



Beverley District High School
School Board (Meeting #3) - Room 4
Minutes

ORIGINAL

Independent Public School - Successful, Supportive, Sustainable

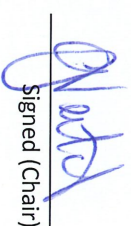
DATE:	Tuesday 1 st July 2025	TIME:	4:50pm for a 5:00pm start	CHAIRPERSON:	Carly Veitch	MINUTE SECRETARY:	Jennifer Murray (ACO)
ATTENDEES:	Carly Veitch (Parent/Chair), Chad Atkinson (Parent/Vice-Chair), Leighton Fraser (Parent), Mark Bickley (Community Representative), Adrian Lister (Principal), Sally Kilpatrick (Staff), Narelle Bailey (Staff), Jennifer Murray (Administration and Communications Officer), Emma Davey (Staff), Student Leaders > Hamish, Amelia and Avalon.						

#	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: Jennifer Murray.	Absentees: Mark Bickley. Terms of Reference 10.1: Quorum 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>
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.	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. Minutes emailed Wednesday 05/03/2025 9:58am.	Moved: Chad Atkinson. Seconded: Leighton Fraser. MINUTE Secretary to action signing of minutes by School Board Chair.
4.0	5:15	Actions Arising from previous			
4.1		Carryover: General Business.	Chair	Note Carryover: Discussion from previous meeting not completed. (General Business).	Nil.
5.0	5.20	Correspondence			
5.1		IN: • Minister of Education Letter > Workload Intensification Taskforce.	Adrian	Note • See attachments.	Attachment 1: Minister of Education Letter > Workload Intensification Taskforce.

		OUT: 2025 Australian Teacher Aide of the Year Awards. 2025 Australian Teacher Aide Team of the Year Awards.	Adrian	Note	Nil.	Attachment 2 & 3: 2025 Australian Teacher Aide of the Year Awards. 2025 Australian Teacher Aide Team of the Year Awards.
6.0	5.25	Agenda Items				
6.1		Student Leaders > Discussion with Board.	Emma	Report	A selection of student leaders presenting brief reports.	Student Leaders presented a thorough report concerning student leadership program structure, opportunities, training, excursions, class meetings and role description.
6.2		Curriculum Lead Teacher.	Emma	Report	Emma Davey to discuss with School Board her role as Curriculum Lead Teacher.	Attached: Student Leaders Report for School Board. <u>Postponed until next School Board meeting Term 3 Week 3.</u>
6.3		Principal Report.	Adrian	Note	Principal to provide report.	<u>To be provided at meeting:</u> Principal Report.
6.4		Organisation Health Index (OHI) & Tell Them From Me Survey Results (TTFM).	Adrian	Discuss	- Longitudinal review of survey data. - Highly positive and comparable results across all surveys. - Some disconnect with regards to informed communication and parent involvement with school.	Attached: Principal Report. <u>To be provided at meeting:</u> Reviewed survey data, trends and opportunities for improvement. Highly positive data across all surveys.
6.5		Wheatbelt Social Emotional Learning (SEL) Survey Executive Summary > Beverley DHS.	Sally	Discuss	- Review of annual Wheatbelt Social Emotional Learning (SEL) Survey. - Executive Summary tabled.	Attachment 4: Wheatbelt SEL Survey Executive Summary > Beverley DHS. Survey data presented along with recommendations and challenges.
6.6		Terms of Reference > Board Meetings.	Adrian	Endorse	- School Board Meetings. Suggested change to meeting frequency. Terms of Reference updated as per decision at last meeting. - Board Business / New Members to commence their term at the start of Term 2 (following year) on confirmation of their election.	Action: Executive Summary to be shared with staff once comparable DHS data is provided and reviewed. Attachment 5: Updated Terms of Reference (TOR).

6.7		NAPLAN Data 2025 Yr 3, 5, 7 & 9.	Adrian	Review	- Review NAPLAN achievement and performance. - Final Student and Class Summary Reports have been received. Hard copy of students reports to be received soon. - Distributed to parents early Term 4.	- NAPLAN 2025 data shared. - Year 3, 5, 7, and 9 showed achievement at the developing and strong proficiency levels across all assessments. Action: Executive Summaries have almost been completed (Writing results only just received) and to be shared with relevant stakeholders including staff, parents and students.
6.8		DRAFT Beverley DHS Annual Report 2024.	Adrian	Review Endorse	Board to review and endorse DRAFT Beverley DHS Annual Report 2024.	Attachment 6: DRAFT Beverley DHS Annual Report 2024. Action: Small changes required with some additional amendments. Board members to endorse final report with publication of minutes. To be presented to school community at annual public general meeting in Term 3 Week 7.
6.9		Beverley DHS Attendance Policy and Procedures Review.	Adrian	Note	Review and changes to Beverley DHS Attendance and Policy and Procedures has been completed.	Attachment 7: Beverley DHS Attendance Policy and Procedures. Changes noted by School Board.
7.0	6:10	Reports				
7.1		Finance Reports.	Adrian	Note Confirm	- School Financial Summary Report. - Operational One Line Budget Summary. - Consolidated Financial Report Cash & Salary. - Beverley DHS Finance Committee Minutes.	Attachment 8: School Financial Summary Report. Attachment 9: Operational One Line Budget Summary. Attachment 10: Consolidated Financial Report Cash & Salary. Attachment 11: Beverley DHS Finance Committee Minutes. Financial Reports noted by School Board.
8.0	6:15	General Business				
8.1		Support a Council or Board	Adrian	Confirm	- Training will be available from start of Term 3 2025. - Parent and Community Reps will be able to access the mandatory training online.	Attachment 12: Support a Council or Board.

8.2		Workforce Profile	Adrian	Review	Beverley DHS Workforce Profile tabled. School Board members to review prior to next meeting in Term 3 and development of ongoing Workforce Plan.	Attached: Beverley DHS Workforce Profile 2024.
8.3		Compliance Review.	Adrian	Note	- This department-initiated review took place during Week 2 of this term. - The review is conducted across all schools at different times and aims to provide reasonable assurance of schools' compliance with policies and other legal requirements, whilst providing an opportunity to identify areas for improvement. - Overall, the school received a satisfactory rating. The school achieved an excellent rating for one system (Human Resources) and a good rating for two systems (Receipting and Banking) and (Governance and Accountability). - Our MCS, Leadership Team and school office staff are to be highly commended. - AN action plan has been developed to manage some improvements that are required to Asset Management Systems and Purchasing and Payments systems.	Attached: - School Compliance Review Report. - Single Action Plan Report.
9.0	6:30	Number #3 of 2025 Meeting close	Chair	Confirm	Meeting closed at 6:37pm Date: 05/08/2025 (Term 3 - Week 3) Time: 5.00pm	
10.0		Next Meeting: Number #2	Chair	Confirm		

 Signed (Chair)

2/9/25
Date: