



Beverley District High School

Independent Public School

20 John St Beverley | 9646 1165 | beverley.dhs@education.wa.edu.au

School Board Meeting Minutes

Meeting 2 for 2017 Wed 1 March

Expected attendees: Brendan McLean (Chair, Parent), Wendy Moore (Principal), Damien Murray (Parent), Kellie Shaw (Staff), Angela Sims (Staff), Carly Veitch (Parent)

Received apologies: Ros Mellick (Parent)

Please read and bring: Beverley DHS School Plan 2016-2018; Delivery and Performance Agreement; Focus 2017 document; draft Code of Conduct; previous School Board minutes (all provided via email)

<p>7.00pm Brendan McLean</p>	<p>Opening Business School Board previous minutes</p>	<p>Signed by Chair</p>
<p>7.05pm Wendy Moore</p>	<p>Business arising Family BBQ update/planning</p>	<ul style="list-style-type: none"> To be held on Friday 3 March following consultation with P&C. All school community invited to acknowledge the efforts of the past School Council and P&C and rally the school community outside of the existing board members and P&C. P&C and Board members will wear a badge to identify themselves as school volunteers to open discussions of their roles. Logistics of the evening reviewed.
<p>7.10pm Wendy Moore</p>	<p>School Funding Overview of the student-centred funding model (SCFM) Initial SCFM funding for Beverley DHS</p>	<ul style="list-style-type: none"> Review of the student centred funding model Funding is based on student numbers and characteristics – (Aboriginality, disabilities etc), school characteristics – location, ICSEA etc, and targeted initiatives (Federal funding - Chaplains, Universal Kindergarten programs 15 hours, sporting schools programs etc) The school can make decisions about its cash/salary split, programs that they run and how many staff they need to run them. <p>CASH BUDGET</p> <ul style="list-style-type: none"> Presented by Wendy for consideration. Will be analysed further at the next Board meeting. Manager Corporate Services (Marie Carroll) will attend.
<p>7.20pm Wendy Moore</p>	<p>Delivery and Performance agreement Overview and purpose of the agreement</p>	<ul style="list-style-type: none"> The DPA is the agreement between the Director General of Education and the Principal and the Chair of an Independent Public School Board. The agreement will be signed by the Principal and Chair at the next meeting if not required beforehand. Schools are reviewed in the third year of the agreement. This involves a self-reflection process (staff & board) which is submitted to the external reviewers who then visit the school to ensure alignment between self-reflection and achievement. The reviewers then provides a report with commendations and recommendations for the school to address. Board's role is to analyse student performance data and the budget to ensure that it aligns to our school business plan to ensure student progress. The existing school plan will be modified to meet the requirements of the review cycle and the requirements of a business plan. Carly questioned the lack of mention of staff wellbeing in the school plan. Wendy responded that the Department's strategic plan emphasises High Performance High Care and that the Principal is responsible for the high performance and high care of both staff and students.



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<p>7.30pm Kellie Shaw</p>	<p>Review of the draft code of conduct Revisions, additions or deletions from the draft code Endorsement of the Code of Conduct</p>	<ul style="list-style-type: none"> • Kellie presented a proposed draft Code of Conduct derived from the feedback from the last board meeting as well as department recommendations. • Additions suggested and agreed on re meeting Protocols: <ul style="list-style-type: none"> ○ The agenda will be set and emailed to members one week prior to the meeting. Additional items can be added to the agenda up until the day of the meeting at the discretion of the Chair and the Principal (the Chair can postpone the additional point to the following meeting agenda). ○ Point 6: Add 'In accordance with the School Education Act' ○ When minutes are emailed out to board members, they should respond within a week to confirm that the minutes have been received and reviewed. • Kellie will email out a corrected draft to all board members prior to the next meeting to be proofed and endorsed at the next meeting.
<p>7.50pm Wendy Moore</p>	<p>An overview of the School Plan</p> <ul style="list-style-type: none"> • Upgrading to a Business Plan – revisions needed • Possible new initiatives for consideration 	<p>Overview of school business plan requirements:</p> <ul style="list-style-type: none"> • Wendy outlined the purpose of the business plan format focuses on the key priorities of the school and the key initiatives to achieve them. • An IPS business plan is somewhat different to the existing school plan. The business plan must include targets for our students and key messages about what makes the school distinctive and effective. • Need to select appropriate measurable data for reporting which allows comparison with other schools and tracks performance over time. Targets will be suggested by staff and reviewed at the next Board meeting. • Input from the Board is required to refine the key messages in the business plan about what our school is all about and what we have to offer our students. This will be the focus at the first Board meeting in Term 2. <p>New initiatives</p> <ul style="list-style-type: none"> • The school has considerable reserves in the budget which can be accessed for the following areas: • Digital technology spending to upgrade our technology to meet requirements for NAPLAN online in 2018. We need to invest for \$40000-\$60000 for technology upgrades. • Grounds upgrades: The Kindy area of the school requires upgrading. It is the first introduction of the school to new families. The Grounds Committee have met and the plan is to improve the entrance to mirror the existing front entrance. <p>Discussion Points:</p> <ul style="list-style-type: none"> • Costings will be determined as soon as possible • Parents/P&C could be involved in volunteering in the Kindy upgrade where licenced construction is not required • Confirmation of question raised at the meeting that these initiatives would need to be incorporated into the Business Plan



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<p>8.10pm Kellie Shaw & Angela Sims</p>	<p>Positive Behaviour Support initiative overview</p> <ul style="list-style-type: none"> Purpose and progress Planned parent forum 	<ul style="list-style-type: none"> Angela outlined the purpose and effects of the improved culture in schools that is achieved by implementing PBS. PBS involves specifying, teaching and rewarding desired behaviours so that all students can achieve success. This program is customised to what each school community believes in and there is community involvement and input. Staff will all employ the same language and uphold the same standards across the school. The full implementation process may take 18 – 24 months All families will be encouraged to contribute their thoughts about desirable and problem behaviour, via 'leaves and bugs' on the school's PBS 'tree'. A Community Forum at the end of the term will be held along with a family cricket match to invite input by families about what behaviours are important to them and what behaviours and attitudes they want to see in our school so that it is a positive and safe place for their children to achieve. This forum will use the information to derive four key focus areas for our school.
<p>8.20pm Chair</p>	<p>General/ Other business</p> <p>Module 1 training – decision making – Damien Murray</p> <ul style="list-style-type: none"> Question of conflict of interest – Carly Veitch 	<p>Voting: Damien raised concerns about voting procedures (Section 19 of the regulations) specifying that a majority of the total number of members of the Board was required to determine a motion on a vote.</p> <ul style="list-style-type: none"> Clarification was requested about the numbers on the board as there had been no final decision about the number of community members the Board would include. Wendy clarified that until our terms of reference are reviewed our Board has 7 members, so that four members voting for a motion constitutes a majority. The meeting suggested that an odd number of Board members assists this decision making processes. Board structure will be considered at the next meeting. Wendy will email a self reflection tool to be completed by members to assist with a skills/representation audit. <p>Carly informed the board of her position of KPP Committee President and wanted to allow the Board to voice concerns of conflicts of interest.</p> <ul style="list-style-type: none"> The Board considered that there was no real or perceived conflict of interest and all Board members supported her holding both positions. <p>Damien questioned the relevance of Focus 2017 Languages curriculum to be implemented by 2018.</p> <ul style="list-style-type: none"> Wendy confirmed that this applied to Beverley DHS and that it was already in place with Italian being taught at BDHS. <p>Chaplain: Wendy informed the Board that appointing a Chaplain was in train following the receipt of a grant for 2017 and 2018 funding.</p> <ul style="list-style-type: none"> The Board is encouraged to be involved in the selection of a Chaplain. The Area Chaplain is keen to work with the Board on the selection process. Brendan clarified that the Chaplain is not allowed to preach religion. He pointed out that the appointment of a Chalplain was already agreed to by the previous school council in 2016 - this process is about choosing a chaplain. Cary indicated that she might be able to attend a meeting to discuss this process, possibly at a staff team meeting on a Thursday afternoon, and will confirm.
<p>Closure Chair</p>	<p>Next meeting confirmation</p>	<p>Meeting closed 9.15pm Next meeting 7pm on 22nd March 2017</p>