an exam the same length as their counterparts
- Prior trial experience Students have engaged with sample tasks/ Paper sections over the course of the year. Students practise the sample questions in class or as homework tasks completing short responses, essays and narratives. Some students have not taken up these opportunities afforded to them. Students are being prepped for the trials and HSC not only in these sample tasks but in everything we do and teach in class as per the new syllabus requirements.

Half-yearly exams

- English Stage 6 students are not allowed to sit more than one exam per course year
- Students have plenty of practice completing exams under mock exam conditions in all other subject areas as far as familiarity with exam conditions and writing practice
- No need to add pressure to students who are already pushed to their limits to achieve under these conditions
- · Students were working on assessment submissions instead of completing exams
- Year 11s did their exam under exam conditions just not in the Old Hall. It was done under different conditions of replicating an essay from notes as this is a backward mapping

technique whereby students progress towards the final skill required for HSC. Students were provided with the exam question approximately 4 weeks prior to the test allowing them two weeks to draft a response, seek teacher feedback, improve their writing then identify the key components of their essay in a one-page document submitted prior to the exam.

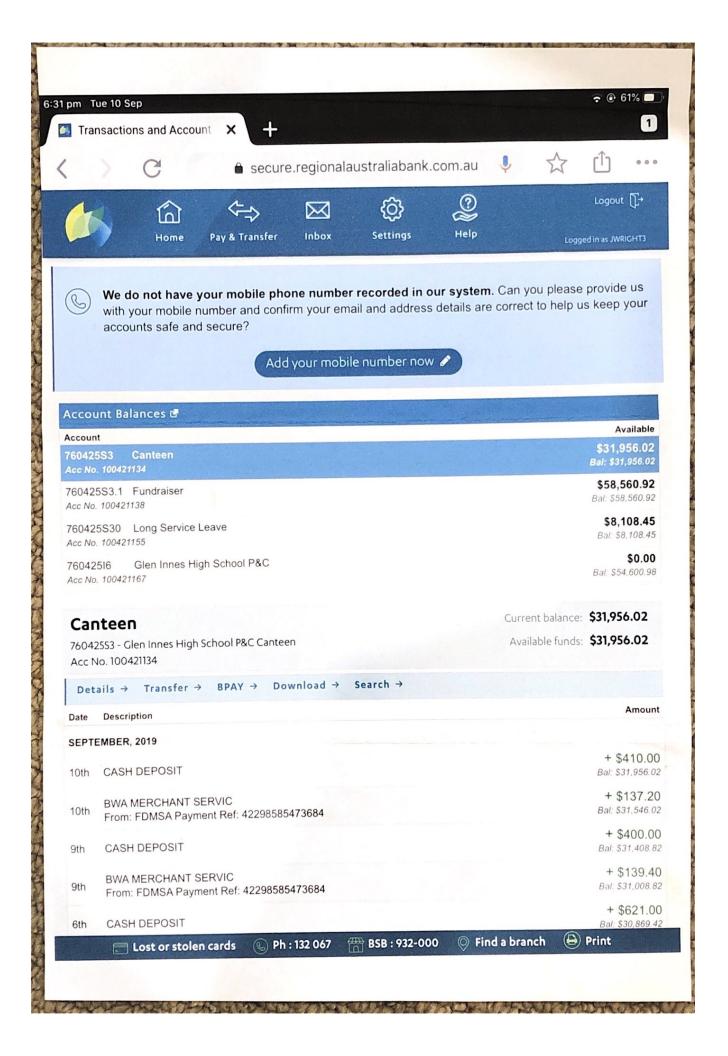
 These same students completed a similar task in Year 10 working towards developing their essay writing skills - an essential aspect of backward mapping.

New English syllabus

- Year 11 syllabus 3 assessment tasks only 1 must be a multimodal and 1 exam
- Year 12 syllabus must be 1 multimodal and 1 exam
- The new syllabus aims to teach students 21st-century skills rather than rote learning of teacher provided essays. Students must be taught the skills of responding to unseen texts and unseen questions. We are preparing our students to achieve this in their trials by following the processes used in the English Department.
- Students practice writing on an almost daily basis in English they are being taught skills from Year 7 upwards which will improve their overall outcomes

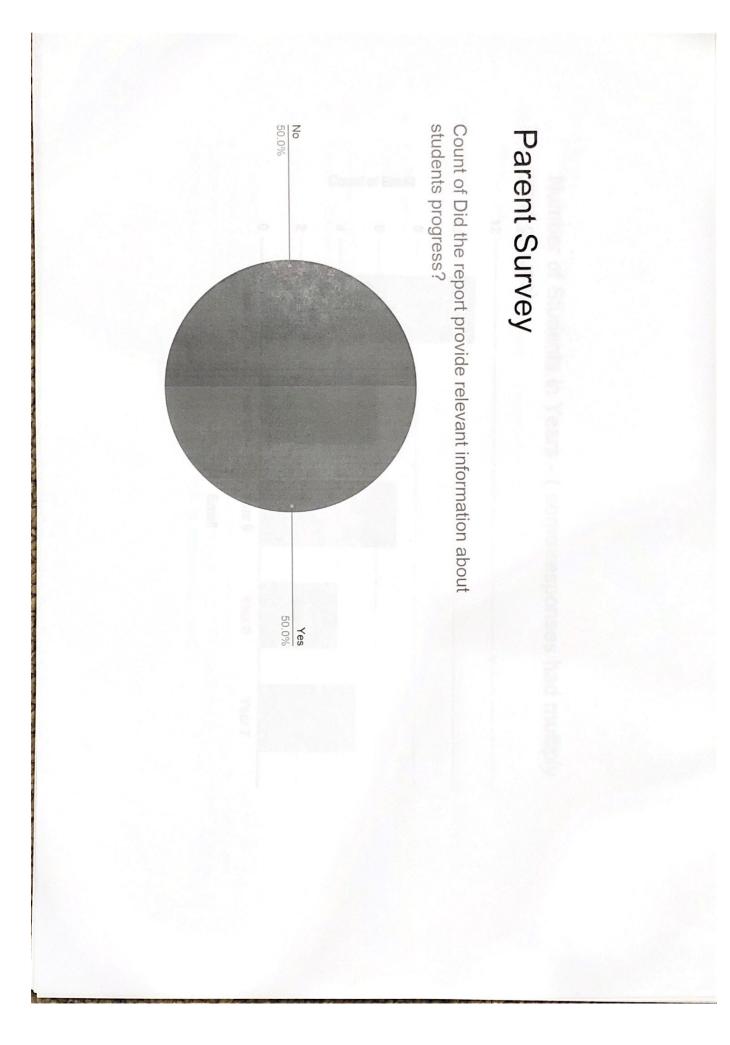
Capabilities of the English staff

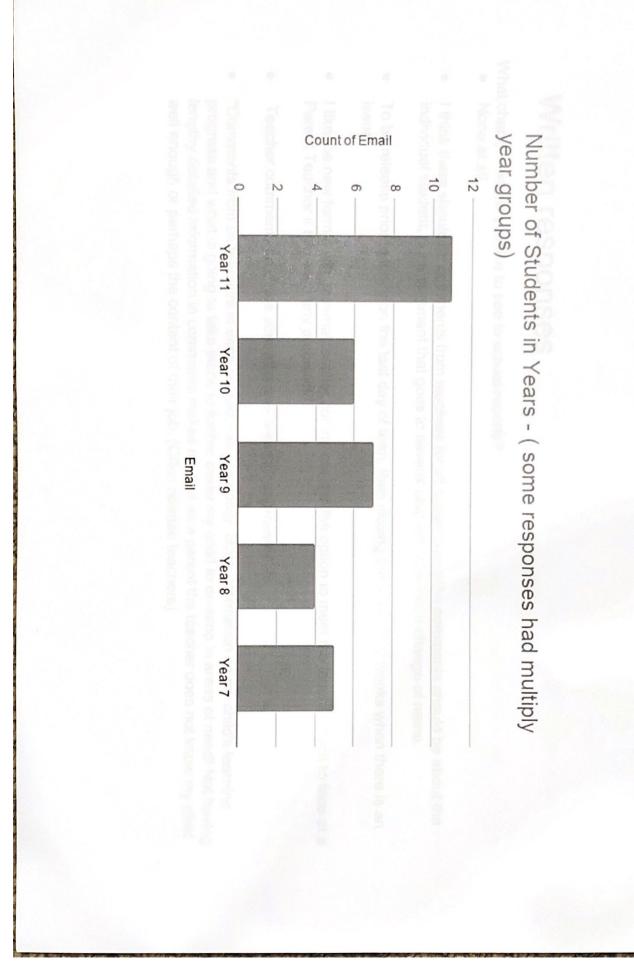
- Each Stage 6 English teacher has undertaken extensive Professional Development in order to engage fully with the new syllabus - much of this done in their own time after school hours
- Each teacher is highly qualified to instruct students with quality teaching and learning
 opportunities
- We have produced a NESA sample program for English which is being used state-wide by English staff demonstrating our ability to create quality programs
- The HT has created and delivered professional development on quality assessment and feedback to English staff across NSW demonstrating our ability to create quality assessment
- The English staff have been questioned continuously about our practice, yet we are following NESA guidelines
- To avoid malpractice, it is essential we conduct ourselves with professionalism and in the best interests of the students
- We provide equitable opportunities for all students across all our English courses
- Can we also note that the majority of our Year 10 and 11 students passed the literacy components on the *Minimum Standards tests* as a direct result of the skills being integrated into all levels of English classes
- We are *not* setting students up for failure by not having exam type assessments. We are actually providing equitable opportunities for all students to achieve to the best of their ability and develop the essential skills required for the HSC. Over the Secondary lifetime, students have ample opportunities to sit exam type trials including NAPLAN in Years 7 & 9 and Minimum Standards in Year 10. Throughout the English course, students complete in-class tests and exams aimed at developing skills. They are taught how to reflect on their learning and further develop these skills in their assessment.
- It is essential that we move forward into the requirements of the skills-based learning goals
 instead of living the cultural norms of the community and the ways things were once done at
 Glen Innes High. The processes and programming put in place in the English Department
 are state of the art processes aimed at bringing our students in line with the rest of the state.



School Reports

Survey Results





Written responses

What changes would you like to see to school reports?

- None at all specific the second supervise structure and second seco
- individual student, not a comment that goes to several students with just a change of name. I think there should be comments from teachers for all subjects and the comments should be about the
- issue. To be release prior to lunch on the last day of term, then closing the office for 2 weeks when there is an
- Parent Teacher if there are any problems. I like the new format with minimal teacher comments and the option to meet the teachers face to face at a
- Teacher comments on childs strengths and areas for improvements.
- well enough or perhaps the content of their job. (Often release teachers) lengthy detailed information in comments makes me feel as a parent the teacher does not know my child progress and what is going to take place to further assist my child to develop in areas of need! Not having "Comments from all teachers in each subject - as per Policy. More information on my child's learning

- highly recommend a interview not comment it's not necessary Appropriate interview information- if my Child is below average I would expect the Teacher would
- they start year 12. This is a hugely important report. It seemed as though the teachers didn't care. The comments were basically worthless. Some didn't have a comment. This is the last report before
- subject correcr students name in comment. My son ****** was refered to as ******* in comments for IST Teachers need to be careful when cutting and pasteing generic comments that they are putting the
- I am very happy with ****** report.
- points with your child and they can see it written in black & white. Not all parents can get to parent As a parent that feedback is important especially in written form so you can sit and discuss these teacher interviews so this is another option that helps and the more feedback the better I feel. found it disappointing that English had no comments and the other subjects had limited comments
- 0 following years. Maybe even suggestions on how the parent can help the student. remember the students name and know or advise how to help them improve for the year and Need to have more personal detail for that particular student. Every teacher should be able to

- Year 12 report was missing the teachers comments- that is just as important as the marks
- Come out a bit earlier in the final week so any concerns can be addressed asap
- component of the curriculum. Teachers comments should be written for EVERY subject, especially English which is a key
- More space for teacher comment.
- They were satisfactory, however Id like a bit more detail on progression etc
- class!! This again sends the wrong message about the value of each and every student. this. Some subjects did not give a comment to some students and gave one to others in the same report process to a tweet on twitter. Our children and their learning journey is more important than work ethics. Limiting a comment to a maximum number of characters equates the importance of the attitudes and efforts. A mark and a rank tells us what a marked assignment does not about their More thoughtful and useful comments about the students that are longer and discusses work habits,
- marks and ranking good to see but comment across all subjects on area of improvement would be constructive information to receive

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- 0 marks and ranking good to see but comment across all subjects on area of improvement would be constructive information to receive

- subject selection and was hoping this report would help guide us. Some positive feedback in the comments or any comment for that matter - my girls have yr 11-12
- Detailed comments on student progress
- Comments in all subjects should be included.
- about the extremely poor communication across the board from our local highschool. school. I do not use Facebook and have missed so many things that involve my daughter! Very upset A decent comment from teachers and more communication other than face book about goofs in at the
- They need longer teacher comments they were very short and not personal at all
- teachers not to comment. slack? I believe all subjects should have a written comment and cant believe the school approved the in his grades in this particular subject they then tick Interview "Not necessary". Interesting or just made the effort, so i can not understand why there was no comment and why when your son is down That's pretty appalling and quite contradictory, that they didn't write, don't you think? All other subjects I would like to see more written comments. One faculty being English did not even write a comment!
- the cohort. more information on content being taught and how far the have progressed compared to the rest of



Glen Innes High School

2018 - Semester One

Year Eleven

Dear Parents and Caregivers

Our school provides twice-yearly written reports on your child's progress. In additon, stall are always pleased to meet with parents during the year if there are matters of specific concern.

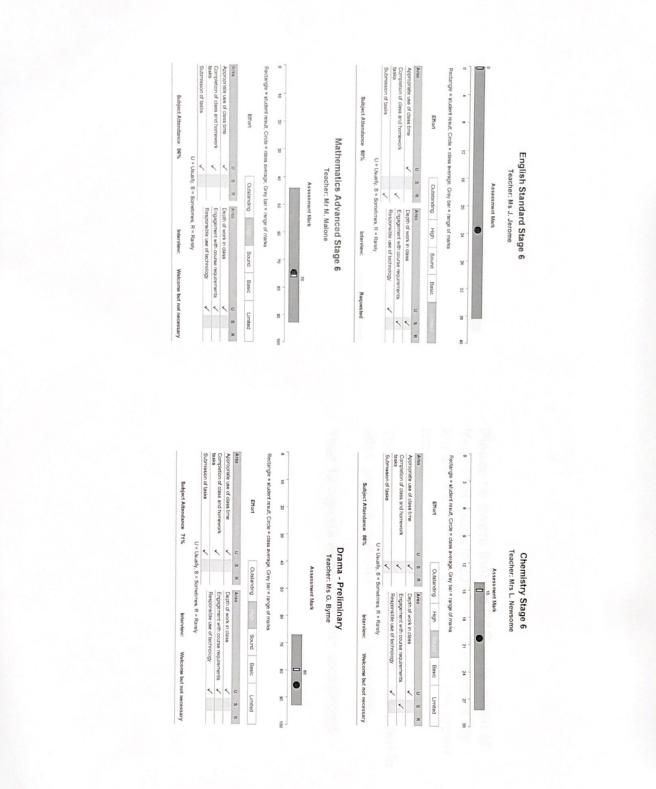
This written report provides information about students' progress in each subject, exam results and ranking, class assessment rank, and comments from each subject leacher.

This report also provides internation about students' progress within each subject across the schools three core vasuue: Requect, Revocability and Diligence: These core achool values underpin the 'social development' and 'commitment to learning' sections.

Mr Adam Forrester Principal

Course	Teacher
English Standard Stage 8	Ms J. Jerome
Mathematics Advanced Stage 8	Mr M. Malone
Chemistry Stage 8	Mrs L. Newsome
Drama - Preliminary	Ms G. Byrne
Physics Stage 6	Mr C. Yeomans

		at some site in the second sec	
Whole Days Absent	1	Partial Days Absent	0
Explained Whole Days Absent	0	Explained Partial Days Absent	0
Unexplained Whole Days Absent	-	Unexplained Partial Days Absent	0
Exempted Whole Days Absent	0	Exempted Partial Absences	0





Subject Atte

Interview:

knowledge there were no issue with the report format. Please be aware that the P&C were aware of Year 11 Reports in 2018 - to the best of my

other years with modifications suggested. The feedback was positive and was extended to

Year 12 reports were to remain unchanged.