



Department
of
Education

SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL



DATE:	6 April 2018	CHAIRPERSON:	Gavin Lacey
TIME:	11:00am	MINUTE SECRETARY:	Lauren Anstiss (Manager Corporate Services)

ATTENDEES	Gavin Lacey, Trevor Henderson, David Beckwith, Brad McDougall, Josephine Lebbing, Ceinwen Gearon.
APOLOGIES	Sarah Pozzi, Liz Jack, Emily Gummer

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Introduction and Welcome	Gavin Lacey	Gavin Lacey introduced and welcomed Josephine Lebbing to the Board a new community representative.	No action.
2.	Student Council Update	Katy Mitchell (Guest Speaker)	Katy Mitchell (Student Services Coordinator) was invited to the meeting to speak about the establishment of Denmark SHS Student Council. Katy spoke about the steps she took to establish a student council, with 8 volunteers from Year 11 and 4 volunteers from Year 12. Katy held the first meeting with the group to discuss roles, expectations and ideas. The student council will meet fortnightly. Katy also spoke about potentially seeking year group/form representatives from the lower school to assist with some smaller leadership roles. The Board discussed the positive influence and leadership skills that a student council provides, and agreed that the 'prefect' system would not be an approach suited for our school. The Board congratulated and thanked Katy for her time.	No action.
3.	Approval of previous minutes	Gavin Lacey	Previous minutes reviewed and discussed. It was noted that the P&C would like to establish a 'grounds' working ground to spend some funds on outdoor fixtures this year.	Minutes moved by Ceinwen Gearon and seconded by Brad McDougall
4.	Finance Report	Trevor Henderson/ Lauren Anstiss	Trevor presented the One Line Budget Statement as of 6 April 2018 to the Board. It was noted that the planning stage was finalised in Week 9 with the operational budget switching over from Week 10. Trevor spoke through the 2017 rollover figures (cash and salary) as well as the planned income and expenditure for 2018 based on the OLB Statement. Total income is \$6,001,502 and total expenditure is \$5,887,911 leaving a variance of \$113,591 (\$12,021 cash and \$101,000 salary). It was noted that from the total income, the school will be transferring \$565,400 into cash with the remainder spent on salary. The Board then reviewed the breakdown of the income and expenditure as per the OLB report; they also discussed the cash report. Trevor then moved on to explain the Student Centred	MCS to post financial documents on Connect for Board Members to review and endorse at next meeting.

			<p>Funding Statement – which shows the breakdown of income from DoE based on per student funding, school characteristics, student characteristics, targeted initiatives etc. These were discussed in detail.</p> <p>The Manager Corporate Services then moved on to present the Comparative Budget to the Board. The income and expenditure accounts were perused with the explanation of a number of new account codes and initiatives. It was noted that the reserve accounts need to be restructured to reflect the current asset replacement plan. The Board discussed the Comparative Budget in detail. The Board agreed that it would be best to review the financial documents to endorse at the next meeting.</p>	
5.	Business Plan Update 2018 – 2020	Trevor Henderson	<p>The Board perused the updated Business Plan as well as the ‘A Guide to Developing your Business Plan’ document. Trevor spoke through the various changes made by the Senior Leadership Team since the BP was last presented.</p> <p>The Board spoke through the three focus areas then moved onto the reporting and monitoring of these, with various strategies of each discussed. Trevor noted that feedback from staff and the Board have been considered in the changes made. Discussion on annual self-assessments and the independent review. The Board agreed to review the amended Business Plan for endorsement at the next meeting.</p>	MCS to post draft Business Plan 2018-2020 on Connect for Board Members to review and endorse at next meeting.
6.	Monitoring the Business Plan 2015 – 2017	Trevor Henderson	<p>The Business Plan 2015 – 2017 was presented with the achievement summary and discussed at length, with achievement scores updated and entered at the end of the 2017 school year. Trevor explained that the DoE Independent review of DSHS will be utilising this document to validate the self-assessment. The school is yet to be advised of the date of this review. The Board agreed to review the document for endorsement at the next meeting.</p>	MCS to post Business Plan 2015 - 2017 on Connect for Board Members to review and endorse at next meeting.
7.	Excursion Letters	Gavin Lacey	<p>The Board raised concern in regards to a consent letter sent home to parents; the content of this letter may not be appropriate for our school. The Board were advised that this letter was an old standard DoE consent form, however the school agreed that it was not appropriate. The consent form used was not the current consent form which is included in the excursion planning package (for teachers). All teachers have been reminded to use the current documentation.</p>	No action.
8.	TAFE	Trevor Henderson	<p>Trevor spoke through and explained some correspondence between DSHS and SR TAFE regarding the lease of the schools’ building to TAFE, which is currently agreed to be occupied on a year to year basis (12 month occupancy currently renewed at the end of each year). Denmark SHS is aware of the strong support from the Denmark community to keep the TAFE presence within the town, and also shares the same view on this. The occupation of the building is subject to the schools needs in regards to classroom space and student numbers, which may need to be utilised if DoE remove transportable buildings from the site.</p>	No action.
9.	Media Officer	Trevor Henderson	<p>Trevor spoke about the need to reallocate some duties within the administrative staff to include some media/promotional duties, with particular emphasis on maintaining the website and other communication outlets. Due to current staffing (long service leave) restraints this will be reviewed in Term 2.</p>	Media Officer to be discussed and implemented at school level, with

			Lauren Anstiss spoke about the need to restructure the website, which needs an entire revamp with all content reviewed, this will be a considerable amount of workload but will be made a priority in Term 2.	website updated by end of Term 2.
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NEXT MEETING:	Friday 6 April 2018	MEETING CLOSED:	1:00 pm	SIGNED:		CHAIRPERSON	DATE
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