

Beverley District High School
School Board Meeting - ANNUAL PUBLIC MEETING - Cornerstone Building
MINUTES

Independent Public School - Successful, Supportive, Sustainable

DATE:	17 th March, 2021	TIME:	5:50pm for a 6:00pm start	CHAIRPERSON:	Damien Murray	MINUTE SECRETARY:	Aliesha Murray
ATTENDEES:	Damien Murray (Parent/Chairperson), Darrell Hagan (Parent), Deb Kitai (Parent), Vanessa Hewitt (Parent), Adrian Lister (Principal), Sarah Aynsley (Staff), Samantha Gollan (Staff)						

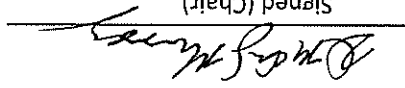
#	Time	Item	Who will Lead?	Status	Discussion / Progress / Note / Confirm /Report	Action and/or Timeline, Notes
1.0	6:00	Welcome and Apologies				
1.1		Opening and welcome.	Chair	Note	Apologies: Nil.	Absentees: Sam Gollan 6.30pm arrival. <u>Terms of Reference 10.1: Quorum</u> At a meeting, fifty per cent of members present in person at a Board meeting constitute a quorum. (N.B This includes electronic means).
1.2		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items.	<u>See # 4.1 below.</u>
2.0	6:10	Disclosure of Interests				
2.1		Disclosure of Interest.	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	6:15	Minutes of Previous Meeting				
3.1		Review previous meeting minutes.	Chair	Confirm	Change 7.1 in the last minutes – school cash budget – Approved was removed as per School Board training. of the previous meeting minutes as an accurate representation of the meeting.	Moved: Sarah Aynsley Seconded: Darrell Hagan
4.0	6:25	Actions Arising from previous				
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business)	Nil.
5.0	6.30	Correspondence				
5.1		IN: • Nil OUT: • Nil	Adrian	Note		Nil.

6.0	6.40	Agenda Items				
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> Principal to provide report. Adrian explained the community request for long hour day care and the possibility of BDHS working together with the shire to provide this on school grounds. The Shire has committed to supporting the school with investigating the feasibility of such a facility. Additionally, Adrian met with the Shire regarding School Bus Access, parking bays on John Street for visitors and footpaths. 	<ul style="list-style-type: none"> Principal looking at the possibility of diagonal parking bays on John Street for visitors and guests. Adrian to meet with bus contractors to discuss the school bus pick-up area. Upper Primary play equipment to be installed in July holidays. Finance Committee approved financing some equipment for the Junior Primary play area. Adrian and Sam Gollan are forming a working party to carry this forward.
6.2		BDHS School Board Annual Report 2020.	Chair	Confirm	<ul style="list-style-type: none"> Tabling and endorsement of BDHS School Board Annual Report for 2020. Discussed the inclusion of the attendance of the school board in the report as it was suggested that the parent representative column blank and this only represents one person. Error noted in 2020 Principal appointment terms. 	<ul style="list-style-type: none"> BDHS School Board Annual Report 2020. Adrian explained the attendance data and highlights / recommendations for School Board. Adrian to put printed copies in the Front Office and an electronic copy on the school website. Moved: Damien Murray Seconded: Deb Kitai
6.3		Meeting dates / schedule for 2021.	Adrian	Confirm	<ul style="list-style-type: none"> Dates / schedule for 2021. School Development Days – Tuesday 8th June 2021 is the Avon Schools Network PL day giving families a four - day long weekend mid-Term 2. DRAFT Calendar of Events – we are working on a calendar of events that span the year to be presented at the Term 2 meeting. 	<ul style="list-style-type: none"> DRAFT Calendar of Events to be presented at the next meeting. At the next meeting board members are to present three questions that could be presented to the student leaders asking for feedback. Damien will present the questions to the student leaders at their meeting that they can then present in an afternoon board meeting.
6.4		Public School Review 2021.	Adrian	Update	<ul style="list-style-type: none"> Public School Review Planning and School Board involvement. Public School Review – domain foci and standards documents provided to board representatives. These documents will guide how the school provides evidence against the judgement criteria of the school review for the school to provide a self-rating with supporting evidence. They will then be used in the Public School Review in Term 3 2021. 	<ul style="list-style-type: none"> Public School Review – Adrian to implement these documents into the BDHS Cycle of Review to reflect on school progress and provision of evidence for the school review in Term 4 2021. Aiming for a positive result, although through reflection the school is looking to truthfully reflect on our progress and seek support where required – if areas require support, the school review team can return in 2022 to review

					<ul style="list-style-type: none"> The review practice involves some board representatives, P&C representatives, community, staff and students. 	identified areas.
6.5		Statement of Expectation 2021 - 2024.	Adrian	Confirm	<ul style="list-style-type: none"> Update following Principal Briefing around Statement of Expectations from Director-General of Education. 	<p>Copy previously supplied.</p> <ul style="list-style-type: none"> Endorsed and signed each year by Principal and School Board Chair. To be signed at Term 2 meeting. Board members to review prior to the next meeting.
7.0	7:10	Reports				
7.1		Finance Report.	Adrian	Confirm	<ul style="list-style-type: none"> Update / Review on estimated preliminary and operational budget for 2021. Projected 2021 student numbers was 132 students at end of 2020 and census numbers in 2021 was 139. Numbers have increased by 4 students post census – non-funded. Federal government are reviewing ARIA locality funding as this does not take into account the difference of distance from the CBD in WA versus Victoria etc. 	<ul style="list-style-type: none"> Comparative Budget will be presented as information for the board when the student centred funding is confirmed.
		Grounds Report.	Adrian	Note	<ul style="list-style-type: none"> Update on recent Grounds activity and next committee meeting date. The school is receiving a lot of positive feedback about the grounds, that are looking fabulous. 	<ul style="list-style-type: none"> A grounds meeting will be scheduled early Term 2 to formalise a grounds improvement plan for 2021 and beyond.
8.0	7:20	General Business				
8.1					<ul style="list-style-type: none"> School Board Training. Thank you to Adrian for organising Board Training with Andrew Holmes last week. The training was very valuable. 	<ul style="list-style-type: none"> School Board members who attended are requested to complete a short survey provided by the Leadership Institute. To return to Adrian once completed.
8.2					<ul style="list-style-type: none"> Election Protocols were carried over from a previous meeting. In the case of a tie – it goes back to the current school board who will decide via vote. If the board is of an even number, the Principal will be the deciding vote. It was stated at the training that a community member cannot vote at a meeting. Damien has referred to the 'Terms of Reference' and this does 	<ul style="list-style-type: none"> This will be set to the agenda of a Term 2 or 3 meeting to form a standard system/protocols for the election of board representative positions. Term 2 meeting – to assess what strengths we can bring to the board to enrich a broader context and perspective to the board, to then identify possible community representatives for election. Board members are encouraged to think of who

10.0		Meeting close	Chair	Confirm		Meeting closed at 7.48pm
		Number 2 of 2021	Chair	Note	Time: 7pm	Date: 17/03/2021
9.0	7:30	Next Meeting:			Wednesday 5 th May, 2021 (Term 2 - Week 3)	
					<ul style="list-style-type: none"> At previous meeting the school cash budget for 2021 was presented with an error in the cash carry forward figure. This has been corrected and the correction was signed by the Principal. 	<ul style="list-style-type: none"> Noted and signed by School Board Chair and Principal.
					<ul style="list-style-type: none"> Code of Conduct and Meeting Protocols. 	<ul style="list-style-type: none"> Signed and acknowledged by all School Board members for 2021.
					not apply to elected community board members.	<ul style="list-style-type: none"> they might know in the community to be nominated for the position of community member. Vanessa suggested Mike Fairclough.

Signed (Chair)



Date:

5/5/21