

# 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 for 2017*

*Wed 8 February*

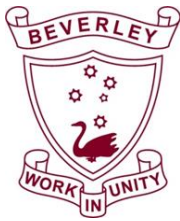
**Attendees:** Brendan McLean (Parent), Ros Mellick (Parent), Wendy Moore (Principal), Damien Murray (Parent), Kellie Shaw (Staff), Angela Sims (Staff), Carly Veitch (Parent)

**Received apologies:** Nil

**Please read and bring:** Effective School Boards; Beverley DHS Business Plan 2016 – 2018; previous School Council minutes (all provided via email)

**Minutes:** Aliesha Murray

Time & Speaker	Agenda Item	Desired outcome	Achieved decision, outcome or action plan	Action (Who, When)
7.05pm Wendy Moore	<b>Opening Business</b> Attendance and Apologies	Record attendance	Nil Apologies	
	School Council previous minutes	Signed by Chair	Signed by Wendy and Brendan McLean.	
Wendy Moore	<b>Welcome and Setting the Scene</b> <ul style="list-style-type: none"> <li>Board structure and role</li> </ul>	Address to Board	Welcome by Wendy	
Wendy Moore	<b>Recap and the view forward</b> <ul style="list-style-type: none"> <li>Establishing the School Board</li> </ul>	Information for Board	<p>Review of processes to date: Currently the Board has 3 staff and 4 parents. There are 3 year elected roles for staff and parents (as long as they have a child in the school). Board members can be re-elected after finishing their term. The current board will be nominating the community members and appointing these members to the Board at some point this year.</p> <p>The role of the Board is to set the strategic plan for the school, always with student outcomes as the focus in all decision making. The role of the P&amp;C is different to the School Board. The P&amp;C is focused on parent engagement and fundraising toward school projects.</p>	



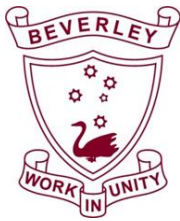
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	<ul style="list-style-type: none"> <li>First tasks for the Board</li> </ul>	Approval Motion	<p>Wendy proposed a Schedule of Business for the existing board. The board supported the focus on establishment of the board and the processes that govern our decision making.</p> <p>Board training information was supplied to board members in printed form to be covered throughout meetings so board members can refer to the print outs.</p>	Module 7 – 9 training (in Perth): Chair, the Principal and one other staff member 19-20 June
Kellie Shaw	<b>Establishing a code of conduct</b>	Information	Focus areas of our Board are to be decided based on as to what is important to the school community and the Beverley context.	
	<ul style="list-style-type: none"> <li>Reviewing purpose</li> </ul>			
	<ul style="list-style-type: none"> <li>Developing shared expectations</li> </ul>	Activity	All Board members contributed to an activity to establish protocols & norms for meetings to ensure that the process is transparent and democratic. Ideas were shared, collated and categorized into groups to establish common themes /annoyances in order to develop a set of shared expectations to establish effective roles and decision rights during meetings.	Kellie Shaw will collate & present at next meeting as a draft meeting protocol statement
	<ul style="list-style-type: none"> <li>Reviewing model codes of conduct</li> </ul>	Information	<p>The model code of conduct presented in training materials was presented to consider additional elements to add to the Board’s brainstorming activity:</p> <ul style="list-style-type: none"> <li>Compliance with the Education Act</li> <li>Respecting the personal position of each board member and personal boundaries.</li> <li>Referral of parent concerns and the redirection of parents to the principal regarding operational matters.</li> </ul>	
	<ul style="list-style-type: none"> <li>Develop draft code of conduct</li> </ul>	Consensus or deferral	All Board members contributed to an activity to establish a code of conduct, focusing on the integrity of the School Board: Ideas were shared, collated and categorized into groups to establish common themes. Suggestions collected and will be drafted into a code of conduct.	Kellie Shaw will collate/ summarise & present at next meeting for endorsement as a Code of Conduct



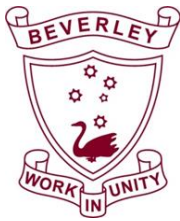
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<p><b>Wendy Moore</b></p>	<p><b>Establishing meeting schedules</b></p> <ul style="list-style-type: none"> <li>Dates and times</li> </ul>	<p>Consensus decision &amp; recording</p>	<p>Wendy suggested having 3 meetings this term, with 2 meetings for every subsequent term. Meeting times: Wednesdays 7pm Dates: Term 1: 8/2, 1/3 and 22/3 Term 2: 31/5 &amp; 28/6 Term 3: 26/7 &amp; 23/8 Term 4: 18/10 &amp; 15/11</p>	<p>Board consensus - agreed</p>
	<ul style="list-style-type: none"> <li>Order of business for 2017</li> </ul>	<p>Approval Motion</p>	<p>A 2017 planned Schedule of Business was presented by Wendy. Approved.</p>	<p>Board consensus - approved</p>
<p><b>Wendy Moore</b></p>	<p><b>Social event planning</b></p> <ul style="list-style-type: none"> <li>Date and invitees</li> </ul>	<p>Consensus decision &amp; <b>action plan</b></p>	<p>Wendy proposed a social event to thank our outgoing School Council, current School Board members and nominees and P&amp;C and let the school community know about their roles and contributions. <b>Consensus:</b> A broader function with sausage sizzle at the Amenities building designed to</p> <ul style="list-style-type: none"> <li>Thank the previous School Council for their efforts.</li> <li>Introduce the School Board members</li> <li>Introduce and acknowledgment of the efforts of our P&amp;C</li> <li>Welcome all parents into our school community</li> </ul> <p>Invite all school families, committees and staff. Invites to be sent to all families, phone calls by Board members to invite Board nominees and active P&amp;C members personally. Date in March TBC.</p>	<p>Wendy to also consult with P&amp;C and work out details (date, etc) to be emailed out to Board for approval</p>
<p><b>Wendy Moore</b></p>	<p><b>Nomination and election of inaugural Chair</b></p> <ul style="list-style-type: none"> <li>Nominations by Board members</li> </ul>	<p>Record nominations Election of chair</p>	<p>Brendan McLean nominated by Damien Murray. Seconded by Ros Mellick. Nomination accepted by Brendan on the proviso that it will only be for a 1 year term. No other nominations. Passed with full support of the Board.</p>	
<p><b>Brendan McLean</b></p>	<p><b>General Business</b></p>		<p>Brendan McLean thanked all members of the previous 2016 School Council. He congratulated Damien Murray and Carly Veitch on their new appointment to the School Board and thanked existing and past</p>	



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School Council members for efforts in 2016.

Kellie Shaw acknowledged the efforts of the prior School Council who worked extremely hard in 2016 to allow the school to arrive at our current status of IPS.

Damien Murray asked for clarification of the deadline for establishing the Board's Terms of Reference. This will be formalized at or before the fourth meeting of the year held in Term 2.

**Brendan McLean** Meeting close

- Next meeting confirmation

Next meeting: 1 March 2017 7pm

**Meeting closed 8.40pm**