



Department  
of  
Education

# SCHOOL BOARD MEETING MINUTES

## DENMARK SENIOR HIGH SCHOOL



<b>DATE:</b>	24 August 2018	<b>CHAIRPERSON:</b>	Gavin Lacey
<b>TIME:</b>	9:00am	<b>MINUTE SECRETARY:</b>	Lauren Anstiss (Manager Corporate Services)

<b>ATTENDEES</b>	Gavin Lacey, Trevor Henderson, David Beckwith, Brad McDougall, Emily Gummer, Ceinwen Gearon, Josephine Lebbing, Liz Jack, Kenneth Davies (as guest, departed 9:20am) and Wayne Austin (as guest, departed 9:50am).
<b>APOLOGIES</b>	Sarah Pozzi

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	What's Happening in Health and Physical Education	Kenneth Davies	<p>Ken Davies provided the school board with an overview of the Health and Physical Education Department. Ken spoke to the board about the broad range of courses and activities offered throughout the Department, as well as the success of various activities such as country week, surfing championships, basketball and maintaining established relationships with local community sporting clubs. He also thanked his supportive Head of Department, Bronwyn Mather as well as the whole administration team.</p> <p>Ken spoke about the work involved in delivering the WACE for Health and Physical Education for lower and senior school. He also spoke about the importance of inclusion for all students, where the teaching staff have implemented courses at DSHS to broaden the intake and give all student the chance to love sport, two of these courses are land based recreation and 'ultimate frisbee' which have been successful.</p> <p>Ken explained some of the challenges that his team are facing, with the biggest concern being the amount of time required to complete various administrative tasks for the wide range of activities undertaken throughout the year as well as writing and adjusting the new curriculum. The school board discussed this at length, with suggestions made of parent help. Ken assured the board that his teaching area is not unique in asking for more time to complete administrative tasks. Trevor Henderson and David Beckwith explained that 'staffing and salary' planning for 2019 is currently underway and consideration will be taken, where possible. The board requested an update on the preliminary planning for 2019 at the next meeting.</p>	Trevor Henderson to provide an update on preliminary planning for 2019 (in regards to staffing) at the next meeting.

2.	School Purchase of additional bandwidth	Wayne Austin	Wayne Austin explained to the board that the Department of Education recently have given schools the greenlight to purchase additional bandwidth through a private supplier. A CUA has not yet been established for this. DSHS have proceeded to purchase additional bandwidth for \$109.99 per month, which will provide huge relief for both staff and students in regards to internet speed. Discussion in regards to internet speeds being an absolute necessity for schools, particularly with the rollout of NAPLAN and OLNA online.	No action.
3.	Road Crossing Update	Wayne Austin	<p>Wayne Austin handed out information relating to applications from ‘children’s crossings’ as sourced from the <a href="https://www.police.wa.gov.au/Traffic/Childrens-Crossings">https://www.police.wa.gov.au/Traffic/Childrens-Crossings</a> website. He explained that, at the last road count (undertaken by the Shire of Denmark) recorded approximately 670, which landed Denmark SHS in the ‘Type B’ road crossing, which meant that an application could be submitted, but the school would employ a warden as a paid employee or unpaid volunteer.</p> <p>The board agreed that, due to the nature of South Coast Highway, the school want to apply for a ‘Type A’ road crossing, which has a traffic warden employed by the Western Australian Police.</p> <p>Ceinwen agreed to source the latest road count figures from the Shire of Denmark, as the figure quoted by Wayne was some years ago. The latest figures may be over 700 which would mean that DSHS would qualify for a ‘Type A’ crossing.</p> <p>The board agreed to continue to source letters of support from the community to assist in the application, with a letter from the Denmark Chamber of Commerce already received. The board thanked the DCC for their letter. Further letters of support to be obtained from the Shire of Denmark, the Roadwise Committee and any other businesses that may want to give their support. Josephine Lebbing will continue to source and collate these letters to go along with the application.</p> <p>Gavin Lacey and Trevor Henderson to prepare a letter on behalf of the school board, with support from the school. Application to then be submitted from the school, to the Western Australian Police for either a ‘Type A’ or Type B’ crossing.</p>	<p>Ceinwen Gearon to source traffic figures from the Shire of Denmark.</p> <p>Josephine Lebbing to source and collate letters of support.</p> <p>Gavin Lacey and Trevor Henderson to write letter on behalf of the school/board.</p> <p>Update at next meeting re: all of the above and application process moving forward.</p>
4.	Approval of previous minutes	Gavin Lacey	Previous minutes moved by Gavin Lacey and seconded by Ceinwen Gearon. It was noted that some updates have been made to the layout and content of the DSHS website. Lauren Anstiss advised that this project is still underway.	No action.
5.	Finance Update	Lauren Anstiss	Lauren Anstiss presented the Operational One Line Budget Statement as of 22 August 2018, speaking to the salary and cash variances. Lauren explained that the voluntary contribution rate is lower than usual for this time of year, and that parents had been	

			<p>issued with statements in the post on Friday 27 July 2018. Statements are posted to parents once per school term, as the current billing system does not allow for statement to be sent electronically.</p> <p>Trevor Henderson advised the school board that preliminary planning has commenced for the 2019 school year, with predicted enrolment figures at 433 students for 2019. The Department of Education will now provide schools with preliminary budget figures, which will allow us to proceed with staff planning.</p> <p>Lauren Anstiss spoke through the 'Write a Book in a Day' fundraiser that was organised by Alison Summers and Mark Shrimpton from the English teaching department. Various fundraising activities were undertaken by staff and students to raise money for the Kids Cancer Project. Five groups of year 8 and year 9 students participated in 'writing a book in a day' with all completed books entered into a competition, and then donated to children in hospitals all across Australia. Overall \$2,294 was raised and donated to the Kids' Cancer Project.</p>	
6.	School Board Elections	Gavin Lacey	<p>Lauren Anstiss explained the process undertaken for the previous school board parent elections. It was agreed that there should be a second, independent vote counter and Kingsley Gibson (Denmark SHS P&amp;C Treasurer) was suggested. Nominations to be requested within the next two weeks, with new parent representatives elected by Term 4, 2018.</p>	<p>Lauren Anstiss to work with Gavin Lacey and Trevor Henderson on sending our requests for nominations.</p>
7.	National School Opinion Survey	Trevor Henderson	<p>Trevor spoke through the 'National School Opinion Survey' requirements for schools, with Denmark SHS required to run surveys for parents, staff and students every two years (with 2018 being a mandatory year).</p> <p>Trevor advised the board that he wished to keep the survey as per the Department of Education's template for this year. Brad McDougall suggested that the school run the exact same survey as run in early 2018 which included qualitative responses, he felt that removing the opportunity for qualitative responses may could result in a negative community perception.</p> <p>Discussion on the pros and cons of running another qualitative survey so soon after previous survey, with time restrictions in mind for running the mandatory survey. It was agreed that the school should run with the Department of Educations' survey template, but to ensure that a qualitative survey is ran in early 2019 for the parents of current Year 7 students, who may not have had an opportunity to give qualitative feedback during the last survey.</p>	<p>National School Opinion Survey to run with DoE template. Qualitative survey to be run for current Year 7 parents in early 2019.</p>

8.	Energy Audit	Brad McDougall	<p>Brad McDougall presented the 'Energy Possibilities for Denmark SHS' document as prepared by Glen Head at Powerhouse Pro. Glen holds a Bsc in Sustainable Development and is a professional in the sustainability/energy field. The proposal includes an energy audit for Denmark Senior High School, from this audit, a report would be written with recommendations on saving power throughout the school. The recommendations and strategies can include student involvement (such as STEM classes). The quote for the audit is \$2,500 ex GST.</p> <p>The proposal was discussed at length with various funding options discussed. The school agreed that they could fund the initial \$2,500, with approval from the Finance Committee, to start the audit.</p>	Brad McDougall to meet with Lauren Anstiss to obtain electricity account and usage information.
9.	IPS Review	Trevor Henderson	Trevor Henderson provided a handout to the board which outlines the new 'review of Independent Public Schools' which reviews schools on their three year cycles. Denmark SHS was due to be reviewed in 2018 (for the 2015 – 2017 Business Plan), however this has been delayed due to the new review process being rolled out. It's expected that the 2015 – 2017 Business Plan will be reviewed at some point in the 2019 school year.	No action.
10.	Letter of Concern Modification	Trevor Henderson	Trevor Henderson advised the board that a concern had been brought to his attention in regards to the wording within the 'bluey' notes that go home to parents. This note will be posted on Connect for discussion at the next board meeting.	Bluey to be posted to Connect for discussion at the next meeting.
11.	Monitoring the 2018 – 2020 Business Plan	Trevor Henderson	This will be added to the next agenda.	Business Plan to be added to the agenda for the next meeting.

<b>NEXT MEETING:</b>	Friday 14 September 2018	<b>MEETING CLOSED:</b>	10:48am	<b>SIGNED:</b>		<b>CHAIRPERSON</b>	<b>DATE</b>
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