



Beverley District High School

Independent Public School

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

School Board Meeting Minutes

Meeting 6 for 2017 Wed 21 June

Attendees: Brendan McLean (Chair, Parent), Wendy Moore (Principal), Angela Sims (Staff), Carly Veitch (Parent) Ros Mellick (Parent); Damien Murray (Parent)

Received apologies: Kellie Shaw (Staff)

Minutes Secretary: Aliesha Murray (Deputy Principal)

7.00pm

Attendance and Apologies – noted; Conflict of interest statements – none

Correction of previous minutes: attendees to include Damien Murray (parent); Meeting number changed to 5
Amended minutes of previous meeting passed and signed by Chair

7.05pm

Business arising

Draft terms of reference query. Wendy has checked with Principal Consultant and confirmed that a majority of members (for passing resolutions) must include in the count of total members any vacant positions, whether ever filled or not.

Student Leaders

Wendy has spoken with one of our our Heads of School Shevaun McDonald who is quite comfortable to attend the meeting and give feedback to the board on questions provided. Shevaun and the other newly appointed Head of School (Reiley Nicol) will be invited to attend the next board meeting. Board members are to forward any questions for Shevaun and Reiley to Wendy one week prior to the next meeting. Wendy will provide guidelines for questions to board members.

Community Board Members – closed discussion

7.10pm

Brendan McLean

Terms of reference - Identify remaining points at issue and determine wording Endorsement by Board

Wherever the Board is referred to as Council should be corrected to say 'Board'. Numerous changes were made to the draft (recorded by Wendy Moore). Changes and additional items to be made by Wendy and forwarded to Board members prior to the next meeting for final endorsement at the next meeting.

7.50pm

Carly Veitch: Feedback and Reflections on School Board training

Angela Sims, Wendy Moore and Carly Veitch all attended the 2 day Board Training

Summary of important messages – Modules are available for Board members to read the information via the Connect Community to be set-up by Wendy (visitor rights)

- Importance of the business plan in guiding us into the future
- Key messages – good governance relies on performance, purpose and relationships – all three need to be balanced in order to have an effective school board
- Good decisions requires timeliness
- Robust conversations are required in a safe environment.



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- Culture & Stakeholder relationships – 7 drivers – leadership commitment, modeling values and behaviours, staff and student capabilities, Recognition and consequences, Practices and procedures, Underpinning structures around the school culture, Measurement and evaluation.
- The Board should reflect the stakeholders of the school – families, students, government, community and further education and businesses who may employ our students.

Strategic Thinking and Planning

- School vision should be captured in the business plan with a clear entry and exit point within the three year plan
- Vision for 10 years, then the business plan outlines the short-term (3 Year) goals to work toward the overall goal
- Rigour and Imagination are required to make decisions; talents in our members need to be recognized in order to assign roles to board members and make balanced decisions.
- SMART goals as targets– Specific, Measureable, Achievable, Realistic and Timed
- Make sure that measurement targets are aiming to the achievement of the vision.
- Shaping Board Performance – what a successful board looks like:
 - Board helps school to manage risk (manage perception; reputation; communication of issues in the community. The Board is not responsible for making the operational decisions but they can support operational decisions made by the school and model to the parents/community how as a parent group they might respond to issues or publicity.
 - Appropriate ways of working – everyone is clear in what role the Board plays in decision making. Building trust being a major factor of all Board members working together to feel comfortable to have a robust debate/discussion in a safe environment.

8.15 pm:

Wendy: **Financial statements**

EOY Financial statement was tabled for later consideration by members; these reports were not discussed at the meeting. They were not available prior to the meeting as the EOY processes had not been run in time to send out the week before. Financial reports will be provided to members prior to the next Board meeting.

8.20 pm

Angela Sims: **Draft School Business Plan**

Multiple business plans from various schools were presented to the Board.

- Every business plan presented is individual to each school and different contexts to be used and changed as a working document that has to evolve over time.

Feedback from Board on new format:

- Board would prefer a less compact document with more elaboration of acronyms and descriptions of programs with specific names (e.g. Rock and Water). Expand the document to 2 - 16 pages with more pictures on each page. Spread each section (successful, sustainable, supportive) to 4 pages each. Re-word secondary attendance challenge

Feedback from Board about the additional non-academic targets

- Wendy briefly shared the social and emotional wellbeing data

Nomination of parent Board member to continue work with staff on finalizing the plan:

- Damien Murray (formatting of plan); Ros Mellick (setting Social-emotional wellbeing targets)



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Wendy will liaise with Damien and Ros about proposed changes and then forward the revised document to the School Board prior to the next meeting. Board members should consider the revised document and email suggestions to Wendy prior to the next meeting so they can be included in the draft document to be brought to the Board with a view to the Business Plan being endorsed at the next meeting.

Questions regarding the social and emotional wellbeing of students, amongst others, can be directed to the Student Leaders when they attend the meeting.

8.55pm

General Business items

Wendy Moore

- WA Education awards – Wendy reminded the Board that the Chair could nominate staff or the school for the awards. School staff can also make nominations; Wendy would be nominating staff for the awards again this year.
- Annual public meeting date – date set for the 18th October 2017
- Risk management - Water harvesting project update. Wendy outlined to the Board the financial and reputation risks associated with the project, which had previously been outlined to the P&C as the body responsible for the grant application. Currently, the project may run approximately \$20 000 over budget as a result of underestimation of construction costs by the engineering consultant. This is in addition to the contingency funds that the school had anticipated. The further \$8000 will be covered by school reserve funds and will be recouped in significantly reduced water costs in coming years.
- Wendy acknowledged that earlier discussion of the project risks with the School Board – in addition to the outline of the benefits of the project - would have been beneficial.

Brendan McLean

- Staff selection panel. Thank you to Wendy for allowing a board member (Brendan) to be a part of the selection panel process for a new primary staff member for Semester 2 2017. This was a positive experience and one that would be of benefit to the school and the Board in the future. Wendy thanked Brendan in return for his time and input into the selection panel.

Carly – Board positions - tenure positions

Carly reminded the Board that should a person leave the board, the person appointed to replace that member is only to fill the remainder of that tenure. Carly asked at Board training how we manage the stagger of positions to ensure that the current board does not lose all board members at the same time. The training suggested that the board members work out the terms of each tenure.

This needs to be decided before the appointment of community members.

Brendan has committed to a one year term and his replacement will be appointed for 3 year term in 2018. Ros Mellick has agreed to acceptance of a two-year term. Damien Murray and Carly Veitch will both run for three year terms. Staff members: The initial terms for staff members Angela Sims and Kellie Shaw will be confirmed at the next meeting.

9.17pm Chair

Meeting close

- Next meeting confirmation - Wednesday 7pm 26th July 2017