



Beverley District High School
School Board Meeting - Staff Room
MINUTES

Independent Public School - Successful, Supportive, Sustainable

DATE:	24 th February, 2021	TIME:	6:50pm for a 7:00pm start	CHAIRPERSON:	Damien Murray	MINUTE SECRETARY:	Aliesha Murray
ATTENDEES:	Damien Murray (Parent), Darrell Hagan (Parent), Deb Kitai (Parent), Vanessa Hewitt (Parent), 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	Welcome and Apologies				
1.1		Opening and welcome.	Adrian	Note	Deb Kitai and Vanessa Hewitt attended via Webex. Congratulations and welcomed offered by existing board members. Apologies: Darrell Hagan, Vanessa Hewitt (7.45pm onwards – poor connection).	Absentees: Nil. <u>Terms of Reference 10.1: Quorum</u> At a meeting, fifty per cent of members present in person at a Board meeting constitute a quorum. (N.B This includes electronic means).
1.2		Election of Chair / Confirmation of New School Board Members.	Adrian	Confirm	To elect School Board Chair based on nominations received and confirm new School Board members based on recent election result.	One nomination received for School Board Chair. Damien Murray elected unopposed. Damien accepted position as per Terms of Reference. Under Terms of Reference Deb Kitai (three year term) and Vanessa Hewitt (12 month term).
1.3		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items.	<u>See # 4.1 below.</u>
1.4		Terms of Reference and Code of Conduct.	Chair	Confirm	Review Terms of Reference / Code of Conduct / Meeting Protocols for BDHS School Board.	Attachment 1: BDHS Board Terms of Reference. <ul style="list-style-type: none"> Discussion around Section 9.1 and 9.2 concerning number of board meetings and ordinary meetings. Changes between previous Terms of Reference and updated mandated template. Attachment 2: Code of Conduct & Meeting Protocols. <ul style="list-style-type: none"> Code of Conduct and Meeting Protocols endorsed and accepted. Moved: Damien Murray Seconded: Sarah Aynsley
2.0	7:15	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 declared.

3.0	7:20	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 17/12/2020 11.09AM & Thursday 18/02/2021 1.00pm.	Moved: Sam Gollan Seconded: Adrian Lister
4.0	7:25	Actions Arising from previous				
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business)	Nil.
5.0	7:30	Correspondence				
5.1		IN: <ul style="list-style-type: none"> Statement of Expectations 2021 - 2024 from DG. <ul style="list-style-type: none"> School Board Training. OUT: <ul style="list-style-type: none"> School Oval: Principal Email. 	Adrian Adrian Adrian	Note Note Note	<ul style="list-style-type: none"> Statement of Expectations 2021 - 2024. Replaces Delivery Performance Agreement (DPA). Thursday 11th March 2021 5.00pm – 7.00pm venue in Beverley TBC. Request for update, commitment and decision concerning Beverley DHS Oval Reconstruction. 	<ul style="list-style-type: none"> Adrian presented new Statement of Expectations 2021 - 2024 from the Director-General. This statement replaces the Delivery Performance Agreement (DPA) that was signed by Independent Public Schools only. The statement is to be signed by the Principal and noted by all school and board/council chairs. Adrian to share further information at next School Board Meeting following a Principal briefing with Corporate Executive. For all BDHS School Board Members. School Board members from Brookton, Cunderdin, Quairading and York will be attending. Adrian presented email that he sent requesting an update on BDHS Oval Reconstruction. Expressed on behalf of the School Board and community ongoing frustration at protracted assessment and development of DoE plan for this upgrade.
6.0	7:40	Agenda Items				
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> Principal to provide report. 	<ul style="list-style-type: none"> Principal Report presented. Updates on student census, staffing and school events provided.

					<ul style="list-style-type: none"> • BDHS Policy Reviews 2021. 	<ul style="list-style-type: none"> • Review timeline 2021: <ul style="list-style-type: none"> ○ ICT & Digital Learning Term 1 2021. ○ Behaviour Management Policy Review Term 2 2021. ○ Student Services Policy Review Term 3 2021.
6.2		BDHS School Board Election Process – DRAFT.	Adrian	Confirm	<ul style="list-style-type: none"> • Development of BDHS School Board Election Process for parent representatives. DRAFT to be presented and discussed. 	<ul style="list-style-type: none"> • Adrian presented to School Board a DRAFT document that outlines a consistent, fair and transparent approach for future school board elections for future endorsement by School Board. • Board members to offer suggestions/ amendments prior to endorsing for inclusion as part of Code of Conduct and Meeting Protocols document.
6.3		Meeting dates / schedule for 2021.	Adrian	Confirm	<ul style="list-style-type: none"> • Dates / schedule for 2021. • Proposed Order of School Board Business 2021 DRAFT. • School Development Days. 	<p>Attachment 3: Proposed Order of School Board Business 2021 DRAFT.</p> <ul style="list-style-type: none"> • Order of School Board Business for 2021 and School Development Days approved. • Times for each meeting to be determined when School Board next meets. Flexibility in times required based on seasonal requirements of members. <p>Moved: Adrian Lister Seconded: Damien Murray</p>
6.4		School Planning 2021.	Adrian	Update	<ul style="list-style-type: none"> • Review of School Business Plan (Action / Monitoring). • DoE Strategic Plan / Focus 2021 Overview. • BDHS Annual Operational Plan 2021/2022 DRAFT. • BDHS School Governance and Improvement Cycle Model. 	<p>Attachment 4: BDHS School Business Plan Monitoring and Action Tool.</p> <ul style="list-style-type: none"> • Monitoring and Action Tool completed. Traffic Light system for recording progress / issue / timeline is an excellent system for assessing and reflecting on our achievement of priorities, targets and milestones. <p>Attachment 5: DoE Strategic Plan / Focus 2021.</p> <ul style="list-style-type: none"> • Close alignment of these documents required within context of school annual direction and school business plan. <p>Attachment 6: BDHS School Governance and Improvement Cycle Model.</p> <ul style="list-style-type: none"> • This model graphically and textually represents

						<p>BDHSs approach to self-assessment, accountability and improvement. Incorporates governance model detailing decision-making structures within the school.</p> <ul style="list-style-type: none"> • BDHS Annual Operational Plan 2021 / 2022 DRAFT was provided at meeting. Articulates operational focus areas for 2021 based on School Business Plan and priority attainment as detailed in Monitoring and Action Tool.
7.0	8:10	Reports				
7.1		Finance Report.	Adrian	Confirm	<ul style="list-style-type: none"> • Update on estimated preliminary and operational planning for SCFM. • School Cash Budget 2021. 	<ul style="list-style-type: none"> • Student-Centred Funding Report was not presented by Adrian. Commitment to share with School Board via email. • School Cash Budget 2021 was presented. Approved by Finance Committee 24/02/2021. • Principal and Chair noted and signed.
8.0	8:20	General Business				
8.1					<ul style="list-style-type: none"> • General discussion around buildings, grounds and classroom maintenance / upgrades (e.g. garden areas, playground equipment, Science Room, digital technologies). • Publish widely that next School Board Meeting is our Annual Public Meeting as per Terms of Reference 9.5. 	
9.0	8:30	Next Meeting:			17 th March, 2021 (Term 1 - Week 7)	
		Number 2 of 2021	Chair	Note	Time: 6.00pm – 7.30pm School Library	Date: 24/02/2021
10.0		Meeting close	Chair	Confirm		Meeting closed at 8.35pm


Signed (Chair)

17/03/2021
Date: