



Department  
of  
Education

# SCHOOL BOARD MEETING MINUTES

## DENMARK SENIOR HIGH SCHOOL



|              |                 |                          |   |
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| <b>DATE:</b> | 9 November 2018 | <b>CHAIRPERSON:</b>      | Gavin Lacey                                 |
| <b>TIME:</b> | 10:00am         | <b>MINUTE SECRETARY:</b> | Lauren Anstiss (Manager Corporate Services) |

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| <b>ATTENDEES</b> | Trevor Henderson, Brad McDougall, Sarah Pozzi, Ceinwen Gearon, Josephine Lebbing and Heather Williams (Guest) |
| <b>APOLOGIES</b> | David Beckwith, Emily Gummer, Liz Jack.   |

|    | ITEM                         | LED BY                     | DISCUSSION/PROGRESS REPORT  | ACTION/TIMELINE |
|----|------------------------------|----------------------------|---|-----------------|
| 1. | VET Coordinator Presentation | Gavin Palmer (Guest)       | <p>Gavin Palmer (Vet Coordinator/Senior School Pathways) was asked to present to the school board. He spoke about the breadth of his role, which includes both senior school pathways responsibilities as well as teaching. Gavin spoke to the board about the range of VET courses available at DSHS, whilst also speaking about the importance of counselling students in their selections of ATAR and VET into senior school.</p> <p>Gavin and the board then discussed the sometimes 'negative' perception of VET courses amongst parents and students (as opposed to ATAR selections) and how he is striving to change this outlook; giving examples of how successful it has been for a range of students across various workplaces. Gavin spoke through his three keys to success in assisting students to achieve the best possible outcome in senior school, where he provides in depth counselling in regards to students' selections, focus and self-management throughout Year 11 and Year 12. Gavin also spoke through his liaisons with 'like' schools in order to establish the processes at other schools to engage the best possible range of courses for students at DSHS.</p> <p>The board then discussed Gavin's role and the importance of VET in schools at length. Trevor Henderson acknowledged Gavin's hard work and commitment within the role, stating that his students received 100% achievement this year, which is a credit to his dedication to the role, as well as to the students.</p> | No action.      |
| 2. | Student Council Update       | Patrick McConigley (Guest) | <p>Patrick McConigley (Teacher Design and Technology) was asked to present to the school board as the newly appointed coordinator of the student council. Patrick spoke to the board about his plans for the student council in 2019, where he will establish a 'culture of aspiration' which will come in time. His intentions are to communicate and involve younger cohorts in order to establish a leadership group moving into senior school. The board then discussed different strategies of engaging younger students. Patrick then also</p>  | No action.      |

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|    |                              |             | spoke about the goals that he will set for the student council and his intentions for the group as a whole. The board and Trevor Henderson thanked Patrick for his presentation and commitment to the student council.   |  |
| 4. | Approval of Previous Minutes | Gavin Lacey | Previous minutes discussed and moved by Sarah Pozzi, seconded by Brad McDougall.   | No action.   |
| 5. | Business Arising             | Gavin Lacey | <p>Discussion on the road crossing application and discussion on why the application hasn't yet been submitted. Lauren Anstiss advised that the road use/car use figures need to be established, so that we can then either apply for a road crossing 'A' or road crossing 'B'. Figures were sourced from the 'Denmark Traffic and Evacuation Management Study' document provided on the Shire of Denmark website. However, these figures were not appropriate as they were not counted on South Coast Highway during school zone hours.</p> <p>The board also discussed a near miss between a student and a car on South Coast Highway that was captured on dash cam and handed to the Denmark Police, highlighting the need for the road crossing.</p> <p>Ceinwen Gearon stated that a new count will be organised by the Shire of Denmark for Term 1, 2019 – as this would be the next most appropriate time to establish figures for the application. Discussion on the need to have a crossing in place sooner than Term 1 next year – with options of sourcing volunteers to act as traffic wardens in the interim discussed. HR and insurance issues were raised in regards to volunteers undertaking this role, as the position is usually employed by Police. Heather Williams (member of the P&amp;C) expressed her concern that the application is yet to be submitted. Ceinwen Gearon stated that she would follow up with Liz Jack to ask about the progress made with the application, with an update to be provided at the next meeting.</p> <p>Brad McDougall asked if the 2018 Parent Survey had been reviewed and collated, Trevor Henderson advised that this is yet to be undertaken, however feedback on the survey provided by parents has been passed back to the Department of Education.</p> <p>Trevor explained that due to many movements within senior roles at DSHS the workload is currently in a state of flux with certain tasks being made a priority over others for the end of the year, and carriages of responsibilities are being shared or handed over.</p> <p>The Deputy Principal (Lower School) position is currently being advertised to fill permanently. Trevor explained the importance of maintaining transparency when running selection processes, and has established a selection panel of internal and external members with relevant experience. He explained that he would prefer not to have school board involvement on the selection panel to eliminate any perceived bias that may arise. The school board agreed, and acknowledged the importance of transparency. Brad McDougall asked if the board could potentially have input into the</p> | <p>Ceinwen to follow up on road crossing application.</p> <p>School Board to liaise with Trevor Henderson in regards to selection of Deputy Principal.</p> |

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|     |   |                  | interview questions. Trevor agreed that this would be a good idea, and he would like to liaise with the board to establish a profile of what DSHS is looking for in the successful candidate to be relayed to the selection panel.<br><br>Ceinwen Gearon left the meeting at 11:35am.  |   |
| 6.  | Terms of Reference for Unincorporated Boards        | Gavin Lacey      | The minor changes in the Terms of Reference were made at the last meeting with all board members required to review and approve at this meeting. All present board members agreed and approved the changes with Ceinwens' approval sought via text message.  | Lauren Anstiss to finalise Terms of Reference.                |
| 7.  | Finance Update                                      | Trevor Henderson | The Operational One Line Budget was presented, current variances discussed. The salary variance was discussed, and is high due to the internal appointment of the Senior School Pathways position. This will roll into the 2019 budget.<br><br>The Preliminary One Line Budget was presented as of 8 <sup>th</sup> November 2018. Copies of OLB Reports provided to the board, with further updates to be provided at the next board meeting as the planning for 2019 progresses, with the bulk of the staffing and cash planning already in place with only changes to be made as they arise.                       | No action.  |
| 8.  | Charges and Contributions for 2019                  | Lauren Anstiss   | The Charges and Contributions for Parents document was presented to the board. This document details the individual subject costs, extra optional costs and booklist information for parents. This needs to be reviewed by all panel members and endorsed at the next board meeting. Extra optional cost for the school production discussed and agreed that this has been raised to a maximum of \$100 per student to participate, as supported by the Finance Committee. This document is then made available to parents by the 1 <sup>st</sup> December 2018 as per Department of Education financial procedures. | Board members to review document prior to the next meeting.   |
| 9.  | School Board Nominations for Parent Representatives | Lauren Anstiss   | The first round of nominations received one parent nomination, therefore the only nominee won the first of three vacant positions, commencing in February 2019 (Brad McDougall). The board thanked Brad for re-nominating.<br><br>The remaining two vacant positions were re-advertised from 25 October 2018 to 8 November 2018 with four nominations received. Lauren will now draft up documentation to proceed with parent elections to fill the two vacant positions.  | Lauren Anstiss to prepare documentation for parent elections. |
| 10. | Bluey Form  | Lauren Anstiss   | Changes to the Bluey form to be discussed at the next SLT meeting.   | No action.  |
| 11. | Next Meeting  | Gavin Lacey      | The annual Open Board Meeting will be held on Thursday 29 November 2018 from 6:00pm to 8:00pm.   | No action.  |

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| <b>NEXT MEETING:</b> | Thursday<br>29 November | <b>MEETING CLOSED:</b> | 12:15pm | <b>SIGNED:</b> |  | <b>CHAIRPERSON</b> | <b>DATE</b> |
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