SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL

DATE:	14 September 2018	CHAIRPERSON:	Brad McDougall (Gavin Lacey absent)
TIME:	9:15am	MINUTE SECRETARY:	Lauren Anstiss (Manager Corporate Services)

ATTENDEES	Trevor Henderson, Brad McDougall, Sarah Pozzi, Emily Gummer, Liz Jack.
APOLOGIES	Gavin Lacey, Josephine Lebbing, Ceinwen Gearon, David Beckwith

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Approval of Previous Minutes	Brad McDougall	Previous minutes discussed and moved by Liz Jack, seconded by Emily Gummer.	Minutes to be read by absent board members.
2.	Business Arising	Brad McDougall	Discussion on the road crossing application, Ceinwen Gearon was sourcing road figures, Liz advised they they're accessible on the Shire of Denmark website. Liz offered to submit the application, on behalf of the school.	Liz Jack to work with Lauren Anstiss to submit application.
3.	Finance Update	Lauren Anstiss/ Trevor Henderson	The Operational One Line Budget was presented, current variances discussed. The Preliminary One Line Budget was presented. Trevor explained that the projected enrolment figures for 2019 (433) were submitted to the Department. This enrolment figure has now calculated a preliminary budget figure of $5,672,780. Trevor then spoke through the preliminary one line budget statement and discussed variances to the board. Some issues regarding class sizes and potential staffing impact were discussed. These figures are for planning purposes only at this stage and will vary as staffing and timetable planning progresses. An updated preliminary budget will be presented at the next board meeting. The Finance Meeting minutes from 23 August 2018 were perused and discussed. Discussion on the plan to build a bus pull in bay and additional staff parking at the front of the school, with an architect currently drawing up designs. The board suggested student/community involvement in the designs.	Preliminary budget update to be provided to the board at the next meeting.
4.	Terms of Reference for Unincorporated Boards	Trevor Henderson	Trevor advised the board that the current Terms of Reference in place for the school board are out of date. The updated template was provided to the board and reviewed with any changes indicated in red. As the board does not have quorum today, these	Board members to review Terms of Reference for

			changes must be reviewed by all board members to be approved at the next board meeting. The first change was noted on page 6 re: the composition of the board. Discussion the wording re: board members and changed to 'a maximum of' to ensure that the board can have up to three community members at any given time. The second change was noted on page 13 and 14 re: days of notice of a motion proposed at a meeting. This was changed from one to five.	approval at next meeting.
5.	School Board Elections	Lauren Anstiss	Request for nominations were sent out to all parents on Monday 3 September 2018. Nominations are open for two full weeks closing on Monday 17 September 2018. There are three positions to fill commencing February 2019.	No action.
6.	National School Opinion Survey update	Trevor Henderson	Trevor advised the board that 216 students, 23 staff and 57 parents had completed the survey to date, which closes on 20 September 2018. Discussion on a number complaints received in regards to the lack of opportunity to provide comment, it was explained that this feedback would be passed onto the Department of Education as the survey is their template for all schools.	No action.
7.	Monitoring the Business Plan	Trevor Henderson	The updated 'monitoring the achievement of targets and milestones' report was circulated and perused by board members. The board stated that they really appreciate the work that goes into developing and monitoring the Business Plan. The board expressed an interest in seeing the evidence of the achievement of milestones.	No action.
8.	Senior School Timetable	Trevor Henderson	Trevor stated that he would speak to this agenda item in David Beckwith's absence. He explained that information will be shared at the upcoming parent night in regards to subject selections for 2019. A current small cohort in Year 10 will impact on student selections going into Year 11 with some subject unable to run due to class sizes. Discussion on the VET/Career Development team needing to work seamlessly to drive programs. The Board have requested that Gavin Palmer speak to the board to provide them with an update on the VET Program.	Gavin Palmer to speak to the board at the next meeting.
9.	School purchase of additional bandwidth	Lauren Anstiss	Lauren advised the board that Toby Watt (Technical Support Officer) implemented additional bandwidth to the school, as per the new DoE 'School Managed Internet' program. This has been a success so far and will improve internet speeds further when copper lines are installed in January 2019.	No action.
10.	Energy Audit	Brad McDougall	Brad advised the board that Lauren has provided energy bills to be reviewed by the consultant undertaking the 'energy audit'. Denmark SHS will pay for the initial cost of the audit at a cost of $2,500 ex GST.	Brad McDougall to follow up and advise board accordingly.

11.	Blueys	Brad McDougall	Discussion on the purpose of the bluey forms. The board discussed the format of the bluey forms and indicated that the form does not have a section for teacher comment to elaborate on the reason for issuing students with blueys, and would like to see a brief explanation on the form of their purpose. General discussion on proposed format changes with input from Emily Gummer from a teachers perspective.	Lauren Anstiss to amend bluey form as a draft for further comment.

NEXT MEETING:	Friday 26 October 2018	**MEETING CLOSED:**	11:00am	**SIGNED:**		
					CHAIRPERSON	DATE