



Beverley District High School

Independent Public School

20 John St Beverley | 9646 1165 | beverley.dhs@education.wa.edu.au

School Board Meeting Minutes

Meeting 4 Wed 13 June 2018

Expected attendees: Carly Veitch (Parent, Chair), Ros Mellick (Parent), Wendy Moore (Principal), Damien Murray (Parent), Kellie Shaw (Staff), Angela Sims (Staff), Lisa Blanch (Parent)

Minutes Secretary: Aliesha Murray (Deputy Principal)

Reports Tabled: Financial reports

7.00pm

Carly Veitch

Opening Business

School Board previous minutes - no amendments required
Signed by Chair

7.05pm

Wendy Moore

Business arising

Profile photographs and bios

- Everyone is to send in their family picture to Wendy and Wendy will also take a picture of the working board at the close of the meeting.

Response letter – Chaplaincy – Minister for Education

- Carly received a response letter from the Government outlining their financial commitment to upholding the current Chaplaincy program.

Community Member Follow-up

- Damien spoke to Simon Marshall (local community member and Deputy CEO of Shire of Beverley) regarding a nomination for a community member position on the board. Simon is very keen to come onto the board and become involved in the school governance. The board nominated a 3 year tenure.
- Damien moved a motion that the board accepts the nomination of Simon Marshall as a board member for the tenure or 3 years. Seconded by Carly Veitch. Carly declared the motion as successful.
- Carly will contact Simon and Wendy will draft a letter and an introductory pack of School Board details prior to the next meeting.

Carly then asked the board for feedback regarding further board community member nominations – everyone was satisfied to welcome Simon and then look to further nominations in time.

7.10pm

Wendy Moore

Financial reports

Current comparative balance sheets and one line budget summary

- This report is the verified May end of month data
- Points of interest:
 - Water allowance is tracking well
 - All spending is on track as per the business plan and school operational planning
- Lisa noted the interest on the term account
- Damien asked for clarification over the numbers of appointed staff per student numbers and Wendy clarified that we have less FTE this year than last year due to a drop in numbers. Decisions regarding staffing numbers will be determined on budget needs and this analysis will determine the need to review staffing.
- Lisa questioned the amount of money in reserves and if this is impacting on the teaching and learning programs. Wendy explained that the reserves are used for asset replacement and projects around grounds, ICT, furniture, gardening equipment (these are saving type accounts based on estimated costs of replacements of all of



Beverley District High School

Independent Public School

20 John St Beverley | 9646 1165 | beverley.dhs@education.wa.edu.au

School Board Meeting Minutes

these things.)

- Implications of changes in disability resourcing – contingency planning
There have been changes to our disability resourcing due to 2 students leaving the school after census – this is the only funding that travels with a child from school to school. If we have any further reductions in disability resourcing the school may have to run a re-deploy process for an Education Assistant in the future.

Carly moved to endorse the financial report. Seconded Kellie. Carried

7.25pm

Wendy Moore

Revisions to Business Plan

- Revisions discussed over previous two meetings was tabled
Wendy presented the board with the amended Business Plan with changes highlighted. The board reviewed the amendments.

Ros suggested some current photos to reflect our current students. Wendy to update.

Carly moved that the board endorse the current 'working Business Plan'. Seconded Lisa.

Carried

7.40pm

Carly Veitch

WA Education awards

- Invitation to nominate school or staff members – The Board received a letter from Sharyn O'Neil regarding nominations for the WA Education Awards.
 - Staff members at school are able to nominate other staff members at the school. In prior years Wendy has nominated various staff (teaching and non-teaching) for this award. Wendy has asked for suggestions from staff again this year.
 - Wendy offered to assist the board if they wish to nominate a staff member but this would be separate to any staff nominations.
 - There is a People's Choice Award that parents are able to nominate staff for, this is a different award.
 - The Board may look to a staff nomination in 2019.
-

7.50pm

Damien Murray

Follow-up

Secondary activities planning to increase engagement as raised by Judy Little at public meeting

- Damien revised the request from Judy Little at the last public meeting for extra activities for the high school students.
- Wendy responded –
 - Sporting Schools funding for a hockey and Athletics program
 - Chris Footer has been working with the Secondary students to ask what the high school students would like in the school. Suggestions have been noted and the P&C have committed fundraising efforts
 - Basketball is the game of choice for the high school students
 - Cadet Program was not successful but our School Chaplain is investigating the Duke of Edinburgh Award 'like' program
- Damien suggested looking at our staffing and schools in proximity to us with similar needs – can we look to share specialists?
- Certificates are difficult to run due to the requirements of training and only available to Year 10 students



Beverley District High School

Independent Public School

20 John St Beverley | 9646 1165 | beverley.dhs@education.wa.edu.au

School Board Meeting Minutes

- The school welcomes community involvement in engaging our high school students, all suggestions are welcome.
-

8.10pm

Carly Veitch

Family attrition

Following up with parents not still at the school

- Reflecting on the targets of the Business Plan in attracting and maintaining local family student enrolment at the school. Carly suggested perhaps the board could take on the responsibility of:
 - Contacting new families not yet at the school to speak to them about what is at the school
 - Contacting families who have withdrawn their children from the school to address issues
 - Wendy's response – there are processes in place via the department.
 - As Principal she would contact the parents if the school is notified of their plans to leave. There are options for parents to contact District Office or follow the Complaints Process and Wendy proposed that perhaps the school should advertise these processes more broadly for those who do not feel comfortable in speaking to the Principal regarding their issues/problems that are instigating their move to another school.
 - An exit survey could be sent to those families from the School Board from this point onward rather than following up families that have already left with the focus of the school continuing to improve itself. This will give the families the chance to give anonymous information to the school regarding their feedback.
 - An exit survey suggested for the Year 6 students prior to their transition for high school. The Board will work on an exit survey that has been drafted by Wendy at the next meeting.
-

8.40pm

Wendy – The staff were very pleased with the new Framework for the Behaviour Management Policy that was passed by the board at the last meeting and are continuing to work with the Framework to develop the new policy to reflect current practices.

8.45pm

Chair

Meeting close

- Next meeting confirmation 1 August 2018 7pm

Recorded: Aliesha Murray