

**Beverley District High School**  
**School Board (Meeting #1) - Staff Room**  
**MINUTES**

**Independent Public School - Successful, Supportive, Sustainable**

<b>DATE:</b>	22 <sup>nd</sup> February, 2024	<b>TIME:</b>	4:50pm for a 5:00pm start	<b>CHAIRPERSON:</b>	Darrell Hagan	<b>MINUTE SECRETARY:</b>	Cathy Smith (Deputy Principal)
<b>ATTENDEES:</b>	Darrell Hagan (Parent), Vanessa Hewitt (Parent), Carly Veitch (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Cathy Smith (Minute Secretary). ONLINE: Narelle Bailey (Staff)						

#	Time	Item	Who will Lead?	Status: Discussion / Progress / Update / Note / Confirm / Report / Endorse	Action and/or Timeline, Notes
1.0	5:00	<b>Welcome and Apologies</b>			
1.1		Opening and welcome. Acknowledgement of Country.	Principal	Note	Apologies: Michael Barrett-Lennard
1.2		Election of Chair / Community Member	Adrian	Confirm	<ul style="list-style-type: none"> <li>To elect School Board Chair based and Community Member.</li> </ul>
1.3		Terms of Reference and Code of Conduct.	Chair	Confirm	<ul style="list-style-type: none"> <li>Review Terms of Reference/ Code of Conduct / Meeting. Protocols for BDHS School Board.</li> <li>Board Membership Tracker.</li> </ul>
1.4		Confirmation of the Agenda.	Chair	Confirm	Call for late General Business items.

**Terms of Reference 10.1: Quorum**  
 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).

- Darrell Hagan was nominated by Vanessa Hewitt and Michael Barrett-Lennard in reply to an email prior to the meeting as per Terms of Reference.
- As the only nomination received Darrell was elected School Board Chairperson unopposed.
- Community Member: Michael Barrett-Lennard elected by School Board unopposed as Community Member.

- Attachment 1:** BDHS Board Terms of Reference.  
**Attachment 2:** Code of Conduct & Meeting Protocols.
- No changes to Terms of Reference and no changes to Code of Conduct.
  - Board Membership Tracker provided at meeting.
  - Tracker: to record attendance, length of term etc. Adrian to email tracker out with minutes.
  - Meeting protocols endorsed, to be signed by Narelle.

**See # 4.1 below.**

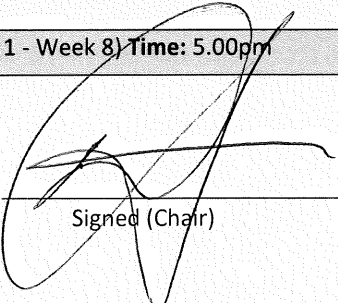
- Nil.





						<p>22 girls and accompanying staff from 4 schools in the network attended. Cathy Smith, DP, is overseeing program; very positive response from first session.</p> <ul style="list-style-type: none"> <li>School Chaplain Wazza provides pastoral care. Will implement Drumbeat this year in addition to other services he offers. High school to be targeted first to follow through the school as the year progresses.</li> <li>Communication with parents: Adrian explained Connect and Respect resources and guidelines developed by the Department regarding appropriate conduct and communication.</li> </ul> <p>Beverley DHS Policy Reviews.</p> <ul style="list-style-type: none"> <li>Excursions Policy to be reviewed.</li> <li>Behaviour Support Policy ready to be endorsed at next meeting. Adrian explained changes made and will distribute policy. Explained link to Zones of Regulation.</li> </ul>
6.2		Meeting dates / schedule for 2024.	Adrian	Confirm	<ul style="list-style-type: none"> <li>Dates / schedule for 2024.</li> <li>Proposed Order of School Board Business 2024 DRAFT.</li> <li>School Development Days.</li> </ul>	<p><b>Attachment 3:</b> Proposed Schedule of Business 2024.</p> <ul style="list-style-type: none"> <li>Move to change School Board meetings to Tuesdays at 5.00pm. To trial next Term 1 Meeting #2 (Week 8) Tuesday 19/03/2024 5.00pm.</li> </ul>
6.3		Planning for School Board 2024.	Adrian	Discuss	<ul style="list-style-type: none"> <li>School Board vacant parent representative position 2024 - 2026.</li> </ul>	<ul style="list-style-type: none"> <li>Swimming carnival an opportunity to ask people.</li> <li>School Board fliers to be distributed at carnival, Sally to organise.</li> <li>Any board members needing a new badge see Adrian.</li> </ul>
6.4		Proposed Schedule of Business 2024 & Meeting Dates.	Adrian	Confirm	<ul style="list-style-type: none"> <li>To determine proposed schedule of business, meeting dates, and schedule for 2024.</li> </ul>	
6.5		Focus 2024	Adrian	Discuss	<ul style="list-style-type: none"> <li>Discuss departments areas of focus and support for 2024.</li> </ul>	<p><b>Attachment 4:</b> Focus 2024.</p> <ul style="list-style-type: none"> <li>Adrian highlighted points for focus for Beverley DHS in 2024.</li> </ul>
6.6		Staff Health and Wellbeing	Adrian	Update	<ul style="list-style-type: none"> <li>Share Staff HWB Survey Report &gt; Comparison 2022 - 2023.</li> <li>Key findings and recommendations.</li> </ul>	<p><b>Attachment 5:</b> Staff Health and Wellbeing Survey 2023 Results.</p> <ul style="list-style-type: none"> <li>Focus in this area has seen some very positive results. Heading in right direction which will be consolidated by having a plan end of Term 2.</li> </ul>

6.7		National School Opinion Survey	Adrian	Discussion	<ul style="list-style-type: none"> <li>NSO Survey has been discontinued. School currently using OHI / TTFM and can also utilise School Culture Survey.</li> <li>Also using other survey tools such as Microsoft Forms.</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient data accumulated from other surveys run at Beverley DHS.</li> </ul>
6.8		Fogarty Strategic Direction Review.	Adrian Sally	Report	<ul style="list-style-type: none"> <li>Update on milestones and KPIs &gt; current Fogarty initiatives.</li> </ul>	<p><u>To be provided at meeting:</u></p> <ul style="list-style-type: none"> <li>Milestones and KPIs provided and reviewed.</li> <li>Now have Whole School Improvement Team (WSIT) and strategic direction document.</li> <li>Sally explained Strategic Action Teams (SATs) and priority areas that link to school improvement.</li> <li>Fogarty has laid foundation for how Beverley DHS implements strategic planning.</li> <li>Targets need to be altered in line with current NAPLAN proficiency bands.</li> </ul>
7.0	<b>6:10</b>	<b>Reports</b>				
7.1		Finance Report and Cash Budget 2024.	Adrian	Note Confirm	<ul style="list-style-type: none"> <li>Preliminary One Line Budget Summary.</li> <li>Beverley DHS Finance Committee update.</li> </ul>	<p><b>Attachment 6:</b> Preliminary Student-Centred Funding Report.</p> <p><b>Attachment 7:</b> Cash Budget 2024.</p> <ul style="list-style-type: none"> <li>Tabled reports.</li> <li>Finance committee approved cash budget.</li> <li>School Board noted and confirmed Cash Budget 2024. Signed by Principal and School Board Chair.</li> </ul>
8.0	<b>6:15</b>	<b>General Business</b>				
8.1		Planning for Student Leaders attending School Board Meeting.	Adrian	Confirm	<ul style="list-style-type: none"> <li>Discuss details and determine questions / plan / date.</li> </ul>	<ul style="list-style-type: none"> <li>Deferred to next meeting.</li> </ul>
9.0	<b>6:30</b>	Number #1 of 2024 Meeting close	Chair	Confirm	<b>Meeting closed at 6.39pm</b>	
10.0		<b>Next Meeting: Number #2</b>	Chair	Confirm	<b>Date: Tuesday 19/03/2024 (Term 1 - Week 8) Time: 5.00pm</b>	

  
 Signed (Chair)

19/03/2024  
 Date: