



Department  
of  
Education

# SCHOOL BOARD MEETING MINUTES

## DENMARK SENIOR HIGH SCHOOL



<b>DATE:</b>	25 May 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, Josephine Lebbing, Emily Gummer.
<b>APOLOGIES</b>	Sarah Pozzi, Liz Jack, Ceinwen Gearon

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Approval of Previous Minutes	Gavin Lacey	<p>The Principal opened the meeting with apologies for the late commencement; which was as a result of the current bushfires in Albany and Walpole resulting in staff and students unable to commute from Albany this morning. The board stated that their thoughts are with those who have lost homes/livestock in the storms.</p> <p>Previous minutes perused and discussed, all business arising is included in the meeting's agenda. Moved by Gavin Lacey and seconded by Brad McDougall.</p>	No action.
2.	Finance Report	Trevor Henderson/ Lauren Anstiss	<p>The Principal presented the Funding Agreement for Schools 2018 to the Board members. This agreement ensures that schools are accountable for the funds received and expended. This Agreement was signed by the Principal and the Chair of the Board on 11 May 2018.</p> <p>The One Line Budget Statement, Cash Report, SCF Statement and Comparative Budget Report were presented as of 24 May 2018. The planned salary expenditure for the year was explained (Level 3 Program Coordinator 1.0FTE and Library Officer 0.20FTE). The Principal explained that filling the 0.20FTE position in the library will provide an additional day to our front office staff, with the ability to take on the Media and Marketing portfolio. Discussion on the year 8 cohort being one enrolment away from requiring an additional class, and contingencies in place for this. Gavin Lacey noted that the Board supports the school in their staffing decisions. The One Line Budget was endorsed by the Board unanimously.</p>	OLB endorsed; no further action.
3.	Delivery and Performance Agreement	Trevor Henderson	The Delivery and Performance Agreement for Independent Public Schools for 1 January 2018 to 31 December 2020 was presented to the Board. The DPA is aligned with the Business Plan and the Agreement is between the Department of Education, represented by the Director General; the school, represented by the Principal; and the	DPA signed and filed.

			School Board; represented by the Chair. The Agreement sets out the performance and accountability expectations of the school; and the resources supplied by the Department of Education. The DPA was signed 25 May 2018.	
4.	Level 3 Program Coordinator Senior School Pathways	Trevor Henderson	The Program Coordinator Senior School Pathways position has been advertised and the recruitment process is underway. The Board discussed this role and is supportive of its creation.	No action.
5.	OLNA Results Round 1	David Beckwith	David Beckwith presented the OLNA results through year groups to the Board and spoke through the data; both 'SCSA data' and 'school adjusted data' presented and discussed at length. Discussion on Business Plan targets being achieved in regards to OLNA results, as well as the OLNA being a prerequisite for achieving the WACE certificate.	No action.
6.	Business Plan 2018-2020	Trevor Henderson	The final draft of the Business Plan 2018 – 2020 was presented to the Board. The Principal noted and thanked Nikki Stirling for her efforts in editing the document for presentation. The content was presented and discussed at the last Board meeting with no further changes to be made. The Business Plan 2018 – 2020 was endorsed unanimously by the School Board.	Business Plan endorsed; no further action.
7.	Report on Minor Incident	Trevor Henderson	The Principal spoke through a minor accident involving the school bus transporting students from Albany back to Denmark. The bus collided with another vehicle causing minor damage to the other vehicle, no one was injured in the accident and it was reported to the police as required.	No action.
8.	Energy Audit	Gavin Lacey	Discussion on the follow up of a proposed Energy Audit, will speak with Liz Jack regarding this when she's available. Brad McDougall spoke about the Board's desire to minimize energy use/costs around the school and suggested changing the carpark flood lights to LED's as a starting point, MCS indicated that this change would have to be at the school's cost. Discussion on engaging an outside agency to conduct an energy audit, this would also be at the schools cost. The Board requested that the MCS follow up with DoE to see if there are any internal energy audit teams to gather some more information.	MCS to liaise with DoE re: Energy Audits for schools.
9.	Media/Marketing Officer role	Trevor Henderson	The Principal advised the Board that in order to meet the media/marketing requirements for the school, we will have to fund additional salary to the front office staff FTE, as they do not currently have the capacity to take on additional duties. The Executive Team decided to fill the Library Officer 0.20FTE permanently, which will then allow the School Officer (Dee Thorpe) to increase a day in the front office. This position will then be responsible for managing the media portfolio as part of her role. MCS and School Officer will work together to increase this as a priority.	MCS to advertise Library Officer position and manage media/marketing portfolio with School Officer.
10.	School Based Vaccination Coverage	Trevor Henderson	The Principal presented the Year 8 Vaccination Coverage to the Board as FYI only.	No action
11.	Student Council Update	Trevor Henderson	An update from the Student Council (Katy Mitchell, Student Services Coordinator) will be added as an agenda item to the next meeting. It was noted that the Student Council attended a morning tea at the Shire of Denmark as a thanks for their involvement in the Festival for Youth.	Principal to seek update from Student Services Coordinator.

12.	Whole School Literacy Program Rollout	Emily Gummer	Emily Gummer presented literacy posters created for classrooms as part of the Whole School Literacy Program which detail the 'four key principles for classrooms'. Discussion on the COPS format and the use of the 'Tactical Writing Toolkits' to be applied over all learning areas.	No action.
13.	Respectful Communication	Brad McDougall	Discussion on respectful communication between students and teachers. This was addressed recently in health class with the students (in regards to how they communicate with each other and appropriate language). Discussion on the support for teachers in how to address this with students when this may occur.	No action.
14.	Drama Room Refurbishment and Morning Tea	Gavin Lacey	The School Board took a tour of the newly renovated drama room, which has had walls removed to create a staging area along with black out painting. Further works to go ahead (curtains, flooring, lighting etc.). The Board members then attended morning tea with staff until 11:05am	No action.
15.	School Cross Walk	Trevor Henderson	The Principal spoke through a complaint received from a parent in regards to students crossing South Coast Highway dangerously before and after school; as there isn't a cross walk/cross walk attendant in place. The school have also received various other comments from parents and community members who have witnessed near misses or students not checking before they cross the road. The Principal asked the Board members to write a letter to the Shire of Denmark and/or Mainroads requesting a crosswalk. This letter is to be signed on behalf of the school as well as the Board. Josephine Lebbing volunteered to seek more information on behalf of the Board on the matter.	Josephine Lebbing to source information to bring to next meeting.
16.	DoE Independent Review Process	Trevor Henderson	The Principal spoke through advice he'd received from The Principals Federation of WA stating that the public school review process is being changed; and that all schools who are due for a review will be delayed until the new model is ready to be implemented to all schools (this will include DSHS) and that it will not likely occur this year. The Principal stated that the data is ready for the review process for when it should occur.	No action.
17.	Operational Plan 2018-2020	Trevor Henderson	The Principal presented the Operational Plan 2018-2020 which includes detailed plans for meeting the outcomes established within the Business Plan 2018-2010 for the Board's information. The Senior Leadership Team worked tirelessly on developing these plans in line with the overarching school priorities. The Board thanked The Principal for presenting the Operational Plan.	No action.
18.	School Report	Trevor Henderson	The Annual School Report will be shared to the Board via Connect for comment at the next meeting, it will need to be submitted to DoE immediately however any requested changes can be made at a later date.	No action.

<b>NEXT MEETING:</b>	Friday 22 June 2018	<b>MEETING CLOSED:</b>	11:50am	<b>SIGNED:</b>		<b>CHAIRPERSON</b>	<b>DATE</b>
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