

# Beverley District High School

## Independent Public School

20 John St Beverley | 9646 1165 | [beverley.dhs@education.wa.edu.au](mailto:beverley.dhs@education.wa.edu.au)

# School Board Meeting Minutes

*Meeting 1: Wed 14 Feb 2018*

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

**Minutes Secretary:** Aliesha Murray (Deputy Principal)

**Please read and bring:** Previous minutes (provided previously and **attached**); Code of conduct (provided previously and **attached**); Draft meeting schedule and schedule of business (**attached**).

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**7.00pm**

### Opening Business

Wendy Moore

- Attendance and Apologies – all members in attendance.
- Thank you to all board members who attended the P&C Sundowner last night.
- Welcome to new Board member Lisa Blanch
- School Board previous minutes – Carly Veitch moved that they be accepted. Seconded Kellie Shaw. To be signed by 2018 elected chair and emailed to Brendan (previous Board Chair) for signature.

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**7.05**

### Business arising

Wendy Moore

- Letter of appreciation – Diane Colebrook. This was not prepared last year. Wendy will bring this letter to the next meeting for the Chair to sign and send.
- Foreword to annual report – Wendy asked the board for direction on contacting Brendan regarding the foreword for the annual report. Supported by the board. Wendy to contact Brendan.
- Funding for additional education assistant time will be received by Beverley DHS in 2019, not 2018 as previously thought.

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**7.10pm**

### Election of Chair for 2018

Wendy Moore

- Nominations were Kellie Shaw, Carly Veitch and Damien Murray. Carly accepted the nomination and Kellie and Damien declined. Carly Veitch accepted the position and was appointed School Board Chair.

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**7.20pm**

### Review of Code of conduct

Chair

- Comment was requested from board members. No amendments required.

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**7.30pm**

### Meeting schedule and order of business for 2018

Chair

- Draft schedule of business for 2018 tabled
- Damien – Planning Vacancies needs to be moved to 5<sup>th</sup> September meeting 6. Ros Mellick and Angela Sim's terms on the board will be up for re-election and this will allow for more time to advertise and elect new board members.
- Dates on the agenda are in line with financial cycles to allow the Board to have current financial information. Flexibility with dates is possible if Wendy is notified early in the year.

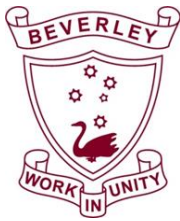
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**7.40pm**

### Initial Budgetary Considerations (Budget not yet available)

Wendy Moore

- This is a preliminary budget as this will not be finalized until census date – 15<sup>th</sup> February 2018 and funding will be based on student numbers on this date.
- Enrolment-based funding – the school is allocated an amount of money per student.
- Student and school characteristics – we then are allocated money on the characteristics of our students based on Aboriginality, diagnosed disabilities, ESL students, social disadvantage, small school allowance and locality.



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- Special initiatives and grants – Kindergarten program, operational response allocation – local programs (IPS).
- Funded specialist and support programs
- Comparing 2017 to 2018 funding is significantly different due to a significant drop in student numbers.
- The budgets are not finalized as the school is waiting on the final student numbers.
- Lisa Blanch questioned the decrease in Targeted initiatives – significant differences due to fewer students accessing SIDE and a political shift. The Department's position reflects Government policy that Year 11 and 12 students need to be accessing schooling in a larger Year 11 and 12 dedicated campus. Beverley DHS also believe that most students are benefited by attending a Year 11 and 12 dedicated campus.
- Damien questioned if the money for Chaplaincy was in this budget – the funding was for 2 years and will finish at the end of this year. This does not show on this preliminary budget, it will show in the operational budget. Further grant funding will depend on State and Federal Government support for Chaplaincy in schools.
- Student numbers have decreased significantly.
- This impacted on our staffing for this year and we are having to look very carefully at our spending on our curriculum foci and what we need to fund as our core business and meet the targets of our business plan.
- Damien questioned if we are looking to be able to meet our commitments listed in the business plan. Wendy assured the Board that all learning outcomes related programs will be delivered. The budget situation may affect our financial commitments to grounds projects.
- Lisa Blanch raised the possibility of accessing grants outside of the education department. Wendy explained that this is indeed a possibility and any opportunities to access grants and any expertise in this area will be gratefully accepted. These are very time consuming and this can at times limit our ability to access these grants.

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### 7.50pm

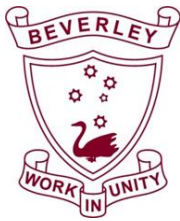
Damien Murray

### Grounds committee

- On Tuesday there was a Grounds committee meeting at the school. The aim of this was to provide some structure and purpose to the committee. The school gardens and promotion are a role of the school board.
- Principal, MOCS, School Board Member, Staff Rep, P&C Rep and School Gardener.
- Aiming to meet in the same week of the board meeting.
- Meeting 1 – Identified priorities as:
  - Nature Playground – April completion
  - Edwards St Entrance – improving the Kindy entrance vegetation, buildings and structures, drainage etc
  - John Street Entrance – Improving the entrance to the school as a promotion of the school
  - School Oval – we need to look at the viability of the school oval. The board is encouraged to discuss the issue in the community.
  - Secondary Area – a common area with shade for the secondary students
  - Signage for the school

Next meeting focus is to meet at the Kindy entrance and develop a plan for the Kindy Entrance and have it fully costed.

- Carly noted that there was a strong group of Kindy parents coming through to give



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assistance to the development of these areas. Damien noted that our numbers are reducing hence the parent group is smaller and we do not want to rely on parents to complete this project entirely.

- Ros Mellick questioned why the Kindy Area was now the focus area. Angela Sims responded that it has been a topic of discussion for quite some time outlining the dangers of the trees and the shire path. Now that the dam has been completed and the traffic of large machinery has finished it can now be developed.
  - Lisa Blanch suggested accessing some plants to cover grounds through outside funding. Wendy responded that this could be a good opportunity to form some community links.
- 

**7.55pm**

Wendy Moore

### Promotion of the Board

- We want our parents to understand the Collective role of the Board. WE need to continue getting the message out to our parents about this. Ideas put forward:
    - Kellie Shaw – Feature in the newsletter about the personal side of the school board members to humanize them in the eyes of the school community and communicate that Board members represent our families Photos of board members with their children to appear in newsletter and on Facebook
    - Damien Murray – use school events as a platform to speak with people who you are not familiar with. Talk to them about the board and welcome them to contact you with suggestions or queries. The wearing of a School board name badge to encourage those conversations.
    - Assemblies - Scheduling on a board member to each assembly and have a school board member handing out the merit certificates.
    - School events – carnivals, presentation night, ANZAC ceremony
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**8.10pm**

Angela Sims

### Planning for Open Night Thursday 5<sup>th</sup> April

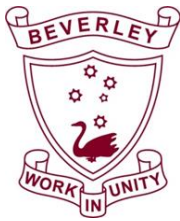
- Suggestions for format of the evening
    - 2.30pm – Opening of the Nature Playground/School Board Tent
    - Move around the school – classroom activities – tour of the school lead by student leaders
    - Afternoon tea
    - **Formalities to be finished by 4.30pm**
  - Role of School Board – wear the new badges and introduce the board. The board to set up in the 'School Board Mingling Tent' providing beverages for people to come to the board members to talk. Ideas box for general feedback and grounds improvement.
  - Dance performance, choir performance, visits to classrooms, opening of the nature playground, student leader presentation.
- 

**8.20 pm**

Wendy Moore

### Data Review

- LAP (literacy assessment) data for 2017
- This data is regularly collected throughout the year. This is an overview of the movement from term 2 to term 4 in sight word & regular word reading and spelling. This displays the targets that were set and have been achieved. Targets are going to be reviewed to correlate with new students levels of achievement.
- This shows the students who will receive the early intervention programs starting next week.



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- This also shows the progress of our students who have been receiving support via an intervention programs.
- Other trends show the progress of students over the last 3 years.
- This data allows us to track and identify students at risk and cohort achievement and growth.

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8.30pm

**Damien Murray** – There has been some discussion by parents about the condition of the school grounds, e.g. . the lawns are looking very dry and the weeds are rampant. The growth of weeds and wild oats are a fire risk backing on to the river.

Wendy responded that the school administration is aware that the grounds need additional work and is working hard with the Manager Corporate Services and Gardener to address these issues bearing in mind challenges including repairs that had to be done to reticulation, the reduced gardeners hours, and difficulties with estimating the reticulation requirements over the summer.

Ros Mellick questioned the use of water or lack of the use of water on the grounds. Wendy responded that the correct rate of watering has had to be established and has now increased, and that a new regime for maintenance of grounds (e.g. weeding, clearance) and watering has now been established and will be reviewed in three months to ensure that grounds maintenance is back on track.

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8.46pm

Chair

### Meeting close

- Next meeting (public meeting) confirmed for 14 March 7pm. This will be advertised in the Blarney.