



**Beverley District High School**  
**School Board (Meeting #6) - Principal's Office**  
**MINUTES**

**Independent Public School - Successful, Supportive, Sustainable**

DATE:	27 <sup>th</sup> August, 2024	TIME:	4:50pm for a 5:00pm start	CHAIRPERSON:	Carly Veitch	MINUTE SECRETARY:	Emma Davey
ATTENDEES:	Carly Veitch (Parent), Chad Atkinson (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Narelle Bailey (Staff), Emma Davey (Minute Secretary), Michael Barrett-Lennard (Community Member).						

#	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), Vanessa Schilling (Parent).	Absentees: 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.	<ul style="list-style-type: none"><li>Nil.</li></ul>
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 <b>Thursday 01/06/2024 11:24am.</b>	Moved: Sally Kilpatrick. Seconded: Chad Atkinson.
4.0	5:15	Actions Arising from previous			
4.1		Carryover: General Business.	Chair	Note  Carryover: Discussion from previous meeting not completed. (General Business).	See 6.4.

5.0	5:20	Correspondence			
5.1		IN: • Nil.	Adrian	Note	• Nil.
		OUT: • School Board Parent Representatives > Nominations 2025. • School Board Staff Representatives > Nominations 2025.	Adrian	Note	<ul style="list-style-type: none"> <li>To be published in upcoming School Newsletter Week 8.</li> <li>Emailed to staff Tuesday 20<sup>th</sup> August 2024.</li> </ul>
6.0	5:25	Agenda Items			
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> <li>Principal to provide report.</li> </ul>
6.2		NAPLAN 2024 Final Review.	Adrian Sally	Discuss	<ul style="list-style-type: none"> <li>Review of Student Achievement Information Systems (SAIS).</li> <li>Whole School Improvement Plan targets and comparison to like schools.</li> <li>Demonstrate Elastik software.</li> </ul>
					<ul style="list-style-type: none"> <li>Adrian demonstrated SAIS Dashboard on Smart Board using deidentified student data:</li> <li>Yr 3 Numeracy data &gt; student distribution graph viewed. Above Like schools.</li> <li>NAPLAN achievement levels explained.</li> <li>AI pathway explained &gt; different levels of questions. Individualised pathways taken in tests. Three different pathways A / B / C.</li> <li>Attendance rates with NAPLAN results explained.</li> <li>Executive Summary &gt; results, patterns and areas of focus being completed by Sally. School to review plans, programs and MTSS (Multi-Tiered Systems of Support) with data.</li> <li>Yr. 3 Reading data &gt; student distribution graph viewed. Above like schools.</li> <li>Reviewed concept of stable cohort vs tested</li> </ul>

					<ul style="list-style-type: none"> <li>students.</li> <li>Yr. 5 Numeracy data &gt; proficiency bands as a % bar graph viewed.</li> <li>Data analysis booklets explained.</li> <li>School performance graphs &gt; reviewing report grade allocations, distribution and progress across school in all learning areas / years.</li> </ul>
					<p>Beverley DHS Target is aspirational: To be 2.5% above WA Public Schools.</p> <p>Adrian demonstrated use of Elastik on the smart board:</p> <ul style="list-style-type: none"> <li>Gap analysis tool explained.</li> <li>Time saving tool for teachers doing data analysis.</li> <li>Improved data analysis and differentiated learning to reduce gaps.</li> </ul>
6.3	School Board Election Planning.	Adrian	Discuss	<ul style="list-style-type: none"> <li>Nominations to be published in upcoming School Newsletter Week 8 for Parent Representatives (2) and email sent to all staff for Staff Vacancy (1 20/08/2024).</li> <li>Elections if required early Term 4.</li> </ul>	Adrian has approached some parents.
6.4	Review of Behaviour Tracking and Attendance.	Adrian	Discuss	<ul style="list-style-type: none"> <li>Review school behaviour and attendance data.</li> </ul>	<p><u>To be provided at meeting</u></p> <p>Adrian provided documentation:</p> <ul style="list-style-type: none"> <li>Attendance Summary Report Semester 1 2024: <ul style="list-style-type: none"> <li>Attendance an area of focus at present.</li> </ul> </li> <li>Longitudinal Data presented &gt; impacts of COVID <ul style="list-style-type: none"> <li>Risk categories explained and trends observed.</li> </ul> </li> <li>School to review data and focus areas identified.</li> <li>School to analyse reasons for attendance concerns.</li> <li>Suspension Summary data presented and categories explained. Reduction in suspensions when compared with 2022 and 2023.</li> </ul>
6.5	Policy Reviews	Adrian	Discuss	<ul style="list-style-type: none"> <li><u>Student Services Policy Review</u> Working Party established.</li> <li>Working Party to review policy and update with any required changes. Emma Davey (DP) leading this review.</li> </ul>	<ul style="list-style-type: none"> <li>Student Services Policy Review. An important area to support student learning and identification of at-risk students.</li> <li>Excursion and Events &gt; using Compass update to documentation and process required.</li> </ul>

					<ul style="list-style-type: none"><li><u>Excursion and Events Policy Review</u> being conducted by Aliesha Murray (AP).</li><li>Both policies to come into effect from commencement of Term 1 2025.</li></ul>	
7.0	6:10	Reports				
7.1		Finance Reports	Adrian	Note Confirm	<ul style="list-style-type: none"><li>School Financial Summary Report.</li><li>Operational One Line Budget Summary.</li><li>Consolidated Financial Report Cash &amp; Salary.</li><li>Budgets now closed. All spending now to be approved by MCS and Principal. Term 4 &gt; Planning to commence for class structures, staffing needs, proposed cash budget for 2025.</li></ul>	<b>Attachment 3:</b> School Financial Summary Report. <b>Attachment 4:</b> One Line Budget Summary. <b>Attachment 5:</b> Consolidated Report Cash & Salary.  Noted > School Board.
8.0	6:15	General Business				
8.1		Parent-Teacher Interview Surveys	Carly	Progress	<ul style="list-style-type: none"><li>Update on survey responses.</li></ul>	<ul style="list-style-type: none"><li>Positive and supportive feedback from both teachers and parents - surveys completed.</li><li>Some good feedback for improvement.</li><li>Good response from parents.</li><li>Plan to continue in the future.</li><li>Running School Board afterwards has had positive and negative feedback.</li><li>Once survey results have been shared with staff a more detailed summary will be provided to School Board.</li></ul>
8.2		Student Leaders > Ongoing review of Student Leader suggestions.	Carly	Review	<ul style="list-style-type: none"><li>Following up student suggestions from previous meetings.</li></ul>	<ul style="list-style-type: none"><li>Student Leaders to be invited back to School Board in Term 4 for a report back to Student Leaders from School Board.</li><li>School to review student suggestions and implications.</li><li>Getting permanent painted board games on pathways. P&amp;C support.</li><li>To be set up by Adrian.</li></ul>
8.3		Board Training	Adrian	Confirm	<ul style="list-style-type: none"><li>Once Adrian can give all School Board Members access training links will be provided.</li></ul>	
9.0	6:30	Number #6 of 2024 Meeting close	Chair	Confirm	Meeting closed at 6.49pm	
10.0		Next Meeting: Number #7	Chair	Confirm	Date: 22/10/2024 (Term 4 - Week 3) Time: 5.00pm	

 Signed (Chair) \_\_\_\_\_ Date: 20/9/24