



Beverley District High School
School Board (Meeting #5) ANNUAL PUBLIC MEETING - School Library
MINUTES

Independent Public School - Successful, Supportive, Sustainable

DATE:	30 th July, 2024	TIME:	3:50pm for a 4:00pm start	CHAIRPERSON:	Carly Veitch	MINUTE SECRETARY:	Emma Davey
ATTENDEES:	<p>Carly Veitch (Parent), Vanessa Hewitt (Parent), Chad Atkinson (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Narelle Bailey (Staff), Emma Davey (Minute Secretary), Chantelle Meade (Student Leadership Coordinator), and selected Student Leaders (Katerina Haeusler, Lara Davey, Ella Veitch, Thomas MacDonald), Jennifer Murray (Administration and Communications Officer).</p> <p><u>Parents:</u> Debbie Kitai, Skye Carlshausen, Louise Atkinson, Melissa Blechynden, Rebecca Smith.</p>						

#	Time	Item	Who will Lead?	Status: Discussion / Progress / Update / Note / Confirm / Report / Endorse	Action and/or Timeline, Notes
1.0	4:03	Welcome and Apologies			
1.1		Opening and welcome. Acknowledgement of Country.	Chair and Principal	Note	<p><u>Apologies:</u> Cathy Smith (Leave) and Michael Barrett-Lennard (Community Member).</p> <p>Absentees: Nil. <u>Terms of Reference 10.1: Quorum</u> At a meeting, fifty per cent of members present in person at a School Board meeting constitute a quorum. (N.B This includes electronic means).</p>
1.2		Confirmation of the Agenda.	Chair	Confirm	<p>Call for late General Business items.</p> <p><u>See # 4.1 below.</u></p> <ul style="list-style-type: none"> Nil.
2.0	4:05	Disclosure of Interests			
2.1			Chair	Note	<p>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.</p> <ul style="list-style-type: none"> Nil.
3.0	4:07	Minutes of Previous Meeting			
3.1		Review previous meeting minutes.	Chair	Confirm	<p>Endorsement of the previous meeting minutes as an accurate representation of the meeting. Emailed Wednesday 26/06/2024 1:32pm.</p> <p>Moved: Narelle Bailey Seconded: Sally Kilpatrick</p>
4.0	4:15	Actions Arising from previous			
4.1		Carryover: General Business.	Chair	Note	<p>Carryover: Discussion from previous meeting not completed. (General Business).</p> <ul style="list-style-type: none"> No carry over business.

5.0	4.20	Correspondence				
5.1		<p>IN:</p> <ul style="list-style-type: none"> Approval email Change to the Configuration of the School Day > Parent-Teacher Interview Afternoon. Regional Education Strategy Consultation Draft. <p>OUT:</p> <ul style="list-style-type: none"> Nil. 	<p>Adrian</p> <p>Adrian</p> <p>Adrian</p>	<p>Note</p> <p>Review</p> <p>Note</p>	<ul style="list-style-type: none"> Email from Phillip White (Director of Education (Wheatbelt) confirming approval for 2024 and mechanism for similar in 2025. The Minister for Education, Hon Dr Tony Buti MLA, has released for consultation a draft regional education strategy. 	<p>Attachment 1: Email > Configuration of the School Day > Reporting to Parents.</p> <p>Attachment 2: Regional Education Strategy Consultation Draft.</p> <ul style="list-style-type: none"> Highlights the need to improve rural education and provide opportunities equal to what metro schools offer. Board to give feedback on the document. Parents can give feedback as well. Long consultation period, perhaps until the end of the year. Adrian strongly urged people to read and provide feedback. <ul style="list-style-type: none"> Nil.
6.0	4.25	Agenda Items				
6.1		Student Leader Presentation.	Chair	Discuss	<ul style="list-style-type: none"> Four Student Leaders to present a brief report to School Board. (Katerina, Lara, Ella, Thomas) To be presented after Meeting Welcome Agenda Item #1.1. 	<ul style="list-style-type: none"> Chantelle Meade (Student Leader Coordinator) to attend and support Student Leaders. Leaders introduced. Items discussed: <ul style="list-style-type: none"> Assembly participation. ANZAC Service. Classroom visits > gaining input from students (e.g. fundraisers, ideas, activity ideas sport activities and mini competitions) General theme: more to do at break times. Secondary > footy goals at the other end of oval, benches in secondary area, uniform ideas (hoodies under shirt and branded pants.) Hoodies not currently allowed. Small logos are allowed if smaller than 50c piece. Students would prefer a hoodie over a rugby jumper. Would like more sports equipment (e.g.: Footy Club – to have interschool football teams- a girls and boys team).

					<ul style="list-style-type: none"> ▪ Narelle: Already allows students to participate in footy carnivals. ▪ Adrian: P&C are working towards cement painted games (e.g.: large chess). ○ Question to leaders – what equipment do you need? <ul style="list-style-type: none"> ▪ More art supplies (textas, pencils and paper) for School Library. ▪ Equipment: goes in phases depending on what is popular. ▪ Narelle: Has equipment to donate to community (e.g. wooden cricket bats, new equipment coming in). ▪ More games for the library (e.g. Monopoly). ▪ A tidy red shed > needs work. ▪ Adrian question “if you had a magic wand and you had one wish what would you want? Bring back a climbing frame playground in secondary. Tables and chairs under the red shed. ○ Fundraiser idea supporting Telethon. (e.g. crazy hair days and hair stalls for a gold coin donation; or marathon). ○ Chantelle has registered the school for online donations for Telethon.
6.2	Principal Report.	Adrian	Note	<ul style="list-style-type: none"> • Principal to provide report. 	<p><u>To be provided</u> at meeting: Principal Report. Adrian read highlights from Annual Report:</p> <ul style="list-style-type: none"> • Business Plan. • School assessment data > positive results. • High impact, low variation teaching > Teach Well training for some teachers. • Final year of Fogarty EDvance 2025 will continue

						<p>as alumni and will have access to resources and surveys.</p> <ul style="list-style-type: none"> • Well - Led School program > Staff Health and Wellbeing focus. • Strong Emergency Services Cadets Program. • Aboriginal Secondary Girls Engagement Program with York, Quairading, Beverley and Brookton DHSs. • Beverley DHS attends Emergency Services Cadets at York at present under a sub-unit arrangement. Though recently, endorsed to run cadet training activities locally at Beverley DHS for the remainder of 2024. At Some time in 2025 Beverley DHS will become a stand-alone unit. Beverley staff to run the program. Funding - \$435 per cadet. Staff planning and timetabling needs to be considered. Regular student attendance and participation at Cadets should improve in both instances. Will need more Beverley DHS staff involved. Can forge partnerships with community emergency service groups and invite to support training / learning. • Enrolments are continuing to be received. Census in August and then projected enrolments are due soon. 188 students currently, many more happening, possibility to hit 200 by end of year. Projected enrolments are conservative in how we estimate numbers. No classes that are at limit at present. Adrian explained student centred funding model and how it impacts class sizes. • NAPLAN 2024 results have been mailed to all parents. Sally working on Executive Summary. • Deb requested to view NAPLAN Executive Summary being prepared by the school to see what the school recommends moving forwards. Adrian advised after Whole School Improvement Team have reviewed, recommendations may be made available for parents. Adrian discussed Response to Intervention model and tiered intervention and what this support looks like.
--	--	--	--	--	--	---

					<p>Beverley DHS has purchased Elastik software > data analysis tool. Elastik can be used to compare to other Wheatbelt schools.</p> <ul style="list-style-type: none"> • Adrian > can access My Schools to review data and compare to other schools. • Parent teacher interviews > over 100 bookings, 30% households. Post survey to be conducted. Compass used to book conferences.
6.3	School Board Team Building and Training.	Adrian	Discuss	<ul style="list-style-type: none"> • Training or support required for Board Effectiveness. • Training: <ul style="list-style-type: none"> ○ Accountable and Ethical Decision Making ○ Aboriginal and Torres Strait Islander Cultural Awareness. 	<p>ACTION: Adrian to supply information to Board so that members can complete the training. Adrian explained training:</p> <ul style="list-style-type: none"> • Accountable and Ethical Decision Making. • ATSI Cultural Awareness. • Adrian to set up parent representatives on the portal to complete board mandated training.
6.4	School Board Election Planning	Adrian	Discuss	<ul style="list-style-type: none"> • Nominations and Elections to be called for prior to Meeting #6 (Week 7). 	<ul style="list-style-type: none"> • School Board needs another parent representative. Vacancy exists to replace Darryl Hagan. Vanessa also finishes current term at end of year. Call for nominations later this term. • To encourage parents to nominate. 8 meetings a year. • Jen Murray (Administration and Communications Officer) to start publicising school board member profiles. • Carly asked if nominations could be done via paper as parents have expressed difficulty using Compass. Adrian will consider how best to communicate this to community. • Public School Review > School Board meets with that team.
6.5	Review of Behaviour Tracking and Attendance.	Adrian	Discuss	<ul style="list-style-type: none"> • Review school behaviour and attendance data. 	<p>To be presented at next meeting. Brief verbal overview from Adrian:</p> <ul style="list-style-type: none"> • Attendance > worse than COVID times. Attendance has dropped. Multitude of reasons (e.g. illness, engagement). • Relaunch of PBS (Positive Behaviour School) and new Behaviour Support Policy. These are both linked. New resources and explicit lessons developed by Sally Kilpatrick. Resources to be shared with parents.

6.6		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 1 2025 > Week 5 > Tuesday 4th March 2025 and Term 3 2025 > Week 3 > Tuesday 5th August 2025. • Changes to Reporting to Parents formal reports. 	<p>ACTION: Refer #5.1 Endorse dates for 2025 and request approval.</p> <ul style="list-style-type: none"> • Term 1 Week 6 Tues 11th March 2025 • Term 3 Week 3 Tues 5th August 2025 • Dates endorsed by school board members. • School reports will contain less comments in future. • Parents / staff in attendance at meeting reported a positive experience and liked the format. • Debbie > noisy in communal space. • Carly > some parents could not attend due to childcare issues. • Narelle > need an option to talk about all children in one time slot. • Future interview afternoons to have more time slots available. Likely to be 10 minutes. • COMPASS Conference module could be used at any stage of the year for parent interviews. Streamlined approach.
6.7		School Business Plan 2023 - 2025 Monitoring and Action #1	Adrian	Discuss Progress	<ul style="list-style-type: none"> • Review of Focus Areas and progress against priorities and initiatives. 	<p>Copy of School Business Plan 2023 - 2025 provided. Update from Adrian:</p> <ul style="list-style-type: none"> • Strategic Direction Document (SDD) and Operational plans and KPIs sit alongside Business Plan. • Next SDD is being developed now for 2025-2027 and sits against the School Business Plan. • Instructional Model and BDHS Play Book created -agreed best practice across the school. • Building staff capacity. Distributed leadership, senior teachers, team leaders. • Student engagement PBS. Need to add Social Emotional wellbeing focus. Some data indicates that secondary students experience fewer positive signs of strong social and emotional wellbeing. Similar trends in secondary student cohorts across the Wheatbelt.

7.0	5:10	Reports				
7.1		Finance Reports	Adrian	Note Confirm	<ul style="list-style-type: none"> School Financial Summary Report. Operational One Line Budget Summary. Consolidated Financial Report Cash & Salary. Comparative Budget. 	<p>Attachment 3: School Financial Summary Report. Attachment 4: One Line Budget Summary. Attachment 5: Consolidated Report Cash & Salary – 95% spent on salary, 5% cash (for everything else) Attachment 6: Comparative Budget.</p> <p>Adrian explained what the reports and budgets are.</p> <p>There is carryover salary budget for 2024.</p> <p>Reserve account explained & associated work force planning.</p> <p>Money saved through not getting relief when admin staff out.</p> <p>Finance committee – minutes come to board.</p>
8.0	5:15	General Business				
8.1			Chair	Confirm	<ul style="list-style-type: none"> No general business from board members or parents in attendance. 	
9.0	5:30	Number #5 of 2024 Meeting close	Chair	Confirm	Meeting closed at 5.37pm.	
10.0		Next Meeting: Number #6	Chair	Confirm	Date: Tuesday 27 th August 2024 Time: 5.00pm	

Signed (Chair)

Date: