

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

Independent Public School - Successful, Supportive, Sustainable

4:50pm for a 5:00pm start 22nd February, 2024 CHAIRPERSON: Darrell Hagan MINUTE SECRETARY: Cathy Smith (Deputy Principal) TIME: DATE:

Darrell Hagan (Parent), Vanessa Hewitt (Parent), Carly Veitch (Parent), Adrian Lister (Principal), Sally Kilpatrick (Staff), Cathy Smith (Minute Secretary). ATTENDEES:

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	Welcome and Apologies				
1.1		Opening and welcome. Acknowledgement of Country.	Principal	Note	Apologies: Michael Barrett-Lennard	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).
1.2		Election of Chair / Community Member	Adrian	Confirm	To elect School Board Chair based and Community Member.	 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.
1.3		Terms of Reference and Code of Conduct.	Chair	Confirm	 Review Terms of Reference/ Code of Conduct / Meeting. Protocols for BDHS School Board. Board Membership Tracker. 	 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.
1.4		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 11/12/2023 12:46pm.	Moved: Carly Veitch. Seconded: Sally Kilpatrick.
4.0	5:15	Actions Arising from previous				
4.1		Carryover: General Business.	Chair	Note	Carryover: Discussion from previous meeting not completed. (General Business).	No carryover.
5.0	5.20	Correspondence				A Company of the Comp
5.1		IN: Nil. OUT: Nil.	Adrian Adrian	Note Note	• Nil. • Nil.	In: Welcome email from Lisa Rodgers (Director-General) to staff and community. Email requesting a Letter of support for Beverley Station Arts Funding. Out: Letter of Support for Beverley Station Arts Letter of Support for Shire of Beverley for local swimming pool upgrade.
6.0	5.25	Agenda Items				
6.1		Principal Report.	Adrian	Note	Principal to provide report. Beverley DHS Policy Reviews.	 Principal Report provided at meeting. Class structures remain same. Splits across school except for Year 1. 170 students forecast last year but actual figure is 184 at Census. Budget confirmed with aim to maximise student achievement across K-11. Staffing > Tracey Fleay and Jo Sims leaving Beverley DHS to pursue other interests. Adrian commended the service of both staff members. Gnalla Djooks Aboriginal Girls program run by Stephen Michael Foundation started on Monday.

					22 girls and accompanying staff from 4 schools in
					the network attended. Cathy Smith, DP, is overseeing program; very positive response from first session. • 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. Communication with parents: Adrian explained Connect and Respect resources and guidelines developed by the Department regarding appropriate conduct and communication.
					Beverley DHS Policy Reviews.
					Excursions Policy to be reviewed.
					Behaviour Support Policy ready to be endorsed at next meeting. Adrian explained changes made and will distribute policy. Explained link to Zones of Regulation.
6.2	Meeting dates / schedule for 2024.	Adrian	Confirm	 Dates / schedule for 2024. Proposed Order of School Board Business 2024 	 Attachment 3: Proposed Schedule of Business 2024. Move to change School Board meetings to
				DRAFT. • School Development Days.	Tuesdays at 5.00pm. To trial next Term 1 Meeting #2 (Week 8) Tuesday 19/03/2024 5.00pm.
6.3	Planning for School Board 2024.	Adrian	Discuss	School Board vacant parent representative position 2024 - 2026.	 Swimming carnival an opportunity to ask people. School Board fliers to be distributed at carnival, Sally to organise. Any board members needing a new badge see Adrian.
6.4	Proposed Schedule of Business 2024 & Meeting Dates.	Adrian	Confirm	To determine proposed schedule of business, meeting dates, and schedule for 2024.	Aurian.
6.5	Focus 2024	Adrian	Discuss	Discuss departments areas of focus and support for 2024.	 Attachment 4: Focus 2024. Adrian highlighted points for focus for Beverley DHS in 2024.
6.6	Staff Health and Wellbeing	Adrian	Update	• Share Staff HWB Survey Report > Comparison 2022 - 2023.	Attachment 5: Staff Health and Wellbeing Survey 2023 Results.
				Key findings and recommendations	 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.

6.7		National School Opinion Survey	Adrian	Discussion	 NSO Survey has been discontinued. School currently using OHI / TTFM and can also utilise School Culture Survey. Also using other survey tools such as Microsoft Forms. 	Sufficient data accumulated from other surveys run at Beverley DHS.
6.8		Fogarty Strategic Direction Review.	Adrian Sally	Report	Update on milestones and KPIs > current Fogarty initiatives.	 To be provided at meeting: Milestones and KPIs provided and reviewed. Now have Whole School Improvement Team (WSIT) and strategic direction document. Sally explained Strategic Action Teams (SATs) and priority areas that link to school improvement. Fogarty has laid foundation for how Beverley DHS implements strategic planning. Targets need to be altered in line with current NAPLAN proficiency bands.
7.0	6:10	Reports				
7.1		Finance Report and Cash Budget 2024.	Adrian	Note Confirm	 Preliminary One Line Budget Summary. Beverley DHS Finance Committee update. 	 Attachment 6: Preliminary Student-Centred Funding Report. Attachment 7: Cash Budget 2024. Tabled reports. Finance committee approved cash budget. School Board noted and confirmed Cash Budget 2024. Signed by Principal and School Board Chair.
8.0	6:15	General Business				
8.1		Planning for Student Leaders attending School Board Meeting.	Adrian	Confirm	Discuss details and determine questions / plan / date.	Deferred to next meeting.
9.0	6:30	Number #1 of 2024 Meeting close	Chair	Confirm	Meeting closed at 6.39pm	
10.0		Next Meeting: Number #2	Chair	Confirm	Date: Tuesday 19/03/2024 (Term 1 - Week 8) Time: 5.00	Day