



Department  
of  
Education

# SCHOOL BOARD MEETING MINUTES

## DENMARK SENIOR HIGH SCHOOL



<b>DATE:</b>	15 September 2017	<b>CHAIRPERSON:</b>	Gavin Lacey
<b>TIME:</b>	5:00pm	<b>MINUTE SECRETARY:</b>	Lauren Anstiss (Manager Corporate Services)

<b>ATTENDEES</b>	Gavin Lacey, Brad McDougall, Ceinwen Gearon, Sarah Pozzi, Liz Jack, Trevor Henderson, David Beckwith.
<b>APOLOGIES</b>	Adele Heaton, Wayne Austin.
<b>PUBLIC ATTENDEES</b>	Kingsley Gibson, Erica Bracknell, Julie Glynn, Anna Ramrath.

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Welcome from the Chair of the Board	Gavin Lacey	Gavin Lacey spoke through his report as Chair of the Board. He provided a brief list of the Boards' activities and achievements for 2017.	Copy of the Chair's report to be posted on Connect for Board Members.
2.	Approval of previous minutes	Gavin Lacey	Previous minutes reviewed and discussed. Moved by Ceinwen Gearon and seconded by Brad McDougall.	Minutes moved by Ceinwen and seconded by Brad
3.	Business Arising	Gavin Lacey	Size of electronic newsletter (MB) discussed. The inclusion of photographs in turn creates a larger file size to download. Suggestion made to ensure that other schools within the area also receive the newsletter.  Discussion on drama fit out and if any further quotes have been obtained. This is on the agenda for the drama teacher in early 2018.	MCS to ensure local schools are included on email distribution.
4.	Finance Update	Principal/MCS	Principal spoke through the process of budget planning for 2018, the school is currently in preliminary stages with projected enrolment for 2018 currently sitting at 435 students. Discussion on cohorts moving/changing year to year and marketing/transition plans for students coming into Year 7. Discussion on the need to further market the schools' achievements within the community.  Query regarding staff uncertainty re: budget planning and how the issue is managed. Principal explained that fixed term staff will be communicated to as soon as the preliminary budget is locked in, which depends on the fluctuation of enrolment numbers.  Finance Report presented to the board, which includes the One Line Budget snapshot,	MCS to circulate Voluntary Contributions and Charges for 2018 to Board prior to 24 November 2017.

			<p>cash report and minutes from the last two Finance Committee meetings. Discussion on the salary variance which has increased slightly since the last meeting.</p> <p>Voluntary Contributions and Charges for 2018 have been drafted, approved by the Finance Committee and will be forwarded to the Board for endorsement prior to the meeting of 24 November 2017.</p>	
5.	Surveying the Community – Reports	Gavin Lacey	<p>Surveys for 2017 have all been circulated and returned. Parent Survey responses 77. Staff Survey responses 30 and Student Survey responses 337.</p> <p>Three surveys were circulated to the Board Members for reading prior to the meeting. Draft Survey Data Analysis Report prepared by the Principal was handed to the Board for review at the meeting. Principal spoke through analysis report identifying trends and discussing increases/declines drawn from responses. Areas of concern also identified and discussed, with board members and guests both commending the survey distribution, with discussion on completing the surveys annually.</p>	Board members to review Draft Survey Data Analysis Report for discussion at next meeting.
6.	Open Assemblies/ Communication	Gavin Lacey	The public members of the Board meeting wanted to thank the Principal for opening school assemblies to the public. Discussion on the lack of communication from school advertising various events, as well as having a designated ‘communication person’ for the school responsible for all content/marketing. Discussion on the website update, which is currently sitting in a ‘test’ environment.	No action.
7.	Drama Production Review	Principal	<p>The Principal spoke through the review of the drama production, which was sent to all staff for their feedback in regards to the positives, the drawbacks and possible solutions. The responses were assessed by the Senior Leadership Team and compiled into a document. The Financial impact is yet to be finalised.</p> <p>Sarah Pozzi suggested assessing students for their feedback as well, it was agreed that this is something that the Student Council could coordinate. Discussion on the production being more inclusive in regards to incorporating other learning areas. Discussion on the size/location of the shows. The Principal agreed that there has to be a school production, however there is a need to have parameters around lesson disruption.</p>	No action.
8.	Draft School Vision Statement	Principal	The Principal spoke about the process ran on the school development day to create a vision statement at the school, which included staff and Board members. Groups were created and key words were developed and given to ‘wordsmith’ team who have presented three concepts to the admin team. The Board agreed that they would review the concepts and provide any suggestions to Sarah Carver.	No action.
9.	Monitoring the Business Plan	Principal	NAPLAN results were discussed for 2017 with discussion on the monitoring of the results from Year 5 into High School. Denmark SHS has increased into the higher band ranking from 2016 to 2017. The school is awaiting the numeracy analysis from the Maths Head of Department in order to update the business plan accordingly.	

10.	General Comments/ Discussion	Gavin Lacey	<p>Discussion on the issuing of merit certificates for GATE students, which was not included in the last assembly. Principal explained that GATE certificates would be handed out at the end of year assembly and would request the GATE Coordinator to follow up. Diane Evers will be a guest speaker at the Year 12 Graduation.</p> <p>Discussion on a 'thank you' morning tea for staff. David Beckwith to follow up with staff re: interest and potential dates.</p>	<p>GATE Coordinator to follow up re: merit certificates.</p> <p>David Beckwith to follow up with staff re: morning tea.</p>
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<b>NEXT MEETING:</b>	Friday 3 Nov 2017	<b>MEETING CLOSED:</b>	7:00 pm	<b>SIGNED:</b>	<b>CHAIRPERSON</b> <b>DATE</b>
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