



Beverley District High School
School Board Meeting - Room 2 ICT Lab
MINUTES

Independent Public School - Successful, Supportive, Sustainable


DATE:	3 rd November, 2021	TIME:	6:50pm for a 7:00pm start	CHAIRPERSON:	Damien Murray	MINUTE SECRETARY:	Alisha Murray
ATTENDEES:	Damien Murray (Parent), Darrell Hagan (Parent), Deb Kitai (Parent), Vanessa Hewitt (Parent), Adrian Lister (Principal), Sarah Aynsley (Staff), Samantha Gollan (Staff), Michael Barrett-Lennard (Community Member) and Alisha Murray (Minute Secretary).						

#	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. Acknowledgement of Country.	Chair and Principal	Note	Apologies: Mick Barrett-Lennard	Absentees: Terms of Reference 10.1: Quorum At a meeting, fifty per cent of members present in person at a Board meeting constitute a quorum. (N.B This includes electronic means). <u>See # 4.1 below.</u>
1.2		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items.	
2.0	7:05	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.	
3.0	7:08	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 Friday 17/09/2021 11.07am. Damien > Point from previous minutes 6.6 relocation of the school buses to Edwards Street. Adrian has spoken to Max Hunter and now needs to speak with the Kendrick Bus Contractor and is certain that the bus bays will be relocated in 2022.	Moved: Damien Murray Seconded: Sam Gollan
4.0	7:12	Actions Arising from previous				
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business).	Nil.

5.0	7.15	Correspondence					
5.1		IN: • Nil.	Adrian	Note	<ul style="list-style-type: none"> Primary Science Funding. The school's application to transfer the funding for Science Resources received into a Funding Refurbishment and Resources Grant has been approved. 	<p>Attachment 1: Primary Science Funding. Adrian to continue this process and we now wait for department refurbishments.</p>	
5.2		OUT: • Letter of Support > Shire of Beverley for Spring Back to Beverley festivities. • Email > School of Instrumental Music (SIM) Proposal for 2022.	Adrian Adrian Adrian	Note Note Note	<ul style="list-style-type: none"> To support Spring Back to Beverley for funding for Perth Symphony Orchestra. Adrian has been asked to sit on the committee. Email sent to Mr. Bruce Herriman, Principal SIM. School of Instrumental Music application has been submitted to test Year 5 and 6 students to be invited to join a SIM program at school. Following the distribution of the agenda SIM confirmed via email that formal approval of the program for 2022. 	<p>Attachment 2: Letter of Support - Shire of Beverley.</p> <p>Attachment 3: Email and SIM Proposal.</p>	
6.0	7.20	Agenda Items					
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> Principal to provide report. Added that two Year 4 students have qualified for the 2022 PEAC program. 	<p>Attachment 4: Principal's Report.</p>	
6.2		School Board Nominations and Elections 2022.	Adrian	Confirm	<ul style="list-style-type: none"> Confirmation of nominee/s and decision on election. Parent and Staff Representative positions. Vanessa Hewitt was nominated and uncontested > three-year term, endorsed by the board. Staff positions > Sam Gollan has taken on Sarah Aynsley's final year of her term and Shirley Julie-Wallis has nominated for the three-year board position. Both nominations accepted. No election needed. Endorsed by the board. 	<ul style="list-style-type: none"> Sam Gollan (Staff Representative) one - year term 2022. Shirley Julie-Wallis (Staff Representative) three-year term 2022 - 2024 Vanessa Hewitt (Parent Representative) three-year term 2022 - 2024 	
6.3		PAT Achievement Data Review.	Adrian	Discuss	<ul style="list-style-type: none"> Postponed until School Board Meeting #8 Week 7 (24/11/2021). 	<p>ACTION: Postponed until School Board Meeting #8 Week 7 (24/11/2021).</p>	
6.4		School Planning 2022	Adrian	Update	<ul style="list-style-type: none"> Preliminary enrolment estimates, budgets and enrolments for 2022. Update concerning pending / future staffing appointments. Selection Processes 2021 / 2022. 	<p>Preliminary budgeting continuing for 2022.</p> <p>Pool process is advertised and live. To be completed by the end of the year, read for 2022.</p>	

6.5	Beverley DHS Our Plan Monitoring and Action Tool & Annual Operational Plan Review 2021.	Adrian	Confirm	<ul style="list-style-type: none"> Reviewed Our Plan Monitoring and Action Tool for Term 4. Reviewed Beverley DHS Annual Operational Plan 2021. Annual Operational Focus across the board is looking positive and then map for 2022 was presented. The judgement process and roles of staff and the board were clarified. To discuss and approve. Outlined the additional \$100 hire fee to the optional fees Optional costs were clarified. Changes to Special Projects notes > SIDE Woodwork. 	<p>Attachment 5: School Business Plan – Monitoring and Action Tool 2020 - 2022 (Term 4 Review).</p> <p>Attachment 6: Beverley DHS Annual Operational Plan 2021.</p> <ul style="list-style-type: none"> First DRAFT Contributions, Fees and Charges 2022. First DRAFT Booklists 2022. To be confirmed at the next Board Meeting. <p>ACTION: To add a clarifying comment to the Instrument Hire (Selected students notified on placement in the Instrumental Music Program).</p> <ul style="list-style-type: none"> Feedback to be provided to Student Leadership group in Term 2 by Principal and School Board member/s on items actioned. <p>ACTION: Vanessa Hewitt to join Adrian to meet with student leaders.</p> <p>ACTION: Adrian to amend studs to “ear studs” and to distribute to school community later this term. Moved: Sam Gollan Seconded: Sarah Aynsley</p>
6.6	First DRAFT Contributions, Fees and Charges for 2022 & Booklists 2022.	Adrian	Discuss	<ul style="list-style-type: none"> All Board Members to reflect on the Student Leader feedback from the School Board Meeting at the beginning of Term 3. Principal/School Board member to provide personal feedback at next Student Leaders Meeting. Updated policy and associated procedures to be approved and endorsed. Effective from Term 1, 2022. Confirmed and approved with amendments. 	<p>Attachment 7: One Line Budget Summary.</p> <p>Attachment 8: Consolidated Report Cash & Salary.</p> <p>Attachment 9: Comparative Budget.</p> <p>ACTION: Budgets noted by the Board.</p> <p>ACTION: Parent and community board members to forward Drivers Licence number and a Passport for inclusion and updating in new online Councils and Boards Register. Adrian to show Board at next meeting.</p>
6.7	Student Leader Feedback - Reflections	Adrian	Discuss	<ul style="list-style-type: none"> Presented and discussed One Line Budget Summary. Consolidated Financial Report Cash & Salary. Comparative Budget. 	<p>ACTION: New central register available for Principal's and Manager, Corporate Services (MCS).</p> <ul style="list-style-type: none"> Need some additional information from parent members and community member.
6.8	Student Dress Code Policy	Adrian	Confirm and approve.	<ul style="list-style-type: none"> Upcoming events and ongoing planning discussed. Feedback regarding the Secondary Interschool Carnival organisation has been forwarded to York DHS and the CGSISA. 	
7.0	Reports				
7.1	Finance Report.	Adrian	Noted		
8.0	8:15				
8.1	General Business Councils and Boards Register	Adrian	Note		
8.2	End of Year Events Planning	Adrian	Update		

						<ul style="list-style-type: none"> Presentation Night has been reviewed and there is a reduction of awards to ensure that the awards are viewed as exemplary. Staff are providing final feedback about this now. 	
9.0	8:30	Next Meeting:				Wednesday 24 th November, 2021 (Term 4 - Week 7)	The meeting will be followed by dinner at a local venue.
		Number 8 of 2021	Chair	Note	Time: 5.00pm		Date: 03/11/2021
10.0		Meeting close	Chair	Confirm			Meeting closed at 8.40pm


 Signed (chair)

Date: 24/11/21