



Department
of
Education

SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL



DATE:	23 February 2018	CHAIRPERSON:	Gavin Lacey
TIME:	11:00am	MINUTE SECRETARY:	Lauren Anstiss (Manager Corporate Services)

ATTENDEES	Gavin Lacey, Trevor Henderson, Emily Gummer, Brad McDougall and David Beckwith
APOLOGIES	Sarah Pozzi and Liz Jack

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Approval of previous minutes	Gavin Lacey	Previous minutes reviewed and discussed, add Brad McDougall as attendee.	Minutes moved by David Beckwith and seconded by Brad McDougall
2.	Business Arising	Gavin Lacey	Brad McDougall spoke through student survey data and some specific feedback has been taken to the P&C in regards to grounds. The students have expressed a desire for more undercover seating. General discussion on identified survey trends.	No action
3.	Board Member Update	Trevor Henderson	Trevor Henderson explained that the teaching members on the Board expired in the new year, and two additional teachers have nominated: Emily Gummer (Visual Arts) and David Beckwith as a re-nomination (HOLA English and HaSS). The Board thanked Wayne Austin for his contribution to the Board as the departing member.	No action
4.	Focus 2018	Trevor Henderson	<p>The Department of Education's 'Focus 2018 – An initiative of the Director General's Classroom First Strategy' document was reviewed and discussed. This document is circulated to all schools and is based on DoE's Strategic Plan. Trevor Henderson spoke through each dot point relating to the expectations for schools and elaborated on some of the Denmark SHS' strategies in place to meet these expectations; which are also linked to the schools' Business Plan.</p> <p>Trevor also spoke through the 'Classroom Climate Questionnaire' initiative that he has put in place in order to support the 'high quality teaching' target for Denmark SHS. The school has engaged National School Improvement Partnerships to implement the questionnaire, which is initiated by teachers on a voluntary basis and surveys their students on their classroom climate. This information is then anonymously given back to the teacher. Students are then re-surveyed after 7 weeks and the results are compared. The Board spoke about this initiative in length and were pleased to hear that 10 staff (30%) have already volunteered to undertake</p>	No action

			<p>the survey; with further discussion as to how this links with performance management.</p> <p>The Board also discussed the importance of ensuring success for all students, which is heavily coordinated in senior school by the effective leadership and communication between the year coordinators, deputies and classroom teachers. Discussion on the whole school literacy program as well as the leadership programs currently running for 2018.</p>	
5.	Business Plan 2018 - 2020	Trevor Henderson	Trevor Henderson spoke through the draft Business Plan for 2018 - 2020, with the final amendments to be made prior to going to the Board for comment and endorsement. Discussion on the draft business plan and further discussion on student health and wellbeing team (Student Services Team). The Business Plan will be finalised by the end of Term 1, 2018.	Draft Business Plan to be finalised and sent to Board for comment and endorsement
6.	Business Plan 2015 – 2017	Trevor Henderson	Trevor Henderson spoke through the remaining data to be added for 2017 to complete the Business Plan for 2015 – 2017. Discussion on the review process as well as the preparation of the annual school report, which is due on the last day of Term 1, 2018.	<p>Business Plan for 2015 – 2017 to be finalised</p> <p>Chair of the Board to contribute to annual school report as required</p>
7.	Finance Update	Lauren Anstiss	<p>Lauren Anstiss spoke through the finance update, stating that the school is currently still in ‘preliminary planning’. Census took place on Friday 16th February with 429 students counted, which in turn, has produced a preliminary One Line Budget. The Finance Committee met on Wednesday 21st February to approve the cash budget which includes the learning area budgets. Trevor Henderson spoke through the preliminary one line budget figures. Full budget to be presented at the next Board Meeting for endorsement.</p> <p>Discussion on the previous Finance Committee Meeting minutes (23 November 2017) with request from Board members to see the Asset Replacement Plan.</p>	<p>Lauren Anstiss/Trevor Henderson to present the 2018 Budget at the next meeting for endorsement</p> <p>Asset Replacement plan to be presented at the next Board meeting</p>
8.	Communication	Brad McDougall	Brad McDougall raised the conversation in regards to the importance of interpersonal communication within schools; and what initiatives could be put in place to support and improve communication between staff and students from good to great. The Board discussed the importance of modeling effective interpersonal communication as well as the skills of moderating language and showing emotional understanding. Trevor Henderson explained how the Classroom Climate Questionnaire would assist with increasing communication skills for teachers.	No action
9.	Student Council	Gavin Lacey	The Board spoke about the lack of an established student council within the school. Trevor Henderson explained that, although he is supportive of running a student council, the current year coordinators and student services team are unable to find the time within their workload to coordinate this whilst maintaining their teaching load.	Principal to discuss with the Student Services Coordinator

			David Beckwith stated that the workload is a valid issue, and that the year coordinators are currently allocated two periods per week to cater to up to 90 students; with teaching still being their priority. Trevor Henderson spoke about the potential for the Student Services Coordinator to coordinate this within her role. Discussion on the issues surrounding students driving the council and the timetabling complexities of increasing teacher time to coordinate. The Board would like to support the Student Services Team with this initiative as required.	
10.	Energy Audit	Gavin Lacey	Agenda item to be added to the next meeting.	No action
11.	School Board Membership/ Parent Elections	Gavin Lacey	<p>Discussion on the parent representative positions due for nomination and election at the end of the 2018 year as Gavin Lacey, Sarah Pozzi and Brad McDougall's positions are due to expire. Discussion on having varied 'terms' to ensure some continuity of members. Parent elections to be revisited in Term 2 for elections to take place in Term 3 to ensure a two meeting (one term) crossover between incoming and outgoing members. It was noted that Sarah Pozzi is now unable to attend Friday meetings due to work commitments. Discussion on changing the meeting day and time, however Friday suits majority of board members.</p> <p>Gavin Lacey moved a motion to accept Josephine Lebbing as a Community Member of the School Board. Moved by Ceinwen Gearon and seconded by Brad McDougall. It was also noted that Adrian Gavranich expressed an interest to become a Community Member, his details to be shared with the Board for consideration.</p>	<p>Parent elections to be held in Term 3</p> <p>Josephine Lebbing to be appointed as Community Member of the School Board for up to three years</p> <p>Lauren Anstiss to forward Adrian Gavranich's email to the Board via Connect</p>
12.	Media Officer	Trevor Henderson	Trevor Henderson explained that the school does not currently have a designated staff member responsible for managing the media for the school. Discussion on incorporating this into a school officer role subject to budget requirements. This role will be revised when the budget is finalised. Lauren Anstiss spoke about the need to update the school which will be made a priority for this term.	No action
13.	Staff Invitation	Gavin Lacey	The Board discussed inviting members of the staff to attend upcoming Board meetings to speak about their respective projects. It was agreed that the staff would provide a 15 minute presentation at the start of each meeting. The Board expressed interest in the Physical Education Department, Learning Support Coordinator, AYSA Youth Outreach program, VET coordinator and the Whole School Literacy Program.	Principal to coordinate the invitation of presenters as required

NEXT MEETING:	Friday 6 April 2018	MEETING CLOSED:	1:00 pm	SIGNED:		CHAIRPERSON	DATE
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