



**Beverley District High School
School Board (Meeting #1) - Staff Room
MINUTES**

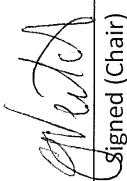
Independent Public School - Successful, Supportive, Sustainable

DATE:	25 th February, 2025	TIME:	5.03pm	CHAIRPERSON:	Carly Veitch (2024)	MINUTE SECRETARY:	Jennifer Murray (ACO)
ATTENDEES:	Carly Veitch (Parent), Chad Atkinson (Parent), Mark Bickley (Parent), Sally Kilpatrick (Principal), Michael Barrett-Lennard (Community Member 2024) and Jennifer Murray (Administration and Communications Officer).						

#	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	Apolgies: Narelle Bailey.
1.2		Election of Chair / Community Member	Adrian	Confirm	<p>Absentees: Nil.</p> <p><u>Terms of Reference 10.1: Quorum</u></p> <p>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).</p> <p>Special comments: Thanks to Mick Barrett-Lennard for his extended term as the community representative.</p> <p>Carly Veitch nominated for School Board Chair by Adrian Lister. Seconded by Mark Bickley. Carle accepted for 12 months.</p> <p>Chad Atkinson accepted position of Vice Chair. Members to bring suggestions of options for community and parent representatives.</p>
1.3		Terms of Reference and Code of Conduct.	Chair	Confirm	<p>Attachment 1: BDHS Board Terms of Reference.</p> <p>Attachment 2: Code of Conduct & Meeting.</p> <p>Code of Conduct signed by all members at the meeting.</p>
1.4		Confirmation of the Agenda.	Chair	Confirm	<u>See # 8.1 below.</u>
2.0		Disclosure of Interests			
2.1	5:05	Disclosure of conflicts.	Chair	Note	<ul style="list-style-type: none"> Nil. <p>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.</p>

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. No minutes as no quorum reached. Emailed Thursday 29/11/2024 10:51am.	Moved: Nil. Seconded: Nil. No minutes from previous meeting
4.0	5:15	Actions Arising from previous				
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business).	Mtg #8 2024: 6.2 Board Chair Annual Report. To be presented at Meeting #2 2025.
5.0	5:20	Correspondence				
5.1		IN: • Nil OUT: • Letter to Shire of Beverley	Adrian Adrian	Note Note	 • Nil. • Nil.	 • Nil. • Letter to formalise the arrangement of supply of water from the Shire to the school.
6.0	5:25	Agenda Items				
6.1		Principal Report.	Adrian	Note	• Principal to provide report. • Beverley DHS Policy Reviews. Beverley DHS Communication Strategy > Families and Staff.	<i>To be provided</i> at meeting: • Principal Report attached. Attachment 3: Beverley DHS Communication Strategy > Families and Staff.
6.2		Meeting dates / schedule for 2025.	Adrian	Confirm	• Dates / schedule for 2025. • Proposed Order of School Board Business 2025 DRAFT and School Development Days.	Attachment 4: Proposed Schedule of Business 2025. • Please note additional SDD in Term 1 for staff to commence Back to Front Maths implementation. No SDD at start of Term 4 2025.
6.4		Planning for School Board 2025.	Adrian	Discuss	• School Board vacant parent representative position 2024 - 2026.	Focus on recruiting a parent and community representative. Positions to be advertised in the school newsletter, The Blarney and social media.
6.6		Focus 2025.	Adrian	Discuss	• Discuss departments areas of focus and support for 2025.	Attachment 5: Focus 2025. Yearly strategic document that supports the work that schools do. Key points were highlighted and discussed.
6.7		Public School Review 2025.	Adrian	Update	• Term 4 2025. Yet to be announced or confirmed.	Not yet been announced but likely to be Term 4.
7.0	6:10	Reports				
7.1		Finance Report and Cash Budget 2025.	Adrian	Note Confirm	• Preliminary One Line Budget Summary. • Beverley DHS Finance Committee Minutes.	Attachment 6: Preliminary Student-Centred Funding Report. Attachment 7: 250213 Beverley DHS Finance Committee Minutes. Attachment 8: Cash Budget 2025. Noted and endorsed by Chair.
8.0	6:15	General Business				

8.1	Shire of Beverley > Water.	Adrian	Report	<ul style="list-style-type: none"> Exchange of Letters with Shire of Beverley to support Beverley DHS with supply of water when grounds in duress / water supply available. 	To be provided at meeting: Letter.
8.2	Late General Business:	Chair	Report	Discussion of Leadership Staffing and ongoing fixed term Deputy Principal position.	Update on process.
9.0	6:30 Number #1 of 2025 Meeting close	Chair	Confirm	Meeting closed at 6.34pm	
10.0	Next Meeting: Number #2	Chair	Confirm	Date: 01/04/2025 (Term 1 - Week 9) Time: 5.00pm	



 Signed (Chair)

1/4/25

 Date: