




Minutes for DDHS Board Meeting
Thursday 22nd February 2018

TIME	Senior Campus Meeting Room 4:30pm SHARP		WHOM
4:30pm	1.0	Welcome and apologies	
	1.1	Opening and welcome. Welcome to Leanne Wringe [New Board Shire Representative]. <i>James announced that each meeting would be taped via voice recorder to assist Jodi (record keeper) to be more involved with the meeting. No objections raised by members.</i>	Chair
	1.2	<u>Apologies:</u> NIL. Mike King arrived at 4:33pm	
	1.3	Confirmation of agenda	
	2.0	Disclosure of interests	
	2.1	Identify real, perceived or potential conflicts of interest NIL DECLARED	Chair
4:31pm	3.0	Minutes of previous meeting and ENDORSE as an accurate record	
	3.1A	Review of previous meeting minutes  Meeting Minutes 30 November 2017_En Moved: James Milne Second: David Watson ENDORSED	Board
	3.1B	Action Items from Meeting 30/11/2017 Criminal screen checks – Rebecca Welsh <ul style="list-style-type: none"> • P&C Meeting Monday 26th February. Awaiting outcome of P&C Board Representative nominations before application for criminal screen is lodged. If approved by the P&C, Rebecca will apply and should have her clearance by the next meeting. 	Rebecca Welsh
	3.1C	Community Board Representative <ul style="list-style-type: none"> • Jonelle has approached a 22yo former student who is interested in joining as a Community Representative. Jonelle will forward the details to James who will follow up with the interested person 	Jonelle/All
	3.1D	Signage – PP parking area Other Business Item 7.2 – Parking - Mead Street also covered <ul style="list-style-type: none"> • P&C President (Katya) requested that Rebecca raise concerns with parking on behalf of parents following recent social media discussions. Katya suggested formal request to be lodged with the Education Department requesting more parking for staff • Teaching Staff have been avoiding Mead Street parking following ongoing communication from the school, which has freed up car parking spots for parents • The issue may be better resolved with more adequate parking for staff. Board may have more success pursuing parking around staff facilities eg bituminise gravel areas outside Kindy area which can house a number of cars appropriate for staff • On a peak day, there may be 40 staff who require parking at the school • The school has received feedback from some parents indicating that parents must also work with the school to alleviate the parking issue by not parking for extended periods of time (eg 15-20 minutes in the morning) • Suggestions to improve the situation included: <ul style="list-style-type: none"> ○ Continue to remind staff avoid Mead Street parking, leaving that free for parents/carers ○ Parents of older children could consider arriving to pick up children closer to end of day siren times ○ Encourage parents and children who live close by to walk 	James

		<ul style="list-style-type: none"> ○ Encourage parents to utilise all of the provided parking bays – there are often bays left empty at the top of Mead Street ○ Consider the option of reverse parking for parents on Marmion Street, which would alleviate the safety factor of reversing across the path of children using the footpath. (The need to drive over the footpath raised some concerns with some Board Members) ○ P&C/Parent Representatives are to advise parents that the school is investigating our options, it is a lengthy process ● We may have success with the Shire in this regard, but following discussions with the Shire in recent times, the Shire does not have an allowance in their budget to assist ● The history surrounding the upgrade of Mead Street parking involved the Shire backing the administration of the school in approaching BMW for funding and it was strongly recommended by the Shire as a priority. The job was completed by the Shire with BMW funding. There was some in-kind contribution from the Shire by means of providing the resources to carry out the work ● BMW may have surplus funds nearing the end of the financial year which we may be able to gain from. There was no funding available last year, and the general consensus is that the same situation is likely to apply this year ● An OH&S perspective of the situation may help our cause ● If we don't request funding, we won't get any funding, so it is better to apply now rather than wait, given the lengthy process involved in obtaining funding ● The area next to Kindy was considered for parents parking in the past, but the concern was children crossing the road. This land is Education Department land, and it seems to be the best option going forward ● This is an issue outside every reasonably sized school <p style="text-align: center;">ACTION: Investigate staff parking area opportunities JM/SB Continue to remind staff to park off Mead Street Signs to be placed on Marmion Street</p>	
	3.1E	Sports faction shirt concept Action: James to discuss with Jennie Heard, Phys Ed Teacher	James
	3.1F	P&C budget request – reminder to all Teaching Staff. (Completed). Staff will be reminded again shortly now that they all have their budgets for the year. A couple of requests will be going to P&C on whole school items.	James
	3.1G	Nomination of Board Chair David Watson nominated by James Milne. Seconded Jodi Thomas All in favour, carried. Nomination of Vice Chair (C/F to March meeting)	C/F
	4.0	Reports	
	4.1	FINANCE REPORT – Nothing to report C/F to March Meeting <ul style="list-style-type: none"> ● Funding is not allocated until 31st March 2018 ● Finance meeting was Tuesday night whereby salaries and cash plan was ratified. Board will receive this information at the next meeting. 	Sarah Bible

4.1A	<p>Contributions & Charges Survey Results (moved from Item 6.1)</p>  <p>Contributions & Charges 2017 Survey</p> <ul style="list-style-type: none"> • Increase on parents payments last year • Kindy 7% increase from 2016 to 2017 • PP 8% increase from 2016 to 2017 • Primary 1.5% increase from 2016 to 2017 • Years 7-10 – 6.36% increase from 2016 to 2017 • Secondary Allowance Assistance \$235 supports the payment of contributions (applicable only to some families). Last year 40 families qualified for this allowance • The difference in years 7-10 based on the Secondary Allowance Assistance makes a big difference to the school in terms of extra funds available • Years 7-10 showing 74.33% is not a true reflection based on Canberra Camp payments being made in advance • Parents can pay extra funds during the year which is then available to spend on excursions etc during the year • It was raised that not all parents may be aware of the assistance allowance • Sarah confirmed that all DDHS parents are informed of the assistance allowance 	Sarah Bible
4.1B	<p>Department of Education School Budget Review Update (moved from 6.2)</p> <ul style="list-style-type: none"> • As previously advised, the school have requested a review of the way DDHS is funded under the student centred funding model and the combined school model in relation to District High Schools • The school have been seeking a review of the split site funding for a number of years to determine whether the Department agrees that the school is under resourced in managing the split site • DDHS identified that the school is approximately \$105K short on what the school requires to manage split sites, with the financials of the past few years are assessed during this process • The Budget review meeting was held today, hoping to hear back shortly on the outcomes • The School has done very well to manage in the past few years, but the cost centre resources are struggling with the budget constraints and shortfalls • If approved, the \$105K will make a massive difference to what the school can achieve • The Department are undertaking a review of their funding model and they will allocate funding accordingly • The school has benefitted from funding shifts, which will go into EA resources, but this funding isn't available until 2020 • We need to focus on what we need in order to facilitate our core business and not what others have • School has had to reduce gardening time in the past few years, which is unfortunately but necessary • James would like to get some marketing plans happening eg. communication via Facebook page, but the school simply doesn't have budget allowance for this. Time constraints on administrative support staff doesn't allow this to be done internally • Rebecca advised that requests for funding assistance can be made to the P&C. For items under \$500 a request can be made 	

		<p>at a P&C Meeting, items above \$500 require an application form to be made to the P&C</p> <ul style="list-style-type: none"> • There is not much opportunity to obtain substantial grants which will assist in the longevity of funding • A huge thank you to the staff for managing their budgets well <p><i>Sarah Bible left the meeting</i></p>	
4.2	P & C REPORT	<ul style="list-style-type: none"> • AGM to be held Monday 26th February 2018 • Unfortunately there doesn't seem to be much interest in the Vice President or Canteen Convenor positions at this stage • Footy tipping is going ahead again this year. This was a great fundraising activity, which resulted in \$2000 profit last year which was used to fund the Reading Eggs and Mathletics programs 	Rebecca Welsh
5.0	Business Arising		
5.1	<p>Primary Science Labs Reply</p>  <p>Science Labs in Primary Schools Rept</p> <ul style="list-style-type: none"> • Disappointing that they overlooked our application and subsequent follow up letter, citing their selection criteria as the reason • We still have a grant in with ANZ Seeds of Renewal. Applications closed last year with a decision due in November/December last year. No decision has been forthcoming as yet 	Chair	
5.2	<p>Parent Representative Nomination - Jayde Wright</p> <ul style="list-style-type: none"> • Nomination from Jayde Wright as a Parent Representative <p>James Milne moved motion that we accept Jayde Wright's nomination as a Parent Representative on the Board. Seconded Mike Armstrong. James will email Jayde to advise her of the Board decision. Carried</p>	James	
5.3	Business Plan Review – Nothing to report C/F to March Meeting	C/F	
6.0	New business		
6.1	Contributions & Charges Survey Results – See Item 4.1A	Sarah	
6.2	Department of Education School Budget Review Update – See Item 4.1B	James	
6.3	<p>New School Review Process</p> <ul style="list-style-type: none"> • Minister for Education announced a new way that public schools would be reviewed in the future with both IPS & Public Primary schools to be reviewed under the same model • James was invited to a meeting and has since been co-opted as a trial reviewer using the new format • This is a great opportunity for our school as we are exposed to the new model earlier than most schools • It involves receiving a data set (anonymous school) and the review material that the school puts together and from this information, lines of enquiry are used to review the core assessment domains • The new model is a fantastic template whereby the data is extracted based on what the school needs to review (based on business plan targets etc) which will be an effective tool for Board to use to analyse the school's performance 	James	

		<ul style="list-style-type: none"> The core assessment area domains are: <ul style="list-style-type: none"> ✓ Student achievement and progress ✓ Learning environment ✓ Resourcing ✓ Teaching ✓ Leadership ✓ Relationships The scales for each domain will show us if we are achieving our goals and targets We performed well in self-reviewing during our last review and it's exciting to be able to engage the whole community during the three year cycle review period This new document is condensed when compared to the old process, and the information is received back within a month James will report back with feedback to the Board on the trial review process over the coming months 	
6.4	Co-opted Members – Renewal Jeff Brown & Gwendoline Nidd would like to continue as co-opted Board Members.		Chair
	Moved by David Watson. Seconded by James Milne	Carried	
6.5	Shire Representative <ul style="list-style-type: none"> Leanne Wringe nominated herself for the position, which was subsequently approved by the Donnybrook-Balingup Shire Many thanks passed onto Mike King for his involvement with the Board, and in particular for his work with the Shire in achieving the Mead Street Car Parking, and his support to James for the past six years 		Chair
7.0	Other Business		
7.1	Parking – Mead Street - <i>See Item 3.1D above</i>		Rebecca Welsh
8.0	Next meeting		
	Thursday 22 nd March 2018		Chair
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
5:35pm	10.0	Meeting close	
			Chair
Action Items			
Item No	Action		Responsibility
3.1B	Complete Criminal Screen application if elected as P&C Board Representative		Rebecca
3.1C	Forward contact details to JM for interested Community Board Representative		Jonelle
3.1C	Liaise with interested Community Board Representative		James
3.1D	Investigate staff parking area opportunities Continue to remind staff to park off Mead Street Signs to be investigated for placement on Marmion Street (PP)		James & Sarah
3.1E	Discuss Sports Faction Shirt concept with new Phys-Ed Teacher, Jennie Heard		James
3.1G	Vice Chair nominations C/F to next meeting as Agenda item		Jodi
4.1B	Split site funding review outcomes to be communicated when received Complete		James
5.2	Jayde Wright to be advised of her acceptance as a Board Parent Representative		James