



Minutes for School Board Meeting
2nd November 2017

TIME	Senior Campus Meeting Room 4:30pm		WHOM
4:35pm	1.0	Welcome and apologies	
	1.1	Opening and welcome	Chair
	1.2	<u>Apologies: Jeff Brown (LSL), Sue Williams (LSL), Mike King, Daniel Wiseman, Kirrylie Bacci, Mike Armstrong.</u> Quorum achieved with 50% attendance	
	1.3	Confirmation of agenda	
4:35pm	2.0	Disclosure of interests	
	2.1	Identify real, perceived or potential conflicts of interest = NIL declared	Chair
4:36pm	3.0	Minutes of previous meeting and ENDORSE	
	3.1	Review of previous meeting minutes Moved: David Watson 2 nd : James Milne Endorsed	Board
4:38pm	4.0	Reports	
	4.1	FINANCE REPORT <ul style="list-style-type: none"> • No change since last meeting as end of period has not occurred • Planning for 2018 is on track • Budget compliance is possible based on current data • Currently overstaffed in some areas – Special Needs Education Assistants in particular are over budget by \$100K • No update to hand regarding Synergy negotiations (carry over from last meeting) <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <small>Financials_Cash report.pdf</small> </div> <div style="text-align: center;">  <small>Financials_Operational One Line Budget.pdf</small> </div> </div>	James Milne
	4.2	P & C REPORT <ul style="list-style-type: none"> • New sound system has been approved for purchase by KW Audio. Kim is a local audio expert and has been using his own equipment for school carnivals, dance-offs etc. Total \$11092.20 funded as follows: <ul style="list-style-type: none"> ○ \$3K by school ○ \$3K by P&C ○ \$6K by Bendigo Bank funding application • Canteen has launched a new menu for Term 4. A survey will be initiated seeking feedback from parents/students/school • The canteen continues to break even • 5 cent challenge undertaken in Term 3 resulted in fundraising total of \$1214.85 • P&C are supporting end of year book awards as follows: <ul style="list-style-type: none"> ○ Years 1-3 \$450 ○ Years 7-9 \$150 ○ Year 10 non-core areas \$245 • Purchase of Interschool Singlets has been completed • P&C Focus shifts to End of Year Picnic with plans similar to last year <ul style="list-style-type: none"> ○ IGA to be approached for assistance again ○ Activity ideas include bouncy castles, dunking machines and giant jenga ○ Other activities to be organised for Senior students • Planning in the process for an end of year fun day for students with ideas such as slip & slide etc • P&C having some issues with numbers attending meetings • No further report on car parking [from last meeting] 	Rebecca Welsh

4:42pm	5.0	Business Arising	
	5.1	<p>Business Plan Business Plan achievement: Student Focussed Learning Year 9/10 students - 60% met OLN expectations. 13 students missed out on one assessment</p> <p>Business Plan overview and narrative regarding targets will be provided to Board at the start of next year.</p>	James Milne
	5.2	<p>NAPLAN Board members were asked when NAPLAN snapshot should be presented. Agreed that Jeff will present NAPLAN analysis at next meeting</p>	James Milne
	5.3	<p>Partnerships We have continued our positive interactions with Talison Lithium (TL) surrounding our partnerships focus. Debbie from TL has been a great support for the school in achieving our objectives.</p> <ul style="list-style-type: none"> • Meeting took place during school holidays • 28 Year 9/10 students will be attending a careers day on site with various career path discussions to be held with the students • Plan is to conduct a careers day every year at the start of the year • Senior Campus Work experience placements will be offered • Representatives from TL will be visiting the Junior Campus to talk about Road Safety. Rachel will also be involved with discussions surrounding land care and rehabilitation • To ensure the school's commitment to the partnership, the DDHS Student Representative Council (SRC) will get involved and volunteer to assist with upcoming fundraisers organised by TL <p>Many thanks to Jonelle for coordinating these plans</p>	Jonelle
4:49pm	6.0	New business	
	6.1	<p>2018 Planning/Programs/Structure Overview</p> <ul style="list-style-type: none"> • Current newsletter detailed the class structures for the junior campus in 2018: <ul style="list-style-type: none"> ○ Kindy ○ Kindy/PP ○ PP ○ Year 1 x 2 classes ○ Year 2 ○ Year 2/3 ○ Year 3 ○ Year 3/4 ○ Year 4 ○ Year 5/6 x 3 classes • There have been several queries from parents regarding the structure changes, in particular the split of year 3 students over three classes • Speculation has arisen amongst parents that the split classes were due to the current year 5/6 structure • Structure changes have been necessary due to the size of cohorts in the 2017 Year 3 & Year 1 classes • Small classes cannot be sustained for long periods of time, and the focus is to ensure classes are close to capacity • The Year 5/6 structure has worked in recent years due to utilising the strengths of the Teachers involved 	James Milne

		<ul style="list-style-type: none"> • It is unlikely that the Year 5/6 structure will not extend past 2018 due to forthcoming student numbers • Plenty of positive feedback received regarding the Kindy/Pre-primary split classes, especially based on the opportunity parents were given to nominate a preference on which class they preferred their child to be placed. All parent choices were met. Any further enrolments will be placed into the Kindy/Pre-primary class • Whilst the placement of students in classes is a complicated task, the school is still open to allowing Teacher requests from Parents. The school endeavours to meet the requests where possible • Teacher rotations will be likely from the current structure from 2019 onwards. This is an important opportunity whereby teachers can learn from others • There are some big changes in Specialist areas for 2018: <ul style="list-style-type: none"> ○ Retirement of IT Teacher John Roberts brings about a reduction in IT hours with Nigel Edwards (Senior Campus) also taking on IT for the Junior Campus with a STEM approach in 2018 ○ Retirement of Phys Ed Teacher Rob Horton has resulted in position being advertised. Phys-Ed hours will also be reduced in 2018 ○ Performing Arts/Drama/Music incorporated into one role which will be advertised shortly ○ Language (Indonesian) commences 2018 [Parent Board members reported no negative feedback regarding the change from Chinese/Mandarin to Indonesian] ○ New Science program planned ○ Kitchen Garden program will be offered for Middle primary students ○ Writing extension program will be offered in 2018. Years 3/5 in term 1 followed by years 2/4/6 in second half of the year • Secondary English Teacher required – advertised • The support teacher approach for years 7/8 student has been well received. The pastoral care that this allows the year 7 students has been beneficial • Some changes to Certificate courses – Cert I in Business has been difficult to run alongside Hospitality • Metals Certificate will be run over two years with EV to complement this • School to invest in a Public Relations Support person to assist with communication etc – the School will have their own official Facebook page. [Members agree that this will be a positive step in helping parent communications] 	
	<p>6.2</p>	<p>Split Site Funding</p> <ul style="list-style-type: none"> • School has been assured of \$140K in funding, the same as this year • School has approached the Department to float the idea of a Budget Review • Budget Review involves itemising costs related to the split site and the extra costs incurred such as extra Water/Electricity Meters/Bins and costs of staff movements between sites etc • Current workings show approximate cost of funding the split site to be \$240K • If school follows through with the Budget review request there is a risk that the \$140K in funding may be lost altogether • General discussion surrounding whether it was worth requesting 	<p>James Milne</p>

the budget review to potentially gain an extra \$100K in funding. All agreed that it was worth pursuing and the Board would back the school if required

6.3

2018 School Development Days

- School development days reviewed
- Explanation given for the Positive Behaviour Support development offered to Teaching staff on Friday 1th May
- Suggestion made to give Board Members & P&C Representatives the opportunity to attend
- Suggestion that parents are advised of the training undertaken by Teaching Staff to allow a better understanding of why these days are part of the school calendar
- All agreed to endorse proposed 2018 School Development Days



Proposed School
Development Days 201

James Milne

6.4

2018 Personal Items List

- Discussion surrounding the contribution made by Donnybrook Newsagency to the P&C based on the Personal Items List purchases
- Donnybrook Newsagency have advised in the past that they need orders to be received by a certain time to allow them the buying power to receive discounts etc
- Agreed that members would review Personal Items Lists and endorse via email. James to email board members requesting endorsement



2018 Personal Items
List Year Kindy.pdf



2018 Personal Items
List Year Pre_Primary.



2018 Personal Items
List Year 1.pdf



2018 Personal Items
List Year 2.pdf



2018 Personal Items
List Year 3.pdf



2018 Personal Items
List Year 4.pdf



2018 Personal Items
List Year 5 and 6.pdf



2018 PERSONAL
ITEMS LIST YEAR 7.pc



2018 PERSONAL
ITEMS LIST YEAR 8.pc



2018 PERSONAL
ITEMS LIST YEAR 9.pc



2018 PERSONAL
ITEMS LIST YEAR 10.f

James Milne

6.5




2018 Contribution & Charges

- Reviewed proposed 2018 contributions & charges
- 60% of parents pay their voluntary contributions
- Recreation Centre costs are significant at \$4700/year, and payment of these fees is vital to keep costs down
- Suggestion that parents are offered the opportunity to “go into the draw to win a prize” if their fees are paid by a certain day to encourage the payment of fees
- Contributions & charges to be endorsed via email. James to email board members requesting endorsement



Contributions and
Charges_Guide for Par

James Milne

	6.6	Delivery Performance & Agreement (DPA) <ul style="list-style-type: none"> • Discussion surrounding the contents of the DPA. David would like a proactive approach taken to ensure compliance • Item 1.2 (b) Highlighted the need for Board Members to provide proof of a criminal screen upon renewal of their term. Jodi & Rebecca to complete. James to find out what is required • Item 4.2 (l) Highlights the need to develop a Workforce Plan to support the achievement of Equal Employment Opportunity targets. James to review  David Watson letter - Delivery & Performa  Delivery and Performance Agreem	Chair
5:38pm	7.0	Other Business	
	7.1	Business Plan Overview <ul style="list-style-type: none"> • David would like Business Plan overview to be included on every agenda 	Chair
	7.2	Community Board Representative <ul style="list-style-type: none"> • General discussion regarding possible community members to be approached. • Suggestion that a former student would be idea. Jonelle to approach a possible candidate, to see if she is interested 	James
	7.3	Recycled Garden Art Open Day <ul style="list-style-type: none"> • Invite received to Recycled Art Open Day Friday 10th November 1:30-2:45pm at DDHS Senior Campus Kitchen Garden  Recycled Garden Art Open Day flyer.pdf	Jonelle
5:45pm	8.0	Next meeting – Thursday 30th November 2017	
			Chair
5:45pm	9.0	Roundtable evaluation	
		It may be helpful to finish with the chair requesting a Council member to reflect briefly on how the meeting went or to summarise the decisions and actions resulting from the meeting.	Chair
5:46pm	10.0	Meeting close	
			Chair

Action Items

Item No	Action	Responsibility
5.2	NAPLAN Snapshot – to be presented at next meeting Thursday November 30th	Jeff
6.4	2018 Personal Items Lists – to be emailed to board members for email endorsement Complete 3/11/2017	James
6.5	2018 Contributions & Charges – to be emailed to board members for email endorsement Complete 3/11/2017	James
6.6 (A)	James to investigate what is required for the Department Criminal Screen Complete 3/11/2017	James
6.6 (B)	Jodi & Rebecca to complete their application ASAP	Jodi & Rebecca
6.6 (C)	James to review school's Workforce Plan	James
7.1	Jodi/Sue to include Business Plan Review on Agenda for every meeting	Jodi/Sue
7.2	Jonelle to approach a potential Community Board Representative	Jonelle