



Beverley District High School

Independent Public School

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

School Board Meeting Minutes

Meeting 3 for 2017 Wed 22 March

Expected attendees: Brendan McLean (Chair, Parent), Wendy Moore (Principal), Kellie Shaw (Staff), Angela Sims (Staff), Carly Veitch (Parent) Ros Mellick (Parent) and Marie Carroll (Manager of Corporate Services)

Received apologies: Damien Murray (Parent)

Please read and bring:

<p>7.00pm Wendy Moore</p>	<p>Opening Business Attendance and Apologies School Council previous minutes</p>	<p>Moved – True and accurate Brendan Seconded – Angela Sims Carried and signed</p>
<p>7.05pm Kellie Shaw Carly Veitch</p>	<p>Business arising</p> <ul style="list-style-type: none"> • Code of conduct tabled • School Chaplain update 	<ul style="list-style-type: none"> • Code of Conduct and Meeting protocols tabled. • Thank you from the board to Kellie Shaw for all her work in creating and revising this document. • Kellie moved motion for acceptance, Seconded Carly Veitch, All in favour • Carly Veitch – summary of the meeting with Brad Middleton (Youth Care Coordinator). • Outlined the role of the chaplain and clarified the religious aspect as being a formal part of their training and how to deal with a child’s questions regarding religion. • Formal 6 monthly review process of the chaplain with input from the school • Youth Care will monitor the new appointment more closely during the first 6 months • Scheduled and unscheduled visits to monitor the chaplain and their role in the school. • Chaplain will start by interaction with students to start building relationships – out at play times etc. • Chaplains have minimum requirements <ul style="list-style-type: none"> ○ Mandatory units in referrals and in mental health. ○ Certificate 4 of Youth Work or Pastoral Care or Equivalent + WWC. <p>Wendy</p> <ul style="list-style-type: none"> • Clarified what kind of role the chaplain will have in our school. • The Health and Wellbeing committee decided that an Opt-in process would be appropriate for those parents/families who would like their child to visit the chaplain in a formal meeting sense. • Referrals can be self-referred or teacher/Admin or parent request for referral. • There are 2 possible candidates for whenever we are ready for interviews to be organised. • Position is fully funded for (nearly) 2 days per week. As we are only starting in May we may have to top up with funds (minimal at the end of 2018) • The school are looking into ways of the chaplain is integrated into the school and school community. • The current board supports the employment of a chaplain – approved by the 2016 School Council. • Carly volunteered to follow through with the selection process – supported by the Board.



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<p>7.15pm Wendy Moore</p>	<p>School Annual report for 2016</p> <ul style="list-style-type: none"> Discussion and clarification 	<ul style="list-style-type: none"> Tabled Carly questions <ul style="list-style-type: none"> Secondary Attendance Semester 2, how much of an impact did this have on outcomes? Wendy answered - A big impact. Low attendance due to many factors – staffing changes, subject choices, particular student mental health. A continual focus for the school in this area. Survey – Wendy clarified it is a state survey set by the department. The school added specific questions regarding homework. Noted only 1/3 of families completed the survey – the school attempted to engage parents to complete the survey – unfortunately not a huge improvement. Question of ratio of staff who are parents who responded to the survey – does this affect the results. It is assumed that all staff with children have completed the survey as a parent. Wendy moved motion – Accept the Report Angela Sims – Seconded All in favour
<p>7.30 pm Marie Carroll</p>	<p>One line budget overview for 2017</p> <ul style="list-style-type: none"> Questions and clarification 	<p>Wendy & Marie Carroll</p> <ul style="list-style-type: none"> Presented initial preliminary budget – overview and detail. Clarification of report titles given <p>Carly</p> <ul style="list-style-type: none"> Asked for clarification of \$40000 reserve allocation – how the school arrives at this amount. <p>Marie</p> <ul style="list-style-type: none"> Response – explaining the asset replacement plan. The money is kept in contingency plan until the end of the year when it is transferred into the reserve accounts. <p>Brendan</p> <ul style="list-style-type: none"> Questioned department funding of computers due to the push toward computer based Naplan. <p>Wendy</p> <ul style="list-style-type: none"> Responded explaining the dollar for dollar scheme of 2016 where we purchased laptops. It is now up to the school to upgrade and purchase remaining IT required. Hence our plan to purchase and lease computers. Finance committee recommendation is to purchase 51 desk tops \$50 000 and lease 71 laptops at \$71 000. With the plan of having a 1:1 ratio for Year 2 – Year 6. <p>Carly</p> <ul style="list-style-type: none"> Clarification of ‘Self-funded’ comment Clarification: Fee and charges being \$0 for 2017 compared to 2016 of \$10500 <p>Marie</p> <ul style="list-style-type: none"> Response: This applies to things that are funded by families and then directly paid out to the organisation. Clarified 2016 was an end of year figure and 2017 was a beginning of year figure – no funds received yet. <p>Brendan moved for the Budget to be Endorsed Seconded – Kellie Shaw Carried</p>



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<p>7.40pm Wendy Moore Kellie Shaw</p>	<p>Target setting for Business Plan</p> <ul style="list-style-type: none"> Review proposed academic achievement targets with reference to current school attendance and achievement data Review proposed methods for establishing baselines and targets for wellbeing outcomes 	<p>TYPES OF TARGETS</p> <ul style="list-style-type: none"> We can look at setting targets about student progress or achievement. <ul style="list-style-type: none"> Recommended by our Curriculum team that we focus our targets on the 'progress' of our students We can track against 'Like Schools' or 'All WA Public Schools' <ul style="list-style-type: none"> Recommended that we set our targets against 'All WA Public Schools' Targets are for us as school and what we want to achieve in the school. Targets lead our school resourcing and our planning for student learning and their achievement. Board supports the school basing targets on Progress and against All WA Public Schools. <p>Analyse P8 & 9 of the School Annual Report</p> <p>NAPLAN Targets</p> <ul style="list-style-type: none"> Recommendation from the Curriculum Team: Staff would like to set targets as a minimum of 70% of students to make progress of moderate, high or very high progress – Reading, Writing and Numeracy in NAPLAN. This is an aspirational target in Literacy and Numeracy. This will show in our Annual Report at the end of the 2017. These targets will measure the success of our ongoing programs in the school. Suggested by the board that we set consistent targets across primary and secondary but review the targets every 12 months. School NAPLAN target recommendations supported by the Board <p>PAT Testing Data Collection and Targets in Reading, Maths and Science</p> <ul style="list-style-type: none"> Recommendation to set an 'Achievement Target' 70% of our students achieving a Stanine 4 or above in these assessments in Year 2, 4, 6, 8 and 10. Brendan questioned when this data will be available to parents - Wendy responded that results are reflected in EOY reports. School recommendation for Achievement target on PAT tests – supported by the board. <p>Health and Wellbeing Targets</p> <ul style="list-style-type: none"> As a school we are collecting data on the health and wellbeing of students through numerous methods without collecting any comparative data A survey (ACER The SEW Survey) has been sourced that will give us some baseline data to identify our areas of need for the board to analyse to look at future plans for our students Health and Wellbeing development and support. From this data we will be looking at input from the board to set our school Health and Wellbeing Targets. <p>School Board supports the use of SEW Survey and will then discuss school recommendations for target setting.</p>
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<p>8.10pm Brendan McLean</p>	<p>School Board Self Audit of skills and characteristics</p> <ul style="list-style-type: none"> • Collation and reflection • Identification of needs/gaps • Community member consideration 	<p>Reflection of School Board Self Audit Results</p> <ul style="list-style-type: none"> • Realisation that our current board members don't represent the Secondary cohort, Aboriginal population, the non-farming families and low socio-economic population. <ul style="list-style-type: none"> ○ Wendy – Has had interaction with Shane Winn (director of Aboriginal Education in the Wheatbelt) who is the kind of person who understands all of the groups that are not represented on our board rather than actual people within these areas. ○ Another suggestion being our prospective school chaplain. • Discussion around prospective board members covering the skill-set and cultural diversity aspects of our additional board members. • Wendy and Aliesha are to send out the feedback form to all of board members to ask for specific feedback regarding skill-set and characteristics of board members.
	<p>General Business Risk Module – Carly</p> <p>School Familiarity and Promotion by the Board</p> <p>KPP to P&C Progression</p> <p>Thank you.</p>	<p>Carly Reflecting on the modules and has noted that we should schedule in a meeting on Risk into the next 12 months.</p> <p>Brendan Suggested that board members have a school tour of the buildings and grounds.</p> <p>Kellie has suggested an interactive drone tour through the school.</p> <p>Angela - feedback from a parent at another school that they would have appreciated a map of the school to indicate where other students are in the school</p> <p>Wendy suggested we tie all of this into the IPS Launch</p> <p>Brendan</p> <ul style="list-style-type: none"> • Suggested we publicise the flexibility that IPS have given us. • Delivery and Performance Agreement coming out in April to be returned signed by June. • Feedback from the BBQ – indirect positive feedback. Lots of parents who have since become involved in the Grow A Reader Program. • Brendan suggested that a letter or thank you to Scott and Julian who were unable to be at the BBQ be sent from the school and school board. <p>Carly noted that she is working with the KPP Committee to progress on to the P&C</p> <p>Brendan – thanks to the staff and the board for the record number of meetings in 8 weeks.</p>
<p>8.30pm Chair</p>	<p>Meeting close</p> <ul style="list-style-type: none"> • Next meeting confirmation 	<p>Meeting closed 9.07pm</p> <p>Next meeting 7pm on 4th May 2017</p>