



Beverley District High School
School Board (Meeting #4) – Principal’s Office
MINUTES

Independent Public School - Successful, Supportive, Sustainable

DATE:	25 th June, 2024	TIME:	4:50pm for a 5:00pm start	CHAIRPERSON:	Carly Veitch	MINUTE SECRETARY:	Adrian Lister
ATTENDEES:	Carly Veitch (Chairperson / Parent), Chad Atkinson (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Narelle Bailey (Staff), Michael Barrett-Lennard (Community Member) > Teams.						

#	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 Hewitt (Teams link did not work), Darrell Hagan (unavailable).
1.2		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items.
2.0	5:02	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.
3.0	5:04	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 04/06/2024 9:44am.
4.0	5:06	Actions Arising from previous			
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business).

5.0	5.07	Correspondence				
5.1		<p>IN:</p> <ul style="list-style-type: none"> Director General of Education - Resignation. <p>OUT:</p> <ul style="list-style-type: none"> Nil. 	Adrian	Note	<ul style="list-style-type: none"> 3 x Email from current Director General of Education Lisa Rodgers. <ul style="list-style-type: none"> Farewell and Thanks. Student Wellbeing and Care Focus Direction Document. Nominations for WA Education Awards. 	<p>Attachment 1: Farewell and Thanks.</p> <p>Attachment 2: Student Wellbeing and Care: Future Directions.</p> <p>Attachment 3: Nominations for 2024 WA Education Awards. <u>(plus associated documents).</u></p> <ul style="list-style-type: none"> Nil.
6.0	5.15	Agenda Items				
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> Principal to provide report. 	<p>Attachment 4: Principal Report tabled and accepted.</p> <ul style="list-style-type: none"> Workforce Plan and Reserves Overview. Discussed replacement of staff on leave to ensure continuity of school programs and strategic direction. Policy Review Timelines. Excursion and Event Policy Review and Student Services Policy Review. Communication concerning new Director of Education (Wheatbelt) for Term 3. Ms. Katie Wallace. Update on selection process for Administration and Communications Officer Position. Youth Care Chaplaincy and appointment of additional Chaplain for 1.0 day per week.
6.2		NAPLAN 2024 Final Results.	Adrian	Report	<ul style="list-style-type: none"> To present final school summary report. Student Reports available to be distributed to parents early Term 3. Staff have commenced a data analysis for each assessment and year group. To drill down into data at individual level to identify common trends. Elastik is a new software program the school has purchased that will also capture NAPLAN and other data sets available to the school to clearly identify areas of strength and challenge. It also allows teachers to allocate gap analysis lessons and tests for students. 	<p>Attachment 5: Beverley DHS NAPLAN 2024 Final School Summary Report.</p> <p>Attachment 6: NAPLAN Results Information for Principals and Teachers.</p> <ul style="list-style-type: none"> Reviewed final NAPLAN data and discussed trends and how to assess progress. Further dissemination of data analysis and recommendations to be presented to School Board at Meeting #6 (Term 3). Discussed use of Elastik software and identification of areas of strength and challenge. Software allows teachers to set further assessments after assigning lesson reviews for students. Gap Analysis Test follows.

6.3		Whole School Improvement Plan 2025 - 2027.	Adrian	Discuss	<ul style="list-style-type: none"> Beverley DHS Whole School Improvement Plan (WSIP) 2025 - 2027 (Fogarty). 	Attachment 7: Whole School Improvement Plan 2025 - 2027. <ul style="list-style-type: none"> Postponed to Term 3 Meeting #5 Annual Public Meeting.
6.4		School Business Plan 2023 – 2025 Monitoring and Action #1.	Adrian	Discuss progress	<ul style="list-style-type: none"> Review current implementation and any issues. 	Copy of School Business Plan 2023 - 2025 required. <ul style="list-style-type: none"> Postponed to Term 3 Meeting #5 Annual Public Meeting.
6.5		Change to the Configuration of the School Day > Parent-Teacher Interview Afternoon	Adrian	Endorse	<ul style="list-style-type: none"> School Board to endorse a change to the configuration of the school day twice a year to allow Parent-Teacher Interview afternoon in Term 1 and Term 3. Proposed first Parent-Teacher Interview Afternoon Term 3 2024 > Week 3 > Tuesday 30th July 2024. Beverley DHS Reporting to Parents procedures to change to become more parent friendly. Semester 2 Student Reports will reflect changes. 	Attachment 8: Configuration of the School Day in Public Schools Policy. Attachment 9: Configuration of School Day Email: Doug Cook. <ul style="list-style-type: none"> School Board endorsed request for school to seek approval to suspend the school timetable on Tuesday 30th July 2024. Adrian to write to Director of Education (Wheatbelt) on behalf of School Board to seek approval.
7.0	5:50	Reports				
7.1		Finance Reports	Adrian	Note Confirm	<ul style="list-style-type: none"> Operational One Line Budget Summary. Consolidated Financial Report Cash & Salary. Beverley DHS Finance Committee update. 	Attachment 10: School Financial Summary Report. Attachment 11: One Line Budget Summary. Attachment 12: Consolidated Report Cash & Salary. <ul style="list-style-type: none"> Noted and confirmed. School Cost Centres to close at end of Term 2. All subsequent expenditure to be approved by MCS and Principal. Some Cost Centres to remain open that require consumables to be purchased until the end of the school year.
8.0	6:00	General Business				
8.1		Board membership Register	Carly	Discuss	<ul style="list-style-type: none"> Updates to be made to Board membership Register. 	<ul style="list-style-type: none"> Adrian to prepare and distribute with minutes.
9.0	6:05	Number #4 of 2024 Meeting close	Chair	Confirm	Meeting closed at 6:09pm	
10.0		Next Meeting: Number #5	Chair	Confirm	ANNUAL PUBLIC MEETING Date: 30/07/2024 (Term 3 - Week 3) Time: 4.00pm	

Signed (Chair)

Date: