



Beverley District High School
School Board (Meeting #3) – Principal's Office
MINUTES

Independent Public School - Successful, Supportive, Sustainable

DATE:	21 st May, 2024	TIME:	4:50pm for a 5:00pm start	CHAIRPERSON:	Darrell Hagan	MINUTE SECRETARY:	Cathy Smith
ATTENDEES:	Darrell Hagan (Parent), Vanessa Hewitt (Parent), Carly Veitch (Parent), Chad Atkinson (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Narelle Bailey (Staff) > Teleconference, Michael Barrett-Lennard (Community Member) > MS 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 Welcome to Chad Atkinson as new parent representative of School Board. Length of appointment to be determined in Term 3.	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).
1.2		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items. <u>See # 4.1 below.</u> Nil.
2.0	5:05	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.
3.0	5:07	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 06/03/2024 2:23pm. ACTION: Amend apologies to include Carly Veitch. Moved: Sally Kilpatrick Seconded: Vanessa Hewitt
4.0	5:15	Actions Arising from previous			
4.1		Carryover: General Business.	Chair	Note Carryover: Discussion from previous meeting not completed. (General Business).	

5.0	5.20	Correspondence				
5.1		IN: <ul style="list-style-type: none"> WA Student Assistance Payment. OUT: <ul style="list-style-type: none"> Nil. 	Adrian Adrian	Note Note	<ul style="list-style-type: none"> WA Student Assistance Payment. This State Government initiative offers a cost-of-living payment for every student in Western Australia to provide financial relief and assist families with their children's schooling. Nil. 	<ul style="list-style-type: none"> <i>To be provided</i> at meeting. Nil.
6.0	5.25	Agenda Items				
6.1		Principal Report.	Adrian	Note	<ul style="list-style-type: none"> Principal to provide report. 	<ul style="list-style-type: none"> Attachment 1: Principal Report.
6.2		School Board Planning and Promotion.	Darrell	Discuss	<ul style="list-style-type: none"> To discuss future directions, planning and promotion of School Board, and any ongoing training / support required. 	<i>To be provided</i> at meeting: <ul style="list-style-type: none"> Attachment 2: Letter from Darrell Hagan. Appointment of Carly Veitch as School Board Chair for remainder of 2024. Public Meeting to be held as second meeting in Term 3.
6.3		Secondary Perceptions and Directions.	Adrian	Discuss	<ul style="list-style-type: none"> Secondary Locker Usage Guidelines. Form Room. Curriculum delivery: is this meeting student needs? 	<ul style="list-style-type: none"> Attachment 3: Secondary Locker Guidelines and Agreement DRAFT. Discussed recent issues / risks with secondary lockers. Reviewed new guidelines and agreement for lockers. Board supportive of implementation. Discussed Form Room and need for structured activities and learning plans. Providing engaging and relevant curriculum programs and offerings for secondary students that meet our local context along with identified student pathways. Vocational and Career Education, Certificates and skills sets, work placement, increased options in Technologies, The Arts, HPE, and Languages.

6.4		Development of Student Leader Questions.	Adrian	Discuss	<ul style="list-style-type: none"> To be finalised for next meeting. Discuss details and determine questions. 	<ul style="list-style-type: none"> ACTION: Adrian to work with Student Leadership Team. Invite to Heads of School in addition to two primary student leaders. Short reports to be presented and then questions from school board members.
6.5		BDHS Annual Report 2023.	Adrian	Endorse	<ul style="list-style-type: none"> DRAFT Annual Report 2023 tabled for review and comment. 	<ul style="list-style-type: none"> Annual Report noted by School Board. ACTION: To be published on school website, COMPASS and Schools Online.
6.6		Beverley DHS Behaviour Support Policy FINAL	Adrian	Note	<ul style="list-style-type: none"> PBS Matrix and BSP Flowchart to be added. To implement Term 3 2024. 	<ul style="list-style-type: none"> Board reviewed the Behaviour Support Flowchart (Secondary). ACTION: Behaviour Support Policy almost completed. For implementation Term 3 2024.
6.7		PBS SPARK Matrix	Adrian	Discuss	<ul style="list-style-type: none"> Launch of rebranded PBS SPARK Matrix at Primary Assembly 16/05/2024. 	<ul style="list-style-type: none"> Board reviewed PBS SPARK Matrix. ACTION: Ready to publish to parents. To be displayed in all classrooms and learning spaces.
6.8		School Business Plan 2023 – 2025 Monitoring and Action #1	Adrian	Discuss progress	<ul style="list-style-type: none"> Review current implementation and any issues. 	<ul style="list-style-type: none"> ACTION: Key Performance Indicators (KPIs) attached to Whole School Improvement Plan to be presented at next School Board Meeting.
7.0	6:10	Reports				
7.1		Finance Reports	Adrian	Note Confirm	<ul style="list-style-type: none"> Funding Agreement 2024. Operational One Line Budget Summary. Consolidated Financial Report Cash & Salary. Beverley DHS Finance Committee update. 	<p><u>Provided</u> at meeting:</p> <ul style="list-style-type: none"> Funding Agreement 2024. School Financial Summary Report. One Line Budget Summary. Consolidated Report Cash & Salary. Comparative Budget. Beverley DHS Finance Committee Minutes. <p>ACTION: All reports noted. School Board Chair and Principal signed Funding Agreement 2024.</p>
8.0	6:15	General Business				
8.1		Student Dress Code Policy	Adrian	Endorse	<ul style="list-style-type: none"> Addition of a Black Cap for Secondary students. Secondary Rugby Jumpers 2024. Year 6 Leavers Shirts. 	<ul style="list-style-type: none"> ACTION: Amendments to Student Dress Code Policy endorsed. (Year 6 Leavers Shirt to be reviewed between meetings via email).
8.2		Staffing Update	Adrian	Note	<ul style="list-style-type: none"> Selection process nearly finished for 0.6 FTE permanent Special Education Needs Education Assistant. Request to advertise new permanent position Administration and Communications Officer 0.8FTE (based in School Library) waiting for approval from Schools Recruitment. 	

9.0	6:30	Number #3 of 2024 Meeting close	Chair	Confirm	Meeting closed at 6:41pm
10.0		Next Meeting: Number #4	Chair	Confirm	ANNUAL PUBLIC MEETING Date: 18/06/2024 (Term 2 - Week 10) Time: TBD


 Signed (Chair)

25/6/24.
 Date: