

Denmark Senior High School Board Meeting Minutes – Friday 12th May 2017

Board Members Present: Trevor Henderson, Wayne Austin, David Beckwith, Brad McDougall, Ceinwen Gearon, Gavin Lacey, Liz Jack (Manager of Chamber of Commerce) and Nikki Stirling (Business Support Officer as scribe only).

Apologies: Sarah Pozzi, Adele Heaton.

Meeting opened at 11.10am.

Agenda Items

1. Approval of previous minutes.

Previous minutes moved by Ceinwen Gearon and seconded by Gavin Lacey.

Business Arising

- Website update – Wayne to contact Conrad, the initial designer of website to address update changes – Approved
- Ceinwen mentioned how wonderful it was to have Steven Jones for the Ag College attended the last meeting and give his insight. She thought how valuable it would be to extend rolling invitations to other schools in our local area, to help develop close working relationships with them. Gavin thought this to be a great idea. Trevor mentioned liaising with DPS and other schools to help the transition from Year 6 into Year 7 so that teachers were starting on the same page with students from where they left off leaving primary school. Wayne mentioned that the Department had recognised DSHS for their effort in their transition program into Year 7. Liz asked about including the Trade Training Centre, Wayne advised that it is effectively split between the Ag School and here, with the Ag School running Automotive/Mechanical Certificates and DSHS running Building and Construction Certificates. Eg. DSHS Building Construction students designed and made a kids cubby and are installing it on the DPS Pre Primary grounds as part of community based effort. DSHS run numerous other Cert Courses, Hospitality, Sport & Rec, Outdoor Ed – These courses are also being looked at being running through other entities.
- Brad mentioned the excursion note be kept on the Agenda. Wayne is to speak to Trevor about this and to be actioned further. Brad thought that perhaps a leadership group of students could have some input towards this form. Obviously this form does need to be in line with DET policies.

General

- Gavin welcomed Trevor officially to the Board. Trevor introduced himself and explained his vision for DSHS and what he would like to see be achieved. Good to Great! Trevor was looking forward to working with the Board to help push the school to up and beyond with success for all students – VET/ATAR/General/Disabilities, be able to instil leadership qualities through the school in students, staff and community. – School culture – Senior Leadership Team – Middle Management Team – students – empowered/confidence and trust.

2. School Board Membership

- Gavin welcomed Liz Jack as a community member of the board not a representative of Chamber of Commerce and will liaise where necessary as part of the Chamber.
- Gavin nominated Kingsley Gibson as a suitable member for the school board, he feels his expertise in board and government and policies would be of great benefit to the school board. – all Agreed.

- Brad presented an article that ASHS had advertised about having a board pool of various people in various fields of work to step in where required and replace when currently board member retires, resigns etc. He mentioned that possibly we could look at doing a similar thing. This would help in the succession planning for the board.
- Liz asked about the term of the school board, Gavin thought that it was a maximum of 3 years; this is all referenced in the Terms of Reference on Connect.

3. Finance Update

- Gavin thanked Lauren for the financial information given out. Trevor outlined our Operational One Line Budget Statement and explained the allocation of funds, (all funds have now being allocated since last minutes due the funds being received after census) and discussed that the Cash Report shows an updated financial position for DSHS. Trevor explained the \$34 535 variance and the reason for this being small was due to enrolments figures being less than predicted, being over staffed and that we will need to enforce strategic planning in the use of this money.
- A motion was put forward by Ceinwen Gearon that the 2017 School Budget be approved and this was seconded by Gavin Lacey. All Agreed.
- Brad mentioned if he could possible received the financial information a week before to be able digest the contents and have good understanding.
- Brad asked who makes decisions about money, and how we make sure it doesn't compromise students. Wayne explained that procedures are taken to offset this shortfall, for example the Basketball Camp which requires 4 staff- 2 males and 2 females, two of the staff are paid and we have utilised the two Pract teachers which we don't have to pay for. Therefore reducing our costs.
- For the use of schools money, the school finance committee oversee movements of existing funds and adjustments, major budgets adjustments report to the board. The main drive in Semester Two is developing the new Business Plan, and what direction the school is heading. The Board are able to question a percentage of cash.
- Liz leaves meeting at 12.00pm – Gavin thanks her for her attendance.

4. IT Update

- IT Technician/Support Officer on leave for Term 2 with relief currently being sourced casually. The difficulty in being able to find ITC relief staff is state wide due to the importance of knowing the Departmental systems and infrastructure. Ceinwen wanted to know how we would fill the gap, and it was explained that the position would likely be advertised and filled through a recruitment process.
- Gavin – Website and updating it, Wayne is liaising with Conrad the builder of the original site concerning the update of information content and photos. This is something that needs to been done professionally and he feels that since the website was designed there have been ways to modernise the existing site. Funding for this refurbishment has been budgeted into the IT Budget when it was initially set up.

5. Survey Update

- Brad has been liaising with Darren Kay – Computer Teacher about the Survey Monkey, Brad, Darren and P&C has designed a preamble which needs to be signed off on. Darren wanted to include the students intentions, with a three question design – Darren to present to Teachers, once designed it will be placed on Connect. The outlay of survey can be changed, eg Terms of Conditions can be at the front or at the back of the survey. There will be a mandatory module plus designed questions.

- Once survey is finalised it is hopeful that this same survey will be used for students, teachers and parents in 2017. Wayne thought it would be a good base to do a survey with the start of the new principal and good feedback for the development of the new business plan. The information comes back to the school in a report showing raw figures and graphs percentages which are broken up into categories.

Action: Brad to prepare of draft for next board meeting which includes mandatory and unique questions.

6. Excursion/Carnival Support Group

- Board enquired about including a community support group participating in school excursions and camps and whether a specific skill set is valuable or not. Wayne explained that we do already include the community on excursions and their desire skill set, eg. Our students do a Madfish Marine study in Biology which we utilise the skill set of Kym Phillips to assist in this study. Also in basketball camps/tournaments we have community expertise in the first aid, sports rehabilitation and strapping.
- Gavin mentioned that in the Annual Report that the Community Support section needs to be developed.

7. Business/Strategic Plan Update

- The school business plan finishes in 2017, we will start planning in Term 3 ready for 2018. IPS review date is to be appointed. The reviewer will request interviews with School Board, meet with Staff and Students. Staff are to be familiar with Business Plan. For the board – what are priorities, how effective, what achievements, monitoring business plan and what are your contributions.
- Ceinwen wanted to know whether there can be a workshop for the Business Plan. Trevor suggested that on a School Development Day that the Board be invited to attend that day and that they would gain a better insight into the school and how it was developed.
- Ceinwen leaves meeting at 12.40pm – Gavin thanks her for her attendance.
- Brad enquired about access for P&C to use connect to post notifications or perhaps employ a part time staff to assist them with this. Trevor suggested for additional hours that the P&C would have to fund this.
- Trevor took this moment to thank Wayne for his great work and support as Principal for Term 4 2016 and Term 1 2017.

8. Drama Update

- The CSL building (Arts Wing) has had the wall taken out, roof fixed and is in the final stages for Drama to move across. Construction should be completed in time for senior school exams which commence end of Week 5 into Week 6. After this time Drama will be able to move permanently in.
- The quote came in at \$19,000 with other work to do be given to Peter Bouwman by BMW. Trevor will address the fact the Drama teacher wasn't overly happy about moving across and he will speak to her and instil confidence in her area, support with the facility and explain how the music program has excelled in their transition to this area and that he envisages that Drama program to do the same.
- Trevor suggested a sign eg. "DSHS Performing Arts Centre" to mark the importance of this area.
- P&C to enlist parents to help with shelves etc.

9. Criminal Screen for Board Members

- Currently the Board do not need to have Criminal Screen paperwork done but are encourage to do so. Wayne advised that this information is on Connect – the induction section. Trevor advised that the information from the Criminal Screening department does not come to him.
- **Action:** Wayne will send email to Liz for Connect and concerning the above.

To be place on next Agenda

- Agreed Reserve A/C \$490,000 – earmarked for the Performing Arts. Strong plan required, which will need the support of the board, approval from the Dept. and have a written record why we have \$490,000 and the Dept. endorsing it with supporting documents and plans. Boards minutes to justify strategic plan.

Meeting closed 1:00pm.