



SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL



DATE:	23 June 2017	CHAIRPERSON:	Gavin Lacey
TIME:	11:00am	MINUTE SECRETARY:	Lauren Anstiss

ATTENDEES	Gavin Lacey, Brad McDougall, Ceinwen Gearon, Liz Jack, Trevor Henderson, Wayne Austin, David Beckwith.
APOLOGIES	Sarah Pozzi, Adele Heaton.

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Approval of previous minutes	Gavin Lacey	<p>Previous minutes reviewed and discussed, with a request to review the wording in regards to confidentiality prior to posting to the website. Discussion on website update, the new website has been built and is currently sitting in a test environment. Wayne is currently sourcing updated content which includes photography and drone footage. Discussion on the ongoing maintenance of content, budget requirements with a 6 month review of website content by the senior leadership team required.</p> <p>Format of board meeting minutes to change to new template.</p>	<p>Minutes moved by Ceinwen and seconded by Wayne.</p> <p>Website to be presented to the board prior to going live.</p>
2.	Finance Report	Trevor Henderson	<p>The Principal spoke through his revision of the One Line Budget planning and explained some discrepancies found in regards to staff planning, with staffing over budget for 2017. Options were considered for the remainder of the year, and a decision was made to continue staffing status-quo with the use of funds from the Building Fabric and Infrastructure reserve account. This motion was considered and approved by the Finance Committee on 30 May 2017. Transfer of funds from reserve to salaries has resulted in a positive variance of \$30,640 (\$19,724 salaries and \$10,916 cash) as of 22 June 2017. One Line Budget to be closely monitored by MCS and Principal.</p> <p>Staffing discussed at length, particularly in regards to staff taking LSL. The members of the board were advised by the Principal that the school will use DoE funds allocated</p>	<p>MCS to post Funding Agreement for 2017 to Connect library.</p>

	Finance Report cont.		<p>as Student Centered Funding for 2018 to staff the school.</p> <p>Discussion on the earmarked funds in the Building Fabric and Infrastructure reserve, with the need for a clear plan for the remaining funds to be established. Trevor explained that further liaison is required with the Department of Education in regards to capital works. Reserve funds to be used for the fit out of drama classroom as required.</p> <p>One Line Budget Statement (as at 22 June 2017), Cash Report and Salaries Report presented and discussed.</p> <p>Funding Agreement for 2017 was signed by the Principal and Chair of the Board on 25 May 2017 – document circulated and sighted by board members with discussion on governance and responsibilities of the school. Funding agreement to be posted on Connect. Motion to acknowledge funding agreement signed and sighted moved by David Beckwith and seconded by Wayne Austin.</p>	
4.	Delivery and Performance Agreement	Trevor	<p>The DPA runs concurrently with the Business Plan 2015 – 2017. Agreement is between the Department of Education, Denmark Senior High School and the School Board. Tool presented for monitoring/assessing of school performance with rigorous self-assessment, which must be continuously updated and monitored by the board. The Principal spoke through previous monitoring, where some information from past assessments are limited or absent altogether. The annual school report is a tool previously used for monitoring which was thorough and previously endorsed by the school board. The boards' responsibilities in the school self-assessment process were reviewed and discussed.</p>	No action required.
5.	<p>I. Monitoring the Business Plan</p> <p>II. NAPLAN</p>	Trevor	<p>'Report on monitoring the achievement of targets and milestones' document presented and discussed by the Principal as a tool to monitor the Business Plan. Traffic light/monitoring system explained. Discussion on strategies, and targets as well as planning linking to outcomes and the associated workload with keeping the monitoring up to date. Ideas and discussion on collecting information for input. This document is to be presented to the board frequently to ensure ongoing monitoring.</p> <p>NAPLAN scores for Denmark Senior High School presented. Mean NAPLAN scores shown since 2008 with school performance vs state and national averages. Discussion on scores, perception of NAPLAN, progression and statistics at length. NAPLAN is results focused and feedback leads to targeted learning.</p> <p>David Beckwith left meeting at 12:55pm.</p>	No action required.
6.	Removal of three transportable buildings	Trevor	<p>The Department of Education has advised that 3 transportable buildings will be removed from the school in Term 3, due to their need elsewhere. The school will be given limited notice and will make alternative arrangement for classrooms.</p>	No action required.

7.	Roles and Responsibilities	Trevor	Job Description Forms for the roles of Deputy Principal and Students Services Coordinator handed out, for information only.	No action required.
8.	Guest Speakers	Trevor	The Principal proposed the idea of inviting staff members to board meetings to speak about projects within the school, as they may arise. All board members agree.	No action required.
9.	National School Opinion Survey	Brad	The draft survey preamble was discussed. Discussion on survey responses for parents with multiple students – responses will be required for the eldest student as perception/experiences are for a longer time. There will be opportunity for free text within the survey to ensure that no information is precluded from parents. Wording to be reviewed and finalised. Survey likely to be sent to parents in Term 3.	Ceinwen Gearon to review wording of preamble.
10.	Communication	Trevor	The school newsletter is currently being published at weeks 3, 6 and 9 each term subject to the amount of information gathered.	No action required.
11.	Open Meeting	Trevor	The open board meeting for 2017 will be on Friday 8 September. Gavin Lacey to write an article for the next newsletter advising of date/time/purpose of meeting.	Gavin Lacey to prepare article for newsletter advising of the open board meeting.
13.	Board Member Comment and staff member acknowledgement	Trevor	‘Board member comment’ added as agenda item to allow for additional comments not addressed within the agenda. Brad McDougall requested follow up on excursion permission slip wording. The idea of the school board acknowledging individual staff members of achievements at communication meetings. All supportive.	MCS to follow up on wording of excursion permission slip.
14.	Close	Trevor	Board meeting frequency to change to weeks 3 and 8 from Term 3 onwards. With the next two meetings being held on Friday 4 August 2017 and Friday 8 September 2017.	No action required.

NEXT MEETING:	Friday 4 August 2017	MEETING CLOSED:	1:10 pm	SIGNED:		CHAIRPERSON	DATE
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