



Department
of
Education

SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL



DATE:	22 June 2018	CHAIRPERSON:	Gavin Lacey
TIME:	9:00am	MINUTE SECRETARY:	Lauren Anstiss (Manager Corporate Services)

ATTENDEES	Gavin Lacey, Trevor Henderson, David Beckwith, Brad McDougall, Emily Gummer, Sarah Pozzi, Ceinwen Gearon.
APOLOGIES	Liz Jack (arrived at 10:15am), Josephine Lebbing

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Student Presentation Outward Bound	Mark Shrimpton	<p>The group of Year 9 students who recently attended the Outward Bound camp presented their journey to the Board with the assistance of Mark Shrimpton (English/HaSS Teacher) who also attended.</p> <p>The students spoke about the activities they undertook as part of the camp, highlighting the skills they acquired throughout the 4 days. The camp consisted of team building and solo activities designed to seek, promote and develop integrity, responsibility, resilience, compassion, community service, environmental awareness, and tenacity in pursuit of a goal. The group thanked the Shire of Denmark as well as the school for supporting this camp. The Board thanked the students for their presentation.</p>	No action.
2.	Approval of Previous Minutes	Gavin Lacey	Previous minutes perused. Moved by Brad McDougall and seconded by David Beckwith.	No action.
3.	Business Arising	Gavin Lacey	The Annual School Report was uploaded to Connect for the Board's comment. Brad stated that he could not access the report via the link – but would try again on a different computer. Trevor Henderson stated that the report was accepted by The Department of Education but could be edited if required.	No action.
4.	Finance Update	Lauren Anstiss	<p>Lauren Anstiss presented the One Line Budget Statement as of 21 June 2018, speaking to the salary and cash variances. The Board then reviewed the income accounts on the comparative budget associated with voluntary contributions and charges received to date, and discussed. Lauren then spoke about the purchase of a second hand school bus from Eastern Goldfields ESC.</p> <p>The administration team along with the Finance Committee decided to pursue purchasing a second hand Mitsubishi Rosa, 2009 model with 34,000kms and 25 seats for \$25,000. DoE procurement team advised the school that they prefer assets to be</p>	No action.

			<p>purchased from other schools, and this bus met our needs and budget perfectly. The school have identified the need to have two buses, therefore the current BCI bus will be traded in as part of the procurement process for the new bus in semester two.</p> <p>Finance Minutes were perused and discussed.</p>	
5.	Media/Marketing Update	Lauren Anstiss	<p>As per the previous meeting, the 0.20FTE Library Officer position will be advertised externally, allowing an additional day of front office time to undertake the media and marketing portfolio. In the interim, the Library Officer FTE has been filled on a casual basis until the recruitment process is finalised.</p>	No action.
6.	Website Update	Lauren Anstiss	<p>Lauren Anstiss presented the draft layout of the DSHS website redevelopment to the Board. Ideas were discussed – the redevelopment will be underway in Term 3 with the goal that it will be complete by Week 10.</p>	Lauren to provide further updates to the Board re: Website.
7.	School Photos	Lauren Anstiss	<p>Lauren Anstiss and Nikki Stirling met with a new provider for school photos, who is available for Term 1, 2019. Our current provider is only available in Term 3 each year, and Term 1 is preferred to allow for shots to be taken outside. This company also provides professional marketing photographs (free of charge) as well as work on yearbooks and other marketing materials at a charge. An example of class photos and yearbook were passed around and discussed.</p> <p>The Board felt that a yearbook would be a great idea, but expressed that it was important to ascertain interest from parents prior to committing, as the cost will be passed to parents at approximately \$13.00 per book.</p>	No action.
8.	Student Crosswalk	Gavin Lacey	<p>Gavin Lacey spoke through the follow up that Josephine Lebbing has undertaken in regards to campaigning for Main Roads/Shire of Denmark to install a crosswalk on South Coast Highway with an attendant to ensure students safety while crossing the road. It was agreed that it may take community action, and driver accountability/protection for students was discussed. Ceinwen stated that the road count was slightly lower than required for a crosswalk at the last measurement undertaken by the Shire of Denmark. Liz stated that the DCC would also support this action. It was agreed that the school as well as the Board would continue with this as a matter of priority, and they thanked Josephine for her work.</p>	Board to continue discussions with Main Roads/Shire of Denmark/Community
9.	Meeting Dates and Start Times	Gavin Lacey	<p>The Board members were reminded to update their availability on the spreadsheet to select the best days and times to hold meetings. Meetings for Term 3 are scheduled for Friday Week 4 (10 August 2018) and Friday Week 9 (14 September 2018).</p>	Spreadsheet availability to be considered by the Chair of the Board for future meetings.
10.	Board Member Elections	Gavin Lacey	<p>Discussion on the expiration of current parent members of the Board (Gavin Lacey, Sarah Pozzi and Brad McDougall) which is December 2018. Elections for three new parent members will run by the school in Term 3. Discussion on the process and the need for a 'presiding officer' – Trevor to clarify to DoE Procedure for this. Lauren Anstiss stated that she ran the previous elections and will advise of the process previously undertaken.</p>	Principal to clarify election procedure and MCS to bring forward previous process.

11.	Student Council Update	Trevor Henderson	Trevor Henderson spoke through an update provided to the Board from the Student Services Coordinator. The Student Council currently consists of 10 student members from senior school who have taken part in various activities including ANZAC Ceremony and the rain gauge memorial. Meetings have been on hold due exams/production and country week as most leadership students also participate in these activities. Discussion on the desire to hold regular meetings, and the Board would like to see younger students (Year 10's) be involved in the student council. Discussion on asking for volunteers as well as seeking suggestions from staff. The Board thanked the Student Services Coordinator for her update.	No action.
12.	Drama Room Renovation	Lauren Anstiss	The first stage of the drama room renovation was completed in the Term 1 school holiday break, with all remaining works scheduled for the Term 2 break. This includes full curtain/black out, new flooring, new lighting and acoustic works to walls (Board were given a copy of the quote).	No action.
13.	Level 3 Program Coordinator Senior School Pathways	Trevor Henderson	Trevor Henderson spoke about the position created and advertised, explaining the role and outcomes expected. He then spoke about budget implications and ensured the Board that funding for the position was within the budget for 2018. The selection process has been undertaken and a successful applicant identified, which can be announced on Wednesday 27 June 2018. Discussion on the positions KPI's as well as the importance of this role in relation to connecting students with the local workforce.	Successful applicant to be announced when available.
14.	Energy Audit	Trevor Henderson	Trevor Henderson stated that conducting an energy audit for the school is currently a low priority for staff, however he and the executive team are aware of the importance of sustainability and lowering energy consumption and he suggested that this be taken on by a volunteer/volunteer group. It was agreed that this type of project could potentially be taken on board by volunteers who could look at low cost options to undertake an audit - managing and lowering energy consumption could also be built into the STEAM curriculum with assistance from the HOLA of Science Susan Fahey.	Potential for the P&C/School Board/Parent group to engage in an energy audit.
15.	Board Member Comment	Gavin Lacey	Discussion on procurement guidelines and if local companies have weighting when it comes to tendering for works at schools. Liz Jack stated that the Employment Expo is being held on 9 August 2018 and that the DCC have funding available to take students across to Albany to attend, as well as some potential for mentoring after the event. She is keen to liaise with the new Program Coordinator Senior School Pathways on this when the successful applicant is announced.	No action.

NEXT MEETING:	Friday 10 August 2018	MEETING CLOSED:	10:45am	SIGNED:		CHAIRPERSON	DATE
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