



Department
of
Education

SCHOOL BOARD MEETING MINUTES

DENMARK SENIOR HIGH SCHOOL



DATE:	24 th November 2017	CHAIRPERSON:	Gavin Lacey
TIME:	11:00am	MINUTE SECRETARY:	Nikki Stirling (Replacement for Lauren Anstiss)

ATTENDEES	Gavin Lacey, Trevor Henderson, Wayne Austin, David Beckwith, Sarah Pozzi, Susan Fahey (Guest Presenter), Liz Jack (arrived 11.12am)
APOLOGIES	None

ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
Presentation	Susan Fahey	<p>Susan gave an overview of what her department in this instance – Science - has been achieving over the 2017 year. The departments endeavor is to be able to expand the student’s horizons in the Science community and opportunities available to them. Susan outlined the accomplishments that they have achieved:</p> <ul style="list-style-type: none"> • Introduction of National Youth Forum for Year 11’s into Year 12 - we have one nominee who was awarded a Rotary scholarship unfortunately this student is unable attend due a clash in events, however Susan was pleased with the response. • Curtin Experience – 4 – Year 9 students and 3 – Year 10 students have been involved in the Science, Engineering Extension Activities – 3 Rotary Scholarships and 3 other scholarships were awarded. • Two students will have the opportunity to attend the Invention Convention in Canberra which is based on hands on innovations; this is linked with the work done by Golden Hill Steiner School which these students were previous based at in lower school. • Susan has been lucky enough to receive a scholarship to attend the STEM X Conference in January 2018 – which is a STEAM enrichment course for teachers which encompass science, ICT, Primary school facets. <p>Brad asked what the difference was between STEM and STEAM, Susan explains that STEAM includes The Arts which is more inclusive to what DSHS to trying the implement.</p> <p>Discussion on various projects run within the current STEAM program, which included the outreach even for Science Week, numerous incursions, community events etc.</p>	No action.

			<p>The P&C offered their assistance with future community events. Liz suggested to direct other community events to encourage community connection.</p> <p>Parent input is encouraged in the STEAM Program – we recently had a Year 8 parent who is a Mine Rehabilitation Officer who spoke to the class.</p> <p>STEAM was run in 2016 as a pilot for Year 7's. In 2017 Year 8 & 9 participated in this program. It has also been added to 2018 Electives for Year 9 – STEAM focusing on team build, feedback and technology. The students will be able to design, fine tune a pro-type, organize feedback and make adjustments. – this is based on real world problems, waste products and sustainability.</p> <p>Liz Jack for the Chamber of Commerce mentioned that they are organizing a Employers Expo in August 2018 to showcase VET, UWA, local business, local schools – DSHS has placed an expression of interest for this event - Date still to be set.</p> <p>Gavin asked a question about CRISPA – Genetic Engineering – Susan advised that genetics is actually touched on in Year 10 and in more detail in Year 11 and 12.</p> <p>Liz thought the hands on creative approach was exciting.</p> <p>Gavin thanked Susan for her time said she was well connected, enthusiastic and creative.</p>	
1.	Approval of Previous Minutes	Gavin Lacey	Previous minutes reviewed and discussed. Moved by Gavin Lacey; seconded by Wayne Austin.	Spelling errors to be corrected. – No other action.
2.	Business Arising	Gavin Lacey	Several items will be address in General Business.	No action.
3.	Finance Report	Trevor Henderson	<p>One Line Budget Statement for 23 November 2017 was presented to the Board. Salary and cash variances discussed, salary variance reduction explained. The salary component has included 1.6 FTE for school psych to allow her to be at DSHS for two full days – this amount will be paid to NASHS who currently pays her salary.</p> <p>The staff salary may increase due to staff taking LSL and not being replaced due to lower numbers with senior school students finished their 2017 education. Salary variance is being monitored closely by the Principal and Manager Corporate Services</p> <p>Trevor outlined that the Finance Committee meeting minutes to be presented to the school board. These minutes will be sent out to board members and then endorsed at next meeting. These finance meetings usually occur twice a term with the exception being Term 4. The Boards role is to look at the minutes in a purely monitoring role and ask for clarification if required.</p>	MCS to include Finance Meeting Minutes for each Board Meeting.

4.	Voluntary Contributions and Charges	Trevor Henderson	<p>Trevor presented the 2018 Voluntary Contribution and Compulsory Charges document; he explained content and explained the purpose of advising parents of extra costs which needs to reflect as a maximum cost. Trevor explained how the subject costs were decided and how it is worked out per student.</p> <p>There are a couple of amendments of the extra high costs options which is to be change as the below</p> <p>Drama Production Participation – should be changed to School Production Participation and the Maximum cost go up to \$50 – this was discussed at the finance meeting and agreed that this cost go up from \$30 to \$50. A discussion was also had with the P&C about this and they agreed with the raise. It was also suggested that possible scholarships could be organised.</p> <p>Gavin motioned that the board recommended the decision to increase the maximum cost for school production to \$50 with possibly looking to increase this to \$100 in 2019. – all accepted.</p> <p>The Board suggested that the MAXIMUM COSTS heading be highlighted so parents realize that it is up to rather than the full cost.</p> <p>David also explained that parents do have multiple children in various activities and parents need to be aware of these costs and plan accordingly.</p> <p>Liz encouraged payment plans and that some students/parents may have to choose should the expenses be too large.</p> <p>Wayne also explained that Cert II Music now needs to be included in the Certificate Courses, which is now being offered. This cost \$280 is much higher than other Cert courses due Music being more expensive to provide due to Auspice charges and the delivery of this course is limited. DSHS will run this course over two years in a rotation basis ie. – Year 11 proceed with Cert II Music and Year 12’s proceed with General Music – following year - Year 11’s will do General Music and Year 12’s will complete Cert II.</p> <p>Other amendments to be made to Extra Costs – Duke of Edinburgh Award should be PE not English/Hass; Canberra 2018 be changed to 2019 for Year 8 & 9; New York Excursion in 2019 to be included \$7000 – Year 10/11 Geography.</p> <p>Gavin motioned that the 2018 Voluntary Contributions and Compulsory Charges - A Guide for Parents be endorsed by the board – seconded by Sarah Pozzi – all agreed.</p>	Amendments to be made. Then no further action.
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5.	Draft 2018 Budget	Trevor Henderson	<p>Trevor outlined the draft budget for 2018 explaining our projected students number were at this stage 435 - which would lead to student funding of \$4,003,200, additional funding for Aboriginality, Disability, English as an Additional Language, Social Disadvantage \$350,184 and targeted initiatives totaling \$380,111 with overall Forecast Student Centred Funding 2018 as \$5,721,603.</p> <p>However, these figures are totally reliant on the school census which occurs in the third week of February 2018. If student numbers remain the same, funding will remain the same, if numbers go up or targets areas increase funding would increase likewise if numbers decrease funding would decrease.</p> <p>Trevor explain how and why the budget is broken down into Student Characteristics Funding; Target Initiatives – which includes funding for Additional Aboriginal and Islander Education Officer (AIEO); Level 3 Classroom Teachers; and Preliminary Targeted Initiative for Small Senior High School of \$288,500 which is a once off payment, which could be used for the employment of VET Coordinator which would offset the delivery of this course and the gaps that RTO charges to cover these costs as an example of the usage of this funding.</p> <p>Trevor explained the overall picture of the Preliminary One Line Budget Statement which shows \$6,094,804 Income – including Cash brought forward, salary, student-centred funding and locally raised funds; Expenditure distributed into salaries and cash which would leave DSHS a variance of \$213,000 which Trevor has asked Lauren to vary down to zero to have as a buffer for salary.</p> <p>Trevor outlined the Expenditure breakdown, the Preliminary Salary plan, Preliminary Cash Plan. Brad queried the draft amounts in Purple, Wayne explained that the HOD’s deliver the operational costs for each department which is broken down per head in that area which relates to Voluntary Contributions and Charges.</p> <p>Wayne explained the accounts that had zero balances, these were needed for movements of student paying items that then had to be paid to suppliers – eg. Leavers Jackets account has a zero balance, then money is received from students who wish to purchase, then this money is then paid to the supplier leaving the account in a zero amount.</p> <p>Gavin motioned that the 2018 Preliminary Student Centred Funding Statement be endorsed – all agreed</p>	No action.
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7.	Board Membership	Gavin Lacey	<p>Gavin advised that Adele Heaton was unable to commit to the role of Board Member for DSHS and has resigned. Gavin thanked her for her service in her role and volunteering her time.</p> <p>Gavin moved a motion to invited Jospheine Lebbing as a community member to replace Adele and felt she would be a valuable member. David Beckwith queried the process of appointing a new Community Member, it was noted that we have advertised for community members with various skill sets to set up a pool to utilise as the need arises; and suggested waiting until all applications had been received then go about the business of appointing suitable people. Liz Jack was agreed.</p> <p>After discussion around the table it was decided that due to the end the year that the advert had already been placed that we would wait until advert had run its process and applications received before we appoint a replacement for the vacant position.</p> <p>Motion has then been withdrawn.</p> <p>Liz suggested that positions for specific areas could be for terms – ie. short term 6 months or 2 years - as the skill set is required</p> <p>Gavin is going to liaise with Lauren about personalizing the advert, however the advert has already been run so this would be for future adverts.</p> <p>It was noted that Community Members have no voting power.</p>	Wait until applications are received and review in 2018.
8.	Business Plan 2018 – 2020 Update	Trevor Henderson	<p>Trevor gave an update on the business plan and how the focus areas are addressed. The SLT will at their next meeting decide to set the targets, milestones and strategies then put forward to the next SLT meeting and be approved by the end of the term.</p> <p>Trevor explained the school vision, frameworks of the school, how the focus areas work. These target, milestone and strategies are for each learning area.</p> <p>Once all information has been confirmed the Business Plan document will be formatted accordingly to produce the final copy which will then be presented to the board, early 2018 for endorsement.</p>	To be finalised and formatted for final product for endorsement by the board.
8.	Surveying the Community Update	Brad McDougall	<p>Brad was pleased with the response from students and parents in the survey; however it was slow going addressing all the information and asked if he could have additional help from other parties. It was stated that due the information received it is confidential and a smaller reviewer group is the best option.</p> <p>Brad hopes that once the information has been compiled that he will have a compressive report which will be able to broken down in different areas for key</p>	No Action.

			<p>information.</p> <p>Brad would like to advertise the positive comments about the school that he has received through the survey – the group thought this was a good idea but only positive comments.</p> <p>The committee wanted to know whether these results relate to the Business Plan, Dave responded that some points do relate eg. mental health.</p>	
9.	Drama Production Update	Brad McDougall	<p>Brad asked if a facility plan for the outfit of the Drama room had been developed. Trevor explained the Drama room has an operational budget and Deb has to decide on what she needs for this room and spend this figure wisely, approximate funding is \$80,000.</p> <p>Deb needs to supply a budget for this figure to the school outlaying her costs, as this is an operational matter she needs to liaise with Lauren, liaise with Trevor and the Finance Committee to approve this expenditure.</p> <p>One suggestion to bring costs down for the Production was that the School Production be held in the school gym to cut running costs, which initial was supported by Deb but however on the Production 2018 Income and Expenditure it is showing the Production be held at the Civic Centre. This to be reviewed.</p>	No Action.
10.	Solar Power Generation for the school	Wayne Austin	<p>DSHS received grants for Solar Hot Water to replace Electric HS with solar power. We have solar pre heaters where gas is the supply. Solar WS are more beneficial and cost effective opposed to electric.</p> <p>Liz suggested we do a Energy Audit and is happy to organise which was accepted. Trevor said the outlay is considerable and benefits would be in the long term. There are possible grants available for this as well.</p>	Liz organising Energy Audit
11.	Close	Gavin Lacey	Gavin closed this meeting and looked forward to seeing everyone in the new year.	No Action.

NEXT MEETING:	TBA 2018	MEETING CLOSED:	1:00 pm	SIGNED:		CHAIRPERSON	DATE
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