



Beverley District High School

Independent Public School

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

School Board Meeting Minutes

Meeting 5 Wed 1 August 2018

Attendees: Carly Veitch (Parent, Chair), Wendy Moore (Principal), Damien Murray (Parent), Kellie Shaw (Staff), Angela Sims (Staff), Lisa Blanch (Parent), Simon Marshall (Community member).

Minutes Secretary: Wendy Moore (Meeting audio recorded with permission of participants)

Meeting opened 7.05 pm

Opening Business

Welcome to new Board member

- Carly welcomed Simon Marshall as a new Board member

Attendance and apologies. None received

School Board previous minutes

- Had not been sent out previously. Wendy apologized for this. Minutes were reviewed and accepted, signed by Chair.
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Business arising - Carly

Profile photographs and bios

- The school has received family profile photographs from Damien and Lisa.

WA Education awards nominee Tracy Hare

- Wendy briefly summarized the nomination she had submitted on behalf of the school for Tracy, which focused on her skills in speech and language support for students in the early years.
 - Damien asked about the Board's role in these awards – Wendy explained that the Board receives a separate invitation to nominate a staff member or the school and that should the Board wish to do so in future years she would help with the nomination.
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Financial reports - Wendy

Current one line budget summary, financial summary statements (cash and salary), comparative balance sheets were table

- Discussion about which financial reports the Board would like to see each meeting.
- Wendy noted that the electricity costs are currently over budget for the year and the water costs remain under budget. Carly asked about tracking of the salary plan in light of any projected changes in disability funding. The school has achieved and is maintaining a small surplus in the salary pool.
- Wendy explained details about the role of the comparative budget and how and why these are revised, how some costs are 'in and out' – e.g. camps and excursions, how some funds are transferred from reserves during the year; and how the cash/salary split can be changes over the course of the year; the role of the Finance Committee and the Department's oversight of financials; the locally raised funds contribution to the budget; reminded the Board about how the cash/salary split works and how the majority of the school's income is related directly to the number of enrolments we have.
- Discussion about the detail that was useful to share at Board meeting. Wendy to highlight and explain significant variances in the comparative budget statement before this is sent out to school board members before each meeting to indicate how and why they have occurred. Wendy asked that members send questions about financial matters through to Wendy prior to the meeting so this could be checked to report back to the meeting.
- Move that the financial reports be endorsed. Moved by Wendy, seconded Carly approved by Board



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Policy Reviews - Wendy

Beverley DHS Behaviour management policy

- Discussion about: the purpose of the review, previous input from the Board in framing the policy to include the school's role in promoting learning about social skills, input of parents and students in the Positive Behaviour Schools workshop where the SPARK matrix was developed, importance of understanding the steps and how parent-school communication would occur,
- Generally, the Board was happy with the policy that had been developed so far and felt that it was consistent with the elements that they wanted to see in the policy.
- Damien asked about whether there needed to be a more explicit statement about the school's role if students were bullied or harassed online outside of school, with an explicit link to an ICT or social media policy. Wendy confirmed that when social media or online activity affects students, the school is certainly concerned and that parents should raise this with a school. Wendy suggested consulting with staff at a staff meeting and drawing up some draft statements about this to include in the policy.
- The Board endorsed the policy as it stands on the understanding that an additional section about online/social media issues be agreed on by staff and the Board and inserted in the policy so it can be communicated with parents and the community. Wendy will send this out to the Board shortly for comment and agreement.

Homework policy

- Wendy sought feedback on the most appropriate process for reviewing and developing a homework policy.
- The consensus agreement was that it would be most appropriate to frame the policy as a set of positive recommendations, with suggestions for parents about how to help their children with learning at home, and guidelines for teachers about the kind of tasks and expectations that were recommended.
- The recommendation is that parents are given a brief two-page style document that provides plenty of 'why' and 'how' statements about doing homework and reading together, but without the more rigid set of expectations in the previous policy (e.g. 20 minutes for Yr 1 for sight words and reading). The policy will outline why the activities are of value, and specify the kinds of suggestions and activities that the school will offer.
- The Board felt it important that parents knew how to approach the school to discuss homework options, such as reducing or extending tasks, suggesting other resources, or finding out how to help with concepts a student needs extra help with.
- Staff will develop a set of guidelines and Wendy will bring the draft back to the next meeting for review.



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Survey planning

Review of planned exit survey for families leaving Beverley DHS

- Board is happy with the draft document – amend the item that says ‘I wish my child to go to a private boarding school for social, sporting or academic reasons’ to include ‘cultural or religious reasons’ and begin to use this straight away.

Planning for annual school opinion survey – additional items

- Discussion about possible additional items around the school’s management of behaviour and response to complaints. Suggested wording to be something like “I am familiar with the school’s behaviour management policy and endorse its approach” and “I know how to let the school know about my concerns or make a complaint”
- Discussion about how to get more respondents for surveys. After discussion, it was agreed that as well as the usual paper copies and Connect and email links, School Board members would approach parents at events (e.g. sports carnival) and invite them to fill out a form if they had not done so previously.

Grounds report

- No meeting has been held since the last Board meeting, so the report will be held over until the next meeting

Other business

- Carly commended the P&C on the successful quiz night run over the weekend. There were great comments from the community about this event and it was good to see community members who were not school parents coming along.

Meeting close

- Next meeting confirmation 5 Sept 2018