



Beverley District High School
School Board Meeting 6 - Staff Room
MINUTES

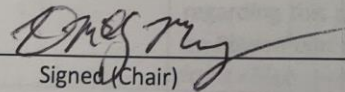
Independent Public School - Successful, Supportive, Sustainable

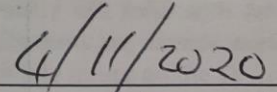
DATE:	2 nd September, 2020	TIME:	3:50pm for a 4:00pm start	CHAIRPERSON:	Damien Murray	MINUTE SECRETARY:	Aliesha Murray
ATTENDEES:	Damien Murray (Chairperson/Parent), Darrell Hagan (Parent), Lisa Blanch (Parent), Mike Fairclough (Parent), Simon Marshall (community member) Adrian Lister (Principal), Sarah Aynsley (Staff), Samantha Gollan (Staff)						

#	Time	Item	Who will Lead?	Status	Discussion / Progress / Note / Confirm /Report	Action and/or Timeline, Notes
1.0	4:00	Welcome and Apologies				
1.1		Opening and welcome	Chair		Apologies: Sarah Aynsley and Lisa Blanch	Absentees:
1.2		Confirmation of the Agenda	Chair		Call for late General Business items.	See Below
2.0	4:02	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	4:04	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 13/08/2020 9:18 AM.	Moved: Simon Marshall Seconded: Sam Gollan
4.0	4:08	Actions Arising from previous				
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business)	Nil.
4.2		School Promotion and Marketing	Adrian	Report	<ul style="list-style-type: none"> Shopfront on Vincent Street. TV/Screen/Media promoting school activity and successes. 	Darrell approached the real estate agent who is looking after the property next to the Vines Medical. School is welcome to use the shop front window for a TV presentation of photo PowerPoint. Darrell will access the keys this week / will liaise with Adrian regarding this project. Students are already working on PowerPoint presentations to use on the TV in the front office and in the shop front TV.

4.3		DPA	Adrian	Report	<ul style="list-style-type: none"> New Delivery Agreement (DA) to cover all schools is being developed for 2021. Consultation being undertaken at present with strong links to Principal performance and Public School Review (PSR). 	Damien and Adrian to sign previous DPA and extend for 2020.
4.4		School Governance and Capacity Audit	Adrian	Discuss	<ul style="list-style-type: none"> National School Opinion Survey has capacity to create a self-assessment survey for School Boards. 	Adrian will be attending Board training Friday 4/9/2020. Adrian will advise the board of upcoming training for the whole board to attend. He will discuss the possibility of hosting a board training at Beverley DHS.
5.0	4.20	Correspondence				
5.1		Ed-E-Mail	Adrian	Note	<ul style="list-style-type: none"> All schools are required to complete this short survey about their School Board to ensure compliance with criminal history screening requirements. 	Completed 25 th August 2020.
6.0	4.25	Agenda Items				
6.1		School Board Terms of Reference	Adrian	Confirm	<ul style="list-style-type: none"> Updated School Board Terms of Reference with new inclusions (guidance). 	<p>Attachment 1: Updated School Board Terms of Reference. Amendments: 7.2 (d) email addresses to be added in. 15.2 (e) has failed to comply with the boards code of conduct. Adrian to amend the terms of reference as agreed and then distribute printed copy at the next meeting.</p>
6.2		Review of School Business Plan Targets	Adrian	Discuss	<ul style="list-style-type: none"> DRAFT Our Plan: Self-Assessment and Reflection Monitoring Tool. Year 10 OLNA 2020. 	<p><u>To be provided</u> at meeting: DRAFT Our Plan – Monitoring Received well by the board. Add in timeline column to the Action Plan. School Board to review this in Term 1 and Term 3 each year. We currently have only one Year 10 student who has 1 element of OLNA (Numeracy) left to complete. All others have passed. Year 9 students have all sat OLNA as they were unable to sit NAPLAN due to NAPLAN being cancelled due to COVID.</p>
6.3		Planning for School Board 2021	Damien	Confirm	<ul style="list-style-type: none"> Membership of School Board 2021 and beyond. 	<p>Attachment 2: Board Member Length of Term Tracker Mike to resign from his position at the end of 2020 on the board as he is no longer a parent of a student at the school in 2021. Adrian to advertise the nomination and voting for new Board Members to be held early in Term 4. To be completed and announced by the End of Year Presentation Night.</p>

6.4		Policy Reviews	Adrian	Note	<ul style="list-style-type: none"> Beverley DHS Behaviour Management Policy (inc. Mobile Devices and Good Standing Policies). Student Services Policy and Procedures. DoE ICT Policy: Third Party Applications. Consent required 2021 	Behaviour Policy to be reviewed and presented to the board Term 4 – to be presented with the Good Standing Policy (signed off by the board in 2020). Student Services Policy and Procedure to be developed this term. ICT policy will be developed for 2021 and parent consent for third party providers, will be added to the Parent Permissions pack going home at the start of the school year.
7.0	5.00	Reports				
7.1		Finance Report	Adrian	Confirm	<ul style="list-style-type: none"> One Line Budget Summary. Consolidated Financial Report Cash & Salary. Comparative Budget. Funding Agreement for Schools. 	Attachment 3: One Line Budget Summary Attachment 4: Consolidated Report Cash & Salary Attachment 5: Comparative Budget Attachment 6: Funding Agreement for Schools Noted by the board
7.2		Grounds Report	Adrian	Note	<ul style="list-style-type: none"> No Grounds Meeting Term 3. Meeting date to be determined early Term 4. Involve/Work with Shire. 	Adrian and Damien to organise.
8.0	5.15	General Business				
8.1		Mike asked for feedback from Adrian on his first impressions of BDHS over the term.	Mike		<ul style="list-style-type: none"> Great student results – attendance and academic. High performing staff with high expectations for students. No massive roadblocks in meeting the business plan targets. Adrian focussing on monitoring fatigue of staff which can occur in high performing teams. Keep developing processes and procedures to assist staff with ease to achieve goals and effective practice. 	
8.2		The need to re-visit the points made by the student leaders.	Damien		<ul style="list-style-type: none"> Health and wellbeing and connections to other students in other schools – Emily Hughes (school psychologist) is organising B U Day at York and our student leaders will be joining the student leaders at York for this day. 	All board members to reflect on the Student leader points from the last meeting – to be discussed at the next board meeting.
9.0	5:30	Next Meeting:			28 th October, 2020 (Term 4 - Week 3) 4pm	
		Number 7 of 2020	Chair	Note	Time: 4.00pm	Date: 02/09/2020
11.0		Meeting close	Chair			Meeting closed at 5.35pm


Signed (Chair)


Date: