



Beverley District High School
School Board (Meeting #7) - Principal's Office
Minutes

Independent Public School - Successful, Supportive, Sustainable

DATE:	22 nd October, 2024	TIME:	4:50pm for a 5:00pm start	CHAIRPERSON:	Carly Veitch	MINUTE SECRETARY:	Adrian Lister
ATTENDEES:	Carly Veitch (Parent), Vanessa Hewitt (Parent), Chad Atkinson (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Narelle Bailey (Staff).						
APOLOGIES:							

#	Time	Item	Who will Lead?	Status: Discussion / Progress / Update / Note / Confirm / Report / Endorse	Action and/or Timeline, Notes
1.0	5:00	Welcome and Apologies			
1.1		Opening and welcome. Acknowledgement of Country.	Chair and Principal	Note	Apologies: Cathy Smith (Leave), Michael Barrett-Lennard (Community Member). Absentees: Nil. <u>Terms of Reference 10.1: Quorum</u> At a meeting, fifty per cent of members present in person at a School Board meeting constitute a quorum. (N.B This includes electronic means).
1.2		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items. <u>See # 4.1 below.</u> <ul style="list-style-type: none"> Additional items 8.1, 8.2, 8.3, 8.4, 8.5.
2.0	5:05	Disclosure of Interests			
2.1			Chair	Note	Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict. <ul style="list-style-type: none"> Nil.
3.0	5:07	Minutes of Previous Meeting			
3.1		Review previous meeting minutes.	Chair	Confirm	Endorsement of the previous meeting minutes as an accurate representation of the meeting. Emailed Thursday 28/08/2024 9:36am. Moved: Chad Atkinson Seconded: Carly Veitch
4.0	5:15	Actions Arising from previous			
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business). <ul style="list-style-type: none"> Nil.

5.0	5:20	Correspondence				
5.1		<p>IN:</p> <ul style="list-style-type: none"> Appointment of new Director General of Education. Introductory Message from New Director General. Making a Difference Award <p>OUT:</p> <ul style="list-style-type: none"> Letter of Support > Shire of Beverley: Beverley 2035. 	<p>Adrian</p> <p>Adrian Adrian</p>	<p>Note</p> <p>Note Note</p>	<ul style="list-style-type: none"> Email to all staff confirming the appointment of the new Director General of Education. Introductory Message from New Director General. Making a Difference Award. <ul style="list-style-type: none"> Letter of Support > Shire of Beverley: Beverley 2035. 	<p>Attachment 1: Appointment of a new Director General, Mr. Jay Peckitt.</p> <p>Attachment 2: Introductory Message.</p> <p>Attachment 3: Making a Difference Award.</p> <ul style="list-style-type: none"> PBS team received the award recognising the service and commitment to positive approach to behaviour support in Beverley. <p>Attachment 4: Letter of Support > Shire of Beverley: Beverley 2035.</p> <ul style="list-style-type: none"> This is a project to increase the population of Beverley by 50%. The letter highlights support of Intergenerational Care, Essential Worker Accommodation, Creative Spaces Cultural Centre, Recreation Precinct. Focus 2025 (DoE) Adrian to put forward an EOI in the Full-Service Model project trial.
6.0	5:25	Agenda Items				
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> Principal to provide report. 	<p><i>To be provided</i> at meeting: Principal Report.</p> <ul style="list-style-type: none"> See attachment.
6.2		Social Emotional Wellbeing > Data Review.	Adrian	Discuss	<ul style="list-style-type: none"> Social Emotional Learning (SEL) Survey results 2024. 	<p><i>To be provided</i> at meeting.</p> <ul style="list-style-type: none"> See attachment. Compare BDHS data to other school data at next meeting.
6.3		School Board Election Planning.	Adrian	Discuss	<ul style="list-style-type: none"> School Board Membership Update. Parents Representatives x 2. Staff x 1. 	<ul style="list-style-type: none"> Sally Kilpatrick elected unopposed for another three-year term as Staff Representative. Parent Board Membership and information to be published in the newsletter. A printed version of the nomination form to be distributed via student family representatives to encourage nomination.
6.4		Preliminary Planning 2025.	Adrian	Discuss	<ul style="list-style-type: none"> Review > Preliminary enrolment estimates, budgets and class structures for 2025. 	<ul style="list-style-type: none"> 193 students currently enrolled. Projected enrolments 2025 at 182. Likely to have a straight K and a straight Year 6. Primary Teacher Pool currently open for applications for 2025.
6.5		Fogarty Strategic Direction Review.	Adrian	Discuss	<ul style="list-style-type: none"> Fogarty Strategic Direction Review. Focus Areas, Objectives, Milestones and KPIs. 	<ul style="list-style-type: none"> Holdover until next meeting.

6.6		School Business Plan 2023 - 2025 Monitoring and Action #3	Adrian	Discuss Review	<ul style="list-style-type: none"> To monitor and review School Business Plan 2023 - 2025 Implementation. Successes and Challenges. 	<p>Please bring copy of School Business Plan 2023 - 2025.</p> <ul style="list-style-type: none"> Review of Area A, B and C within the Business Plan. Current and planned strategies are meeting the key areas, milestones in the plan. 95 events (excursions etc.) have been planned / conducted since the beginning of 2023. Strong partnerships starting to be formed with local community groups and organisations.
6.7		DRAFT Contributions, Fees, Charges and Booklists for 2025.	Adrian	Note Endorse	<ul style="list-style-type: none"> DRAFT Contributions, Fees and Charges for 2025. DRAFT Booklists 2025. 	<p>Attachment 5: DRAFT Contributions, Fees and Charges > Primary 2025. Attachment 6: DRAFT Contributions, Fees and Charges > Secondary 2025. Attachment 7: DRAFT Booklists 2025.</p> <ul style="list-style-type: none"> Approved and endorsed by School Board for 2025. <p>Moved: Carly Veitch Seconded: Vanessa Hewitt</p>
7.0	6:10	Reports				
7.1		Finance Reports	Adrian	Note Confirm	<ul style="list-style-type: none"> School Financial Summary Report. Operational One Line Budget Summary. Consolidated Financial Report Cash & Salary. Comparative Budget. Beverly DHS Finance Committee Meeting Minutes. 	<p>Attachment 8: School Financial Summary Report. Attachment 9: One Line Budget Summary. Attachment 10: Consolidated Report Cash & Salary. Attachment 11: Comparative Budget. Attachment 12: Beverly DHS Finance Committee Meeting Minutes.</p> <ul style="list-style-type: none"> Budgets closed and 2025 budget in planning stage ready for next meeting. Salary carryover and staff leave entitlements planned for 2025. Reserve accounts in 2025 will see a music reserve. BDHS will be reimbursed for the cost of COMPASS for last two years ad compass will be paid for as part of Kaartdijin Project.
8.0	6:15	General Business				
8.1		School Board Chair Report > Annual	Adrian	Note	<ul style="list-style-type: none"> Due Meeting #8. 	<ul style="list-style-type: none"> Carly Veitch to prepare.
8.2		School Board Feedback to Student Leaders	Adrian	Note	<ul style="list-style-type: none"> Due Meeting #8. 	<ul style="list-style-type: none"> Adrian will provide the feedback to student leaders on the issues they raised.
8.3		Student Uniform > Jacket	Adrian	Discuss Endorse	<ul style="list-style-type: none"> Current stock line being phased out. New jacket being sourced. 	<ul style="list-style-type: none"> The current style of jacket is discontinued, a new version has been sourced. The new jacket is endorsed by school board.

8.4		Faction Shirts	Carly	Discuss	<ul style="list-style-type: none"> Faction Shirts. A suggestion from a parent to redesign / stock new faction shirts. 	<ul style="list-style-type: none"> Options are being investigated to be approved and actioned in 2025. Narelle to lead this change.
8.5		Secondary Hats	Narelle	Note	<ul style="list-style-type: none"> Student Dress Code and wearing of hats > Secondary. 	<ul style="list-style-type: none"> Narelle provided feedback that the secondary black caps endorsed by board have been successful.
9.0	6:30	Number #7 of 2024 Meeting close	Chair	Confirm	Meeting closed at 6:32pm	
10.0		Next Meeting: Number #8	Chair	Confirm	Date: 19/11/2024 (Term 4 - Week 7) Time: 5.00pm	

Signed (Chair)

Date: