



Department
of
Education

SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL



DATE:	20 October 2017	CHAIRPERSON:	Gavin Lacey
TIME:	11:00am	MINUTE SECRETARY:	Lauren Anstiss

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

	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
1.	Approval of Previous Minutes	Gavin Lacey	Previous minutes reviewed and discussed. Moved by David Beckwith; seconded by Sarah Pozzi.	No action.
2.	Business Arising	Gavin Lacey	<p>Discussion regarding the Voluntary Contributions and Charges information; will be presented for approval at the meeting of 24 November 2017, and will be circulated to the board members one week prior.</p> <p>Staff morning tea to go ahead on Friday 27th September 2017; provided by the school board and P&C members.</p> <p>Discussion on the GATE Coordinator, Katy Mitchell holds merit certificated for GATE students.</p>	No action.
4.	Finance Update	Lauren Anstiss	One Line Budget Statement for 20 October 2017 presented to the Board. Salary and cash variances discussed, salary variance reduction explained. Salary variance is being monitored closely by the Principal and Manager Corporate Services.	No action.
5.	Student Services Update	Katy Mitchell	<p>Katy Mitchell entered the meeting as a guest at 11:25am. Katy spoke about her role within the school which includes line managing Education Assistants and the Learning Support Coordinator. She also manages the School Psychologist, Chaplain and Nurse as part of a whole Student Services Team. Katy then explained the role of the Learning Support Coordinator. The LSC is responsible for managing disability funding, Individual Education Plans and liaising with teachers in regards to disability support.</p> <p>Katy explained that she is also responsible for attendance monitoring, aboriginal education, student leaders, student council and the general wellbeing of students in conjunction with the Student Services Team.</p>	No action.

			<p>Gavin Lacey expressed his appreciation for the level of priorities that Katy is responsible for.</p> <p>Discussion on the State/Federal funding for the Chaplaincy Program and the uncertainty of that funding continuing for schools. Denmark SHS is currently funded for two days per week, and the school finds the additional salary support (1 day per week) from the cash budget. Discussion on the need for a Chaplain and the difference between a Chaplain and School Psychologist.</p>	
6.	Finance Update Continued	Lauren Anstiss	<p>The Executive Team are currently working on the 2018 budget which involves monitoring/planning the cash and salaries against the predicted Student Centered Funding for 2018; which is driven by student enrolment numbers. The Principal noted that Denmark SHS has committed to supporting the funding for the School Psychologist, Chaplain and the Follow the Dream program for 2018.</p> <p>The draft school budget will be presented at the next Board Meeting of 24 November 2017, along with the Voluntary Charges and Contributions for approval. Lauren Anstiss noted that the school Term Deposit matures on 4th November 2017 with funds to be taken out to support the school finances until the first gateway payment in 2018 – this is with the Finance Committee for final decision.</p>	MCS to prepare draft school budget and associated documents for the meeting of 24 November 2017.
7.	Chairperson Report/Community Member Update	Gavin Lacey	<p>Gavin Lacey stated that he is currently trying to get in contact with Adele Heaton (Community Board Member) to assess if she would like to resign from her Board membership. If Adele does wish to resign, the Board would like to thank Adele for her contribution to the school prior to appointing a new community member. Gavin Lacey put forward a potential replacement for Adele.</p> <p>Discussion on the process of appointing a new community member, community members do not have to be advertised, and can be approached directly with support from the current Board members. Discussion on the benefits of advertising to the wider community. Discussion on the required profile – the Board agreed that they would be looking for someone with a mental health background. Selection process discussed.</p> <p>It was agreed that the CV of potential community member can be uploaded to Connect by Gavin Lacey for Board members to review and discuss at the next meeting. Lauren Anstiss to draft an advertisement for the Denmark Bulletin; also to be discussed at the next meeting. Discussion on how to improve the attendance at the Athletics Carnival.</p>	<p>Gavin Lacey to upload CV to Connect.</p> <p>Lauren Anstiss to draft advertisement for the Denmark Bulletin.</p> <p>No action.</p>
8.	Surveying the Community Update	Gavin Lacey	<p>Discussion on the data given out at the previous meeting, Brad McDougall has since been working on sorting the comments into categories. Gavin Lacey and Sarah Pozzi both offered to assist Brad with this task. Timeframe for completion set to the end of the term.</p>	Board members to assist with sorting survey responses, with completion by end of Term 4.

			The drafted 'thank you' note to parents for taking part in the survey discussed with no changes – to be posted in the next newsletter.	
9.	Drama Production Update	Trevor Henderson	<p>The Drama Production review composite (staff feedback) was circulated at the last Board meeting; with the timing of the next school production scheduled for Term 3, Week 2, 2018. The Principal spoke through the review of the financial component, with concerns raised in regards to the cost of teaching relief associated with running the production. The financial review details the income vs. the expenditure showing an overall loss of \$14,529.39 with a total school contribution of \$17,488.00.</p> <p>Finance review discussed at length; Board members agreed that the positive effects cannot be measured in dollar amounts. Discussion on the participation fee being too low per student. The Board acknowledged the need to seek sponsorship/financial support for future productions. It was agreed that the school would decide on a reasonable amount and reach out to the P&C and 'Drama Queens' working group to source sponsorships/financial support through their networks where possible for 2018 and onwards.</p> <p>The Board agreed that the schools' Finance Committee will bring a dollar amount to the Board for consideration, along with the draft school production budget for 2018. Gavin Lacey commended the thoroughness and fairness of the review.</p>	The Finance Committee will decide on dollar figure required to support the school production in 2018.
10.	Business Plan Update	Trevor Henderson	<p>Trevor spoke through the draft Business Plan 2018 – 2020 Targets and Milestones document. The areas of focus were derived from the School Development Day which are: 1. Success for Students 2. High Quality Teaching and Leadership and 3. Collaboration and Partnerships.</p> <p>Trevor spoke through the listed targets and milestones for each area of focus; this document is a draft and is yet to be circulated to staff.</p>	No action.
11.	NAPLAN and School Website Update	Trevor Henderson	<p>The NAPLAN Summary was circulated to the Board members for review as part of monitoring school performance.</p> <p>School website update is still in the 'test' environment with some further training required for front office staff before it goes live. Discussion on the need for additional staffing time on the front office to have new content uploaded, with content to be updated by the school leadership team.</p>	NAPLAN summary to be reviewed by Board members.

NEXT MEETING:	Friday 24 November 2017	MEETING CLOSED:	1:00 pm	SIGNED:	CHAIRPERSON	DATE
----------------------	----------------------------------	------------------------	---------	----------------	--------------------	-------------