



# 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 8 (Public meeting)

Wed 18 October 2017

**Attendees:** Brendan McLean (Parent), Ros Mellick (Parent), Damien Murray (Parent), Carly Veitch (Parent), Wendy Moore (Principal), Angela Sims (Staff). No other attendance from parents or members of public.

**Apologies:** Kellie Shaw (Staff)

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

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### 7.00pm Opening Business

Brendan McLean Motion that the minutes be accepted: Moved by Brendan McLean  
Seconded: Carly Veitch Carried  
School Board previous minutes signed by Chair.

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### Wendy Moore Business arising

Letter to student leaders from Board Chair to thank them for their input was sent to Reiley Nicol and Shevaun Macdonald.

Open Day planning – postponed due to the delay in progress of the nature playground. We will look to reschedule for Term 1 2018.

Chaplain update – Chris Footer has been to a liaison meeting with Brad Middleton to speak about his role at the school. Around 25% of families returned the note to give permission for their children to see the Chaplain. Parents have been encouraged to speak to the Chaplain if they are unsure of his role and what he would be speaking to the children about. All returned responses from parents have been positive re permissions, as have responses to phone calls to check for permission in response to student self-referrals or teacher referrals.

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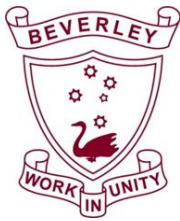
### Wendy Moore Financial reports

Discussion – The addition of comment text inserted by Wendy to explain variation from expected figures was positively received by the board members. Sporting Schools grant funds have been received and if swimming coaches are sourced this will go ahead; otherwise it will be used for another sport.

Salaries report – the costs for appointed staff are fixed; casual payments (extra ‘relief’ days have been budgeted for a range of school initiatives.

New Appointments – IT position will not be filled on a part-time contract. Instead, out IT support will be run as a casual appointment rather than a weekly position so we can employ the IT technical support officer on a by-needs basis (Level 3 position). The funds allocated for this position will be transferred to casual payments.

Motion for endorsement of the financial reports by the Board – Moved: Wendy Moore  
Seconded: Angela Sims. Carried



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Wendy  
Moore

**Staffing update Information:** All staffing is dependent on enrolment numbers for next year.

Jethro Sleur has resigned as gardener and we are in the process of interviewing applicants for 0.6 position, with Damien Murray acting as the School Board representative on the selection panel. This is a permanent position and an increase in time can be negotiated with the employee if this is found to be necessary.

Karen Wansbrough has resigned from her permanent primary position and will be joining our relief staff pool. Jennifer McCarthy will continue in her role in the school as primary teacher for a further 12 months. We have a permanent staff member attached to our school who is currently on parental leave until 2019.

Diane Colebrook has retired after a lengthy period of leave. Shirley Julie-Wallis has been working in the school in a temporary position and filling this vacancy in 2017.

Wendy will be sending the retiring staff an official valedictory letter and will receive a medallion and letter from the department recognizing their years of service. Wendy welcomed the suggestion that the Board send the retiring staff members a letter of appreciation for their service. Brendan will draft a letter and email it to board members for feedback before sending it to Karen and Diane.

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Wendy  
Moore

**Summary of NAPLAN data:** Analysis of outcomes against business plan targets – based on progress rather than achievement data. Parents receive achievement data. The school receives achievement and progress data. Our Business Plan sets progress targets against all WA schools.

### Year 3 data

Reading: 73% of our students made high, very high or moderate progress in Reading. 27% made very low or low progress. Progress is measured in relation to their performance in the On Entry Assessment in Pre Primary. Our students are doing better than like schools and WA schools. Writing progress data is not provided. Wendy suggested that we alter our Business Plan targets to omit Writing progress data.

Numeracy: 80% of our students made high, very high or moderate progress in Numeracy. 20% made very low or low progress in numeracy. This is compared to their performance in the On Entry Assessment in Pre Primary. Our students are doing better than 'like schools' and 'WA schools'.

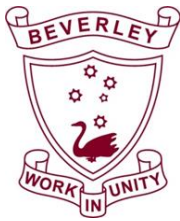
### Year 5 students

Reading: 90% of our students made high, very high or moderate progress in Reading. 60% made very low or low progress. This is compared to their Year 3 NAPLAN results. Our students are doing better than 'like schools' and 'WA public schools'.

Writing: 60% of our students made high, very high or moderate progress. We have thus not met the business plan target for writing. We are on par with like schools but we are aiming higher to improve our results in this area. Additional planning to improve vocabulary and writing structures is currently in place.

Numeracy: 100% of our students made high, very high or moderate progress in Numeracy. This is compared to their performance in their Year 3 NAPLAN results. Our students are doing better than like schools and WA schools.

### Year 7 & 9 students



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Too small a stable cohort to compare data – these targets needs to be altered in the Business Plan to reflect the situation of the stable cohorts that are too small for reporting.

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**8.00pm**

### General Business

Brendan McLean

Brendan McLean presented and tabled a report of School Board activities.

Moved that this report be accepted: Damien Murray. Seconded: Carly Veitch. Carried.

Discussion:

1. VET courses in 2018 for secondary students

Wendy relayed a suggestion from Monica Van der Snoek. She raised the question of what VET courses the school would be offering for 2018 in a similar vein to the Construction Cert I that was run this year. Monica had suggested a computing course; Ros suggested that it could be delivered online.

Damien Murray – questioned the sharing of resources between schools. This is currently the situation between Brookton DHS and Beverley DHS with our Cert I in Construction running at Beverley DHS currently in 2017. Currently the secondary students all get to do IT, Physical Education, Art, Manual Arts and Home Economics.

The school is hoping to again provide a VET Cert 1 qualification to our Year 9 and 10 students in 2019. Steve Ellison is now qualified in delivering the Certificate I in Construction in the future.

2. Carly will take action on applying for her national police clearance in the near future.

Questions from community members – no community members present.

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**8.20pm**

### School Annual Review

Wendy Moore

Planning for the annual report – we are to start the review of the schools achievement data in the near future now that the school has the NAPLAN data and soon to have PAT data. Wendy has asked the board what level of input the board would like to have in the annual report.

- Decision – Wendy will write the Annual Report and then bring the draft to the next meeting for any feedback from the board.

Principal Professional Review – this is the Principal's self-reflection document that is based on the data of the school – attendance, school board functioning, staff operations & student reflections. Wendy will be preparing this document during the term and Brendan as School Chair will provide critical input and assist with reflection. The document is for planning purposes and does not need to be submitted to the Director General unless requested.

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**8.25pm**

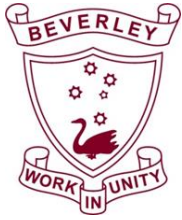
### Board elections for 2018

Brendan

- Preparation for ballot for 2018 – this will be set for Term 4 elections. Board members to speak to prospective new Board members to discuss the role of the Board and their opportunity to contribute school planning and accountability.

### Outstanding annual business:

- The parent opinion surveys have been printed and will be sent home with the newsletter tomorrow.
- School Board Internal Audit review
- Behaviour Management Policy Review



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- Fees and Charges for 2018 will be tabled at the next meeting

### Selection Panel:

Thanks to Damien for his involvement in the selection process of the new gardener.

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**8.30pm**

Chair

**Meeting close 8.35 pm**

- Next meeting 15 November 2017