







Minutes - School Board Meeting
Thursday 30th November 2017

TIME	Senior Campus Meeting Room 4:30pm SHARP	WHOM
4:31pm	1.0 Welcome and apologies	
	1.1 Opening and welcome	Chair
	1.2 <i>Apologies: Sue Williams (LSL), Daniel Wiseman</i> <i>Absent: Mike King</i>	
	1.3 Confirmation of agenda	
	2.0 Disclosure of interests	
	2.1 Identify real, perceived or potential conflicts of interest - NIL declared	Chair
	3.0 Minutes of previous meeting and ENDORSE	
	3.1 Review of previous meeting minutes  Meeting Minutes 2 November 2017_Endors	Board
	Moved: Rebecca Welsh 2 nd : James Milne Endorsed	
	4.0 Reports	
	4.1 FINANCE REPORT  DDHS Finance & Cash Reports Oct 2017.pdf <ul style="list-style-type: none">• Finance Reports are for period ending October 2017• We are 92% through the yearly budget and on track• Excursions costs have been closely monitored to control potential shortfalls• Most of the income that was expected to be paid has been received• There are still some final contributions to be paid• Spending for learning areas has been excellent with all areas within budget• Electricity costs are over budget, but this is out of the school's control due to increased pricing which wasn't budgeted for• Budgets will be decreasing again next year• The high cost of water was found to be due to a leaking pipe outside the library. This has now been rectified and the latest account is well down from this time last year and the last account• Suggested that we may be able to have the larger bills disputed by having a plumber sign off that the usage was due to a leak• Sarah confirmed that this had already been requested but it may be worth trying again• Explanation of one line budget variance figure of \$48K. These funds are used for PD's and discretionary days. Unused funds are rolled over to the next year. \$100K in total will rollover• There has been a slight movement on voluntary contributions received this year with high school contributions at 70% and overall (both campuses) at 64%• Sue has helped this scenario by informing parents of the government entitlements available to secondary students• Kindy & Pre-Primary contributions are traditionally early payers, but this year goes against the trend• It is likely that a CPI increase will be recommended for future years voluntary contributions Board can still decide to set figures lower• Possible discussions to be held early next year to consider different payment models including offering incentives for early payments	Sarah Bible

4.2	<p>P & C REPORT</p> <ul style="list-style-type: none"> • Update regarding parking issues at the Junior Campus <ul style="list-style-type: none"> ○ Discussions have been held with the shire who have agreed in principle regarding a concept design ○ Parking outside the PP classrooms has again been raised as a safety concern with several recent near misses. PP staff have been asking parents to park elsewhere ○ P&C are seeking board input on a plan to improve this area ○ James to discuss the possibility of signage with the Shire • Uniform Coordinator has been exploring Faction Polo Shirts <ul style="list-style-type: none"> ○ Cost will be \$26 per shirt ○ Fabric will be a lightweight breathable fabric ○ Surveys have been conducted asking parents for their feedback. 135 responses were received. [58 for t-shirt, 51 for polo shirt and 26 no to both] ○ P&C would like some input from Board on whether students would be permitted to wear these shirts on days other than just sports carnival days (eg weekly sports days etc) as they believe that parents would be more willing to pay for these if students can wear them on a more regular basis (as opposed to once or twice a year) ○ Starting a culture of wearing these shirts in Primary School may make it more appealing for High School Students to wear them in the longer term ○ All Board members in agreeance of the concept ○ James to discuss with new Phys-Ed Teacher for their opinion and report back • Canteen continues to perform well <ul style="list-style-type: none"> ○ Ipads have been purchased to use as tills ○ Moveable blackboard to be used to highlight specials etc • Fundraising <ul style="list-style-type: none"> ○ \$5000 raised at the Bookfair ○ 5c Challenge monies raised will be equally distributed to both Junior & Senior Campus Libraries ○ \$500 approved for PP guillotines ○ Fundraising requests have been highlighted as something which Teachers can submit for project funding. Funding under \$500 only requires an informal submission to P&C. Over \$500 requires a form to be completed & submitted ○ James to remind staff about the requests 	Rebecca Welsh
5.0	Business Arising	
5.1	<p>Business Plan Review</p>  <p>DDHS Business Plan Overview Semester 2</p> <ul style="list-style-type: none"> • Overview of updated results offered by James <ul style="list-style-type: none"> ○ Student Focussed Learning Target Item 6 – Not achieved in year 3 writing (-3) ○ Student Focussed Learning Target Item 13 – Achieved ○ Behaviour and Well Being Target Item 1 - Achieved ○ Student Focussed Learning [Differentiate teaching and learning] Item 1 – not achieved, but an improvement in Semester 2 ○ Behaviour & Well Being [Student attendance and engagement] Item 3 – Not achieved ○ School Risk – Students fail to meet basic educational standards 2 – moved backwards due to Jeff’s absence LSL <p>All in agreeance that the Business Plan is a very effective tool to monitor performance</p>	James Milne

5.2	<p>Workforce Plan</p>  <p>Workforce Planning 2017-19.docx</p> <ul style="list-style-type: none"> • Overview of 2017/18 Workforce plan offered by James • There will be several changes to the scope of the Workforce Plan for the 2018/19 period due to further retirements • The major change forces impacting our workforce now and into the near future are: • Our workforce is ageing. <ul style="list-style-type: none"> ○ Expect an increasing exit rate over the next 1-3 years ○ Expect an increasing level of leave to be taken over the next 1-3 years ○ Ageing, potentially impacts capacity to deal with change • The demands associated with increasing workloads • The Leadership Group restructure • New class structures and programs being implemented with increased class numbers and split year groups • Less human and physical resources available to support student learning • The declining Index of Community Socio Educational Advantage (ICSEA) • Non-Teaching staff becoming registrable employees 	James Milne
5.3	<p>NAPLAN Best Performance Data [Power point presentation]</p> <ul style="list-style-type: none"> • Jeff presented a power point presentation highlighting the areas where the students performed well vs areas for improvement  <p>NAPLAN 2017 Achievement and Prog</p>	Jeff Brown
5.4	<p>Criminal Screen Checks [Jodi & Rebecca]</p> <ul style="list-style-type: none"> • Jodi reported that she had received criminal screening clearance from the DOE • Rebecca is yet to complete hers. As Rebecca's term as the P&C representative expires early in the new year, it was agreed to wait until after the P&C Board Representative appointment prior to an application being submitted  <p>THOMAS Jodi DOE Volunteer Screening C</p>	Jodi Thomas & Rebecca Welsh
5.5	<p>Community Board Representative</p> <ul style="list-style-type: none"> • No interested parties identified at this point 	Jonelle & All
5.6	<p>Split Site Funding Update [Discussed prior to item 4.2]</p> <ul style="list-style-type: none"> • Sarah has been involved in several recent discussions regarding the school's request to increase funding from \$148677 to \$253979 • There is no official report back as yet as to whether this will be approved or not, but there seems to be a sense of urgency for a decision to be made 	Sarah Bible

	5.7	Partnerships <ul style="list-style-type: none"> Qube Transport visited the Junior Campus to educate the students about road safety, particularly around large trucks on the road The students were very interested in the information, and the way that it was presented and enjoyed wearing the caps that were given out on the day Further feedback offered surrounding the Talison excursion. Suggestion to break up the final 1.5 hours talks into two will be forwarded onto Debbie at Talison 	James Milne
	6.0	New business	
	6.1	Funding – Primary Science Lab <ul style="list-style-type: none"> James reported that we missed out on funding for a Primary Science Lab due to the school being ineligible as it is a district high school This is a disappointing result for the students, especially given the work put into writing to both the Minister & Mick Murray to explain the school's position 	James Milne Chair Chair
	6.2	Election – Chairperson	Carried forward to 2018
	6.3	Election – Vice Chairperson <ul style="list-style-type: none"> Daniel Wiseman has forwarded confirmation of his resignation as a board member due to other commitments. Election for Vice Chairperson to be conducted in early 2018 following further advertisement for another parent representative James to advertise for Parent Representative in Newsletter 	Carried forward to 2018
	7.0	Other Business	
	7.1	Sounds of Sunset <ul style="list-style-type: none"> Feedback from those in attendance (and from other parents) that the Sounds of Sunset Concert was fantastic Well done to all involved 	
	7.2	Communication <ul style="list-style-type: none"> General feedback given that a parent board representative has had to make several attempts to obtain a meeting with a Teacher 	
	8.0	Next meeting	
		Term 1, Week 4, Thursday 22 nd February 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
6:09pm	10.0	Meeting close	
			Chair

Action Items

Item No	Action	Responsibility
C/F	Rebecca to complete Criminal Screen application Early in 2018	Rebecca
C/F	Sue to include Business Plan Review on Agenda for every meeting	Sue
C/F	Jonelle to approach a potential Community Board Representative	Jonelle/All
4.2	James to discuss possible signage for PP parking area with Shire	James
4.2	James to discuss Sports Faction Shirt concept with new Phys-Ed Teacher	James
4.2	James to remind all Teaching Staff about the P&C budget request process	James
6.2	Chairperson election – investigate whether this needs to take place in early 2018	James/Chair
6.3	James to advertise for a Parent Representative	James
6.3	New Vice President to be elected in early 2018	Chair