



# Beverley District High School

## Independent Public School

20 John St Beverley | 9646 1165 | [beverley.dhs@education.wa.edu.au](mailto:beverley.dhs@education.wa.edu.au)

## School Board Meeting Minutes

*Meeting 1: Wed 13 Feb 2019*

**Present:** Damien Murray (Parent), Carly Veitch (Parent), Lisa Blanch (Parent), Mike Fairclough (Parent), Wendy Moore (Principal), Kellie Shaw (Staff), Samantha Gollan (Staff).

**Minutes Secretary:** Aliesha Murray was unable to attend; the minutes were recorded for transcription by Wendy Moore

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### Opening Business Wendy Moore

- Welcome to new Board members Mike Fairclough and Sam Gollan
  - Review of previous minutes – corrected from first version emailed to Board, which omitted Lisa as an apology. Acceptance moved by Carly, seconded Damien, approved, signed by Carly as previous Chair.
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### Election of Chair for 2019 Wendy Moore

- Mike Fairclough nominated Carly Veitch, who declined due to other commitments
  - Carly Veitch nominated Damien Murray, who accepted the nomination. There being no other nomination, Damien was elected as Chair.
  - Board congratulated Damien; Wendy and the Board thanked Carly for her work as Board Chair in 2018.
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### Review of Board Code of conduct Damien Murray

- Damien confirmed with new Board members that the Code that was set two years ago
  - No other amendments, questions or comments
  - The code of conduct and meeting protocol were accepted for 2019
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### Meeting schedule and order of business for 2019 Damien Murray

- Added community reform review as a minor item for 6 March meeting
  - Added invitation to student leaders to contribute to a Board meeting with topics for discussion drafted on 8 May and students to attend at 12 June meeting.
  - Meeting dates and Schedule of business for 2019 accepted; can be adjusted as the year progresses.
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### Draft annual school report

- Discussion and questions about the level of detail in the Financial report – possible annotations for negative figures, for example.
- Board members noted errors and omissions for editing: typographical errors, behavior summary data table is missing; request for annotation to say the outline on the NAPLAN graphs represents 'like schools'; inclusion of number of participating students for all year groups rather than just the small cohorts.
- Simon noted that the data in the paragraph below each NAPLAN test discussed achievement, whereas the graph and achievement targets related to progress, which is potentially confusing. Simon wondered whether it would be possible to identify whether there had been improvement in progress from year to year. Wendy noted that this data would not be valid for small cohorts where the group of students differed.
- Attendance data reporting – Mike questioned the separate reporting of Aboriginal and non-Aboriginal attendance. Wendy noted that this is not mandatory in the report, but it is usual to report in this way as improving Aboriginal attendance is an area of focus for the Department.
- The annual report has been endorsed based on the amendment requirements noted at the meeting.



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### School update 2019 Wendy Moore

Department of Education update:

- New Director General appointed.
- Some shifts filtering through from change of Government in terms of labour relations which have some impact on staffing flexibility. New emphasis on countering violence in schools and on leadership development.

Enrolment figures and trends

- looking stronger than initial planning for enrolments - likely to have 149 students. Wendy noted that 3 students had not been able to access a bus to Northam despite wishing to do so and had therefore remained at Beverley, but there were a good number of new enrolments.
- Lisa wondered whether initiatives such as the community calendar might have helped with boosting enrolments; feedback from Carly, Sam and Mike indicated that potential families were keen on the friendliness and politeness of students, the support programs offered, and the students' keenness to come to school here compared to their previous schools.

Budget and resourcing implications

- Initial budgetary predictions were discussed based on preliminary enrolment data and disability funding
  - Class sizes are a little larger than last year, particularly in upper primary and secondary. Additional flexibility might be possible for support for literacy, numeracy and secondary options based on the higher than anticipated enrolments.
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### Grounds concerns from school community Damien Murray

- Damien noted both previous and current concerns about the grounds. Parent feedback is that the condition of the grounds is unacceptable.
- Questions from parents via the P&C about why - when the school funded through its reserves the creation of the stormwater retention basin - are the lawns in poorer condition than they had been previously, especially when there is water still in the basin. There was dead lawn on opening day this year at the Lennard/Edward St end of the school, and this has a negative impact on the perception of the school in the eyes of families and the communities, especially when so much work has gone into grounds improvement by volunteers and the P&C.
- Wendy agreed that having a green school was the purpose of the stormwater retention basin project, and that the dam should have allowed this to occur without requiring additional funds for watering. Wendy agreed that the P&C, Board, Shire, Water Corp and volunteers were entitled to expect that this would translate into green lawns.
- Wendy acknowledged that the School's planning and monitoring had been inadequate, including checks prior to the summer break in relation to sprinkler timing and pressure and sprinkler head maintenance. There is a need to improve both spring and summer checks and monitoring over the break.
- Wendy noted that there is also less experience on staff currently in regards to turf and garden maintenance than in previous years; planned training and consultation had not yet been completed.
- Carly asked whether the FTE of our gardener (currently 0.6FTE) was adequate for the needs of the school. Wendy suggested that the issue was more about expertise than time, and noted that this might involve consultation with commercial providers, the community, or other Department of Education sources.



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- Mike asked whether there were other issues, e.g. the gardens themselves as well as the lawns. Wendy agreed that weed control had also been inadequate last year also; Damien noted that it remained so. Damien asked whether the playgrounds have been inspected for safety. Wendy noted that the Department's OSH rep did an inspection last week. The school also has an OSH representative on site, who has a weekly time allocated for checks, including playground checks.
- Mike feels that the first impression of the school is very important, and that it is therefore crucial to get this right. All agreed.
- Wendy discussed the work being done in the six seasons garden, and the value of having expert support (Mark Bundock & Lisa Blanch); Lisa noted that about half (three seasons) of the garden was doing well. She noted that irrigation advice would be valuable if there were problems with reticulation of the lawns; Wendy discussed the need to determine where the expertise should come from.
- Damien noted that the school's previous commitment to address concerns had not been adequately followed through and asked that the school bring a management plan to the Board that included a year planner with objectives to be met and procedures to be ticked off, etc. Wendy noted that there is a distinction between operational management and strategic planning; Damien asked that the Board be able to see the management plan and term by term and weekly template showing that actions had been ticked off as completed. Wendy confirmed that a plan that outlined priorities, expectations, milestones, etc was appropriate to be discussed at Board level, but the detailed duties statements – e.g. the schedules for sprinkler checks – are operational matters and not Board responsibility to oversee. However, a plan with strategies – e.g. consultation, and observable outcomes – e.g. condition of gardens and lawns – could be brought back to the Board and Wendy committed to bringing this to the next meeting, including plans to source expertise from outside the school.
- Simon noted that it might be of use to approach the Beverley Shire Council to seek input from the Shire's Gardens Supervisor, especially considering that the town oval is one of the best managed ovals in the Wheatbealt. Wendy thanked Simon for this suggestion.
- Wendy acknowledged that the Board, P&C Shire and school community had put significant man-hours and expertise into the grounds and duly felt that the school should reciprocate by upholding its own commitment to the grounds. Damien noted that it is clear that the community's disappointment was very much about having pride and investment in the school; the care factor is high, and addressing these concerns is thus a matter of priority.
- Simon suggested that some feedback about the issue – and about the issue being raised at Board level and the development of a plan to address this coming back to the next Board meeting – be included in the next newsletter.

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#### **Draft good standing annexure to Behaviour Management Policy** Kellie Shaw

- Department of Education is keen for all schools to have a Good Standing policy, although there is not yet clear guidance around this. The school has had this type of policy in the past, but it has not been formalized.
  - Input from staff and the Board about details including how good standing will be earned or lost, and what the criteria will be, will be developed over the next months and Kellie noted that the policy will be a work in progress over the course of the year.
  - Our school is keen to have this policy as an adjunct to our very positive Behaviour Management policy, hopefully with similar language and an emphasis on restorative justice. Lisa noted that the use of the SPARK matrix language would be very useful.
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- Discussion was held by the meeting around students who lose good standing being denied the opportunity to participate in events like sports carnivals or arts excursions if that is their area of strength – this is the main issue that the staff and Board will need to work through with guidance from the Department once available.
  - Kellie pointed out that it is critical that students have a good understanding of the policy so they have control over their own 'standing'.
  - Mike wondered about the role of mentoring; Kellie pointed out the overall wellbeing policy at the school is strong. Mike wondered about bullying at the school; Wendy noted that our school is typical of others in the Wheatbelt in terms of this issue, but there have been students who require additional support from the Department and the school can access this through the School of Special Educational Needs - Behavior and Engagement (SSEN:BE).
  - Wendy noted that the PBS (Positive Behaviour Support) committee was keen to have a parent rep – no-one from the Board had had the capacity previously, and Annette Quartermaine had taken on that role but had since left Beverley. Lisa Blanch had mentioned that she would be willing to join the committee. Board agreed that Lisa would act as its rep on the committee.
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#### Planning for school open afternoon Samantha Gollan

- Parents and community members to be invited to come and look in classrooms and around the school
  - Lisa and Damien suggested that the Board & the P&C together; Wendy suggested perhaps in the library with the afternoon tea, or perhaps a sausage sizzle.
  - Sam mentioned that the timeframe was a bit pushed but make sure that there might be a bit less happening, with fewer 'events' throughout.
  - It was great to have the student leaders showing parents around.
  - Planned for 21 March after the Year 3 and 4 assembly from 2.30pm.
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#### Meeting close

- Next meeting – public meeting 6 March at 7pm.
- Wendy will let the school community know that the meeting is on and that they are welcome to come along and ask questions. Damien will put the invitation out at the P&C AGM. If it is likely that there will be a lot of people along, the meeting will be held in the library rather than the staffroom.
- Meeting closed at 9.03pm