

# 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

*Wed 15 November 2017*

**Attendees:** Brendan McLean (Parent), Damien Murray (Parent), Carly Veitch (Parent), Wendy Moore (Principal), Kellie Shaw (Staff), Angela Sims (Staff).

**Apologies:** Ros Mellick (Parent)

**Minutes Secretary:** Aliesha Murray (Deputy Principal)

**Documents Presented:** Previous minutes, Financial statements, Summary of school PAT testing results and School Opinion Survey data; 2018 Contributions and charges and draft 2017 Annual Report.

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### 7.02pm

Brendan McLean

### Opening Business

Attendance and Apologies

School Board previous minutes

Moved: Brendan McLean    Seconded: Kellie Shaw

Signed by Chair

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### 7.05pm

Brendan

### Business arising

Brendan noted that he has not drafted the letter to Karen as yet but will do so prior to the presentation night to be presented to Karen with the Director Generals letter and the schools letter.

Damien

Damien noted that the board had planned to review the Behaviour Management Policy at the last meeting of the year. This was not put on the agenda for the meeting. Wendy responded that this would be tabled once the staff have reviewed the policy.

Wendy Moore

### School staffing update

Jacob Hare has been appointed as school gardener 0.6FTE

Diane Colebrook has retired

Karen Wansbrough has retired

Kylie Ritchie is still on parental leave and will not be returning to Beverley in 2018

Jenifer McCarthy has been rolled into a 0.8FTE permanent position

Part time employees have been carried over – Sarah Aynsley and Shirley Julie-Wallis

IPS schools are now mandated to consider redeployed staff as decided by the new state government.

Our student numbers are lower going into 2018 so our staffing allocation will reflect this.

EA staffing – we have been allocated an additional EA position for 2018 by the current government. This will be advertised.

Small classes will likely be combined for selected afternoon classes.

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### 7.10pm

Wendy Moore

### Financial reports

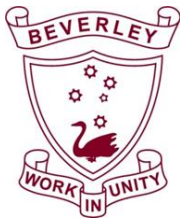
Financial reports year to date presented for acceptance.

Cash budget tabled

Salary Report tabled

Comparative Budget tabled (Brendan noted that the explanation boxes are very helpful for clarification of items listed)

Wendy Moved the reports are true and correct



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Seconded: Carly Veitch

Carried by the board

### **Contributions and charges for 2018 presented for endorsement.**

Damien questioned the rate of voluntary contributions. Referred to the financial reports to view the dollar value received.

Carly suggested that the fees go out the parents with a cover letter outlining payment options including an EFT option.

Wendy - Does the board endorse the contributions and charges?

Endorsed by the board

Wendy – Does the board endorse the Kindy/Pre Primary, Primary and Secondary personal items list?

Endorsed by the board

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**7.20pm**

Kellie Shaw

### **National school opinion survey**

Student, staff and parent survey data

The student survey is Year 5 – 10

27 families did the parent survey (mostly primary students' families)

20 staff did the Staff Survey

### **Reflection on these surveys**

The average response is agree (4) – a positive result and an improvement on 2016

Trends – parents and children feel safe at the school

Brendan – student behavior has historically been the lowest rating, this is still a current issue for various staff members.

The school will reflect on the data and gear responses and planning accordingly. Trends will be monitored over time and reviews of current practice will be undertaken (PBS, CMIS, Behaviour data tracking and Rock and Water).

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**7.35pm**

Wendy Moore

### **Outcomes reporting**

Summary of PAT data presented

Analysis of outcomes against business plan Achievement Target of:

70% of our students performing at average or above (Stanine 4 and above)

On analysis of this target it seems to be a realistic and aspirational target for our students based on the results collected this year

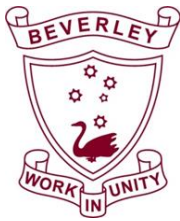
Those students who have achieved lower stanine results are the students who will be a focus for our intervention programs – aiming to move these students into the 4 – 6 band of students.

Our students have moved a half stanine performance in reading, a quarter stanine in Mathematics which is great achievement.

One significant progress result is in Reading in the Secondary

There is some really strong evidence to support the programs that have been put into place in the school over the past 2 years.

Angela questioned the use of calculators for this test – the decision is a school based one and this was made last year to not use calculators. Next year the students will be allowed



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to use calculators in the Secondary.

Parents can speak to their child's teacher regarding their individual progress – the PAT data being one part of this information.

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**7.50pm**

Wendy Moore

### **Draft Annual Report**

Wendy asked for content and clarity check. This will not be completed until the end of the year until attendance data and End of Year Financial data is available, to be lodged by the end of first term 2018 to Schools Online and on the Beverley DHS Website and Connect Library.

**Reflections by Board** Wendy drew the Board's attention to the following aspects for feedback:

- LAP data table of achievement that shows our Pre Primary regular reading fluency data as an example of collected data.
- NAPLAN Data – this blurb appeals to the board
- Two versions of the PAT test data – the board indicated that the simple version 2 was the appropriate version for the Annual Report.
- Parents will be alerted to the publication being online when it is published.
- The board has indicated that it may be valuable to send a paper copy of the Annual Report to all parents in 2018 to show them what the role of the board is. The board will then seek feedback from parents regarding their view of this being published.
- The School Opinion Survey feedback will be in the report
- The blank pages will be filled with student/community pictures and explanations of the community involvement in the school.

The Annual Report was supported by the board and Brendan will do a draft Forward from the School Board to be included. This document will be formally endorsed when presented to the board in 2018.

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**8.10pm**

Wendy Moore

### **School Planning for 2018**

Class structures and programs – The plan for class structures are subject to change with additional students or student transfers. Numbers are currently predicted at under 150.

- Kindy
- Pre Primary
- Year 1
- Year 2
- Year 3/4
- Year 3/4
- Year 5/6
- Year 7/8
- Year 9/10

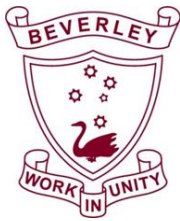
We are looking to run streamed Maths classes in individual Year groups for Primary classes

Specialist teachers: LOTE, possible Arts/PE program (1 day)

Staffing is decided by the school with Student Centered Funding

Wendy will be speaking with parents about teaching staff allocated to year levels.

**School Board meetings**



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Term 1 Meetings

Wednesday Week 3 14<sup>th</sup> February 7pm

Wednesday Week 7 14<sup>th</sup> March 7pm

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### 8.20pm

Brendan McLean

### Planning for Presentation Night

Presentation of prizes

Wendy would like to invite the Board members to present various awards on the night.

Suggestions to be checked with the staff and confirmed with board members:

Brendan – Dux award

Primary Sport Award – Damien Murray

Board Chair address – Brendan McLean to be done early in the night

Presentation of new Board member – the voting process will be undertaken in Term 4 prior to the night and the new board member will be announced formally at the presentation night.

The School Board members are encouraged to talk to possible candidates to encourage an election.

Wendy thanked Brendan for his work as Board Chair through the process of IPS. Brendan has managed the position extremely well and his efforts are greatly appreciated by the school.

Brendan Responded in thanking Wendy and the current board for all of their efforts in the journey to where we are today. Thank you to Aliesha for the minute taking role and wishing the Board well for the upcoming years.

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### 8.48pm

Chair

### Meeting close

- Next meeting confirmation - Term 1 - 14<sup>th</sup> February 2018

Recorded – Aliesha Murray