



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

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

<b>DATE:</b>	4 <sup>th</sup> November, 2020	<b>TIME:</b>	6:50pm for a 7:00pm start	<b>CHAIRPERSON:</b>	Damien Murray	<b>MINUTE SECRETARY:</b>	Aliesha Murray
<b>ATTENDEES:</b>	Damien Murray (Chairperson/Parent), Darrell Hagan (Parent), Lisa Blanch (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	7:00	<b>Welcome and Apologies</b>				
1.1		Opening and welcome	Chair		Apologies: Mike Fairclough (via email).	Absentees: Nil
1.2		Confirmation of the Agenda	Chair		Call for late General Business items.	See Below
2.0	7:02	<b>Disclosure of Interests</b>				
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	7:04	<b>Minutes of Previous Meeting</b>				
3.1		Review previous meeting minutes	Chair	Confirm	Endorsement of the previous meeting minutes as an accurate representation of the meeting. Emailed Wednesday 09/09/2020 12.45PM.	Moved: Simon Marshall Seconded: Lisa Blanch
4.0	7:08	<b>Actions Arising from previous</b>				
4.1		Carryover: General Business.	Chair	Note	<b>Carryover: Discussion from previous meeting not completed. (General Business)</b>	
4.2		Terms of Reference	Adrian	Confirm	<ul style="list-style-type: none"> <li>Updated Board Terms of Reference. <u>Printed copy</u> to be distributed.</li> </ul>	Confirmed.
4.3		Policy Reviews	Adrian	Update	<ul style="list-style-type: none"> <li>Beverley DHS Behaviour Management Policy (inc. Mobile Devices and Good Standing Policies).</li> <li>Student Services Policy and Procedures.</li> <li>DoE ICT Policy: Third Party Applications. Consent required 2021</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour Management Policy to be updated and reviewed annually by the Board. The Good Standing Policy will be added together into the same policy.</li> </ul>

						<ul style="list-style-type: none"> <li>Jen McCarthy is working on the Student Services policy this week and this will be presented to the board when completed.</li> <li>Admin are looking into the use of third party apps by the school to assess their suitability to be used by the school and these may require individual consent from parents and others in a bundled permission format. This will alter the format of the permission package sent home at the beginning of 2021.</li> </ul>
4.4		Student Leader Feedback - Reflections	Adrian	Discuss	<ul style="list-style-type: none"> <li>All board members to reflect on the Student Leader feedback from the School Board Meeting at the beginning of Term 3.</li> </ul>	<p>Refer 6.1 in minutes from 200805 Meeting 5. School response to the student requests:</p> <ul style="list-style-type: none"> <li>Keys for Life Term 4 2020.</li> <li>Home Economics Program is running Term 4 2020.</li> <li>Work Placement in the community Semester 2 2020.</li> <li>The Oval is being assessed for repair in the grounds planning.</li> <li>Secondary Spring Carnival in York Term 4 2020.</li> <li>School Wheatbelt Ball Week 3 Term 4.</li> <li>Interschool Swimming Carnival Term 4 Wk 7.</li> <li>Secondary Camp Week 3 Term 4.</li> <li>Adrian investigating the possibility of our Secondary students joining the York Emergency Services Cadet Unit on Friday at York DHS in 2021 to provide networking opportunities with other students in the Wheatbelt and then over 40 other Cadet Units from across the state on Cadet Camp.</li> </ul> <p><b>Damien:</b> Asked if the staff had considered new programs for health and wellbeing?  <b>Response:</b> The staff are researching suitable options  <b>Damien:</b> Are the issues of the volleyball net and tennis net sorted?  <b>Response:</b> Audit of all learning spaces has been completed and all areas of equipment and facilities are being considered.</p>
4.5		School Board Membership 2021	Adrian	Update	<ul style="list-style-type: none"> <li>Nominations and election process to be approved for 2021 new Board members.</li> </ul>	<p>Nominees:  Deb Kitai  Vanessa Hewitt</p>

						Scott McLean Jaylee Tonkin Adrian to investigate the option of voting via text message to each parent/caregiver – to nominate their preferred board representative.
5.0	7.20	<b>Correspondence</b>				
5.1		IN/OUT: Centre of Excellence Literacy Internship Program – Expression of Interest	Adrian	Note	<ul style="list-style-type: none"> <li>Beverley DHS has expressed an interest in being one of 60 public schools to be selected in Round 3 of the Centre of Excellence Literacy Internship program.</li> </ul>	<b>Attachment 1:</b> Expression of Interest Nomination. <b>Attachment 2:</b> Email - Acknowledgment of Receipt. Submitted and awaiting response
6.0	7.25	<b>Agenda Items</b>				
6.1		Contributions, Fees and Charges for 2021 and Booklists for 2021.	Adrian	Confirm	<ul style="list-style-type: none"> <li>To discuss and approve.</li> </ul>	<u>To be provided</u> at meeting: <ul style="list-style-type: none"> <li>Contributions, Fees and Charges 2021.</li> <li>Booklists 2021 (To be provided at meeting).</li> </ul> Optional \$10 Chaplaincy fund has been included. Board agreed for the three voluntary contributions from the second page to the first page of the Contributions and Charges outline. Approved for 2021 subject to changes. Moved: Damien Murray    Seconded: Sarah Aynsley
6.2		Review of School Business Plan Targets	Adrian	Update	<ul style="list-style-type: none"> <li>Update to be provided on School Business Plan Review by staff.</li> </ul>	<u>To be provided</u> at meeting: <ul style="list-style-type: none"> <li>Our Plan - Monitoring &amp; Action Documents</li> <li>DRAFT Beverley DHS Operational Plan</li> </ul>
6.3		School Data Review	Adrian	Review	<ul style="list-style-type: none"> <li>Review of PAT achievement data and social-emotional wellbeing (SEW) data.</li> <li>National School Opinion Surveys Analysis.</li> <li>Review tool of Business Plan Targets presented to the board.</li> </ul>	<u>To be provided</u> at meeting: <ul style="list-style-type: none"> <li>Held over to Meeting 8. SEW and PAT testing data are not complete.</li> <li>National School Opinion Surveys Analysis (student and staff survey to be shared after further analysis). Parent survey results provided for viewing. All NSOS data to be emailed out to Board prior to the next meeting to be discussed at Meeting 8.</li> <li>Adrian presented an overall DRAFT Annual Operational Plan to support the achievement of the Business Plan targets to provide an overview year by year that guides the use of resources and areas of need to focus efforts on.</li> <li>Adrian to add a column to the Business Plan for the comments – merging the two documents together.</li> </ul>

6.4		Staffing Update 2020 / 2021	Adrian	Note	<ul style="list-style-type: none"> <li>Update concerning current staffing appointments.</li> <li>Selection Processes 2020 / 2021.</li> </ul>	<ul style="list-style-type: none"> <li>To be reviewed in Term 1 2021</li> <li>Jacob Hare has resigned and we have advertised the position as a 0.8 position</li> <li>John Dautopulos has joined the staff this term to fill Sharyn Morrell's term of leave as Secondary Maths and Science specialist.</li> <li>The BDHS Principal position has been advertised – 6-month position with a possible 12-month extension. Closing on the 17<sup>th</sup> November. Process should be completed by 30<sup>th</sup> November.</li> </ul>
6.5		School Planning 2021	Adrian	Update	<ul style="list-style-type: none"> <li>Preliminary enrolment estimates and budgets and enrolments for 2021.</li> </ul>	Planning for 2021 is in progress. There will be some positions advertised for 2021. 2021 Preliminary enrolment numbers are 133.
7.0	8.35	<b>Reports</b>				
7.1		Finance Report	Adrian	Confirm	<ul style="list-style-type: none"> <li>One Line Budget Summary.</li> <li>Consolidated Financial Report Cash &amp; Salary.</li> </ul>	<b>Attachment 3:</b> One Line Budget Summary <b>Attachment 4:</b> Consolidated Report Cash & Salary Adrian requested that the board approve the attendance of Megan Vandenberg (MCS) and Aliesha Murray to speak in a consultation capacity in presenting the financial reports. No questions presented.
7.2		Grounds Report	Adrian Damien	Update	<ul style="list-style-type: none"> <li>Update from brief meeting held on Monday 19<sup>th</sup> October 2020.</li> </ul>	Damien and Adrian met to discuss the grounds planning throughout the week. Adrian presented the email and report from John McWilliams on the school oval rehabilitation plan still to be accepted and actioned.
8.0	8.54	<b>General Business</b>				
8.1		End of Year Events Planning	Adrian	Update	<ul style="list-style-type: none"> <li>Upcoming events and ongoing planning.</li> </ul>	<u>Major event:</u> Presentation Night Wednesday 16 <sup>th</sup> December. <u>Week 10:</u> Graduation Year 6. Graduation Year 10.
9.0	8:30	Next Meeting:				Venue TBA.
		Number 8 of 2020	Chair	Note	2 <sup>nd</sup> December, 2020 (Term 4 - Week 8) Time: 6.00pm	Date: 04/11/2020
11.0		Meeting close	Chair	Confirm		Meeting closed at 9.00pm

  
Signed (Chair)

11/11/2020  
Date: