

*Agenda for School Board Meeting*  
Thursday 17<sup>th</sup> May 2018

TIME	Senior Campus Meeting Room 4:30pm <b>SHARP</b>		WHOM
<b>4:30pm</b>	<b>1.0</b>	<b>Welcome and apologies</b>	
	1.1	Opening and welcome.	Chair
	1.2	<i>Present: David Watson, James Milne, Jeff Brown, Mike Armstrong, Sarah Ryan, Jonelle McLoughlin, Leanne Wringe, Jayde Wright, Gwendoline Nidd, Sarah Bible</i>	
	1.3	<u>Apologies:</u> <i>Jodi Thomas, Rebecca Welsh, Kirrylie Bacci</i>	
	1.4	Confirmation of agenda	
	<b>2.0</b>	<b>Disclosure of interests</b>	
	2.1	Identify real, perceived or potential conflicts of interest Leanne indicated a potential conflict of interest with relation to item 6.1 Community Library Agreement due to her role as a Shire of Donnybrook-Balingup Councillor. Confirmed by James that item should not be a conflict of interest.	Chair
	<b>3.0</b>	<b>Minutes of previous meeting and ENDORSE</b>	
	3.1	Review of previous meeting minutes  Meeting Minutes 22 March 2018_Endorsec Moved: Mike Armstrong      Seconded: David Watson  <b>Action Items from Meeting 22/03/2018</b>	Board
	3.2	Criminal Screen Check – Rebecca Welsh – Has been received	Rebecca
	3.2.1	<b>Action- Jodi to remind new Board Members regarding criminal screen</b>	
	<b>4.0</b>	<b>Reports</b>	
	4.1	<b>FINANCE REPORT</b>  April Finance Reports.pdf <ul style="list-style-type: none"><li>• Currently reflecting a 100K variance in the Salary budget which is a positive, but overall it isn't a large variance</li><li>• The Salary component is a moving figure and is currently shown with the variance due to the illness of a gardener and the subsequent savings in this area</li><li>• Some staff are retiring therefore the budget will also be shifting due to new employees coming on board to replace those roles</li><li>• The School in in the early stages with the cash budget but everything is on target at the moment</li><li>• Voluntary contributions and fees and charges are on par with the same time last year</li><li>• Statements are going out late this week to parents/carers</li><li>• Question raised regarding other revenue – clarification from Sarah given as to the variance shown at present.</li><li>• Question raised regarding what equipment is leased. Sarah confirmed that it relates to high depreciable assets (eg photocopiers, computers &amp; laptops) that cannot be afforded out of the cash budget.</li></ul>	Sarah Bible
	4.2	<b>P &amp; C REPORT</b> There isn't anything to report from the P&C other than the fact we desperately need some more members. WACSSO policy states that we	Rebecca Welsh (sent via email)

	<p>must have a general meeting every 3 months, and we have been unable to get enough members in the same place at the same time to hold a general meeting (we need a quorum of 10 people to hold a meeting). If we do not successfully hold a general meeting before 14 June, we will be at risk of folding.</p> <p>James reported that a flyer has been prepared to highlight the need for more members to join the P&amp;C which will be handed out shortly. This will be also be communicated via Skoolbag &amp; Facebook.</p> <p>General comment by Board members made that ten for a quorum seems to be high, which is a WACSSO guideline based on student numbers etc.</p>	with meeting apology)
<b>5.0 Business Arising</b>		
5.1	<p>Split Site Funding – Letter from Minister</p> <ul style="list-style-type: none"> <li>• David received a letter back from the Minister in reply to his letter. The general message within the letter is that the funding that has been allocated to the school is sufficient</li> <li>• David is in the process of replying to this letter asking for further information as there seems to be inconsistency with the explanations given</li> <li>• James has yet to receive a response from his letter to the Deputy Director General</li> <li>• There does not seem to be an understanding surrounding the actual costs related to split sites</li> <li>• There is an acknowledgement that split site schools are not funded appropriately, however it differences between the costs involved in split site vs non split site schools are not formally recognised (possibly due to financial constraints placed on them)</li> <li>• Board needs to take this matter to political representatives</li> <li>• David has indicated that his reply letter will involve a copy to Mick Murray MLA</li> <li>• The Minister has come back and said that the school is adequately funded and that there is funds in the student centred funding model to cover the costs associated with the extra site</li> <li>• The school has highlighted the most recent example of the additional costs related to split site funding via the replacement of a server at a cost of \$13K. This cost would not have been necessary if the school was not a split site school</li> <li>• We need to keep trying to make progress in this area</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;">         Sue M Ellery BA MLC        - Split Site.pdf     </div> <div style="text-align: center;">         Sue M Ellery        reply.pdf     </div> </div>	<p>David</p> <p>David</p> <p>James</p>
5.2	<p>Facebook Page/Group review &amp; accessibility/ownership</p> <ul style="list-style-type: none"> <li>• Feedback from parents reveals that the Facebook page is a positive step forward</li> <li>• James has advised staff about the expectations in terms of joining the group and sending through posts for approval, together with guidelines on how posts should be structured</li> <li>• Parents have communicated that they would like more information shared on the page</li> <li>• Secondary campus Administrator representative is still required</li> <li>• Sarah has been analysing the statistics (views etc) of the page which is a valuable source of information in relation to the audience viewing the posts etc</li> <li>• Sarah explained why a group was chosen over a page – with an emphasis on protecting children’s privacy</li> </ul>	

- Comment made that the school community is impressed that the school is actively trying to improve the communication with parents
- Feedback received from parents that they were unaware of the recent Friday School Development Day. This is disappointing from the school's point of view due to the amount of effort that has gone into communicating this day via Newsletters, Facebook, Skool Bag etc
- Confirmation that students are permitted to join the group if 12 years of age or over with parental consent
- The school will be checking to ensure students are of correct age before approving
- Future plans of the group involve linking Facebook to the school website with direct links to permission slips etc
- Concerns were raised regarding a Board Member being an Administrator on the Facebook page. As it is a school page, it is deemed to be an "operational" task and a perception is that only staff should be Administrators on a School page
- At present the Administrators of the page are James, Sarah and Jodi (Parent Representative)
- General discussion was held between Board Members regarding this concern. James is happy for a Board Member to be included as an Administrator as Jodi sees things from a Parent's point of view and therefore there is value in this
- Feedback given that this could still be achieved by Jodi posting to the page and having the posts approved via a staff member
- This seems to be a reasonable resolution, however James has raised examples of posts that have been highlighted in the past whereby Jodi has assisted to change the negative perception of a post on the unofficial page by highlighting it to James
- It is believed by some that a collaborative approach of the school and the board is a positive reflection of the strengthening of the partnership between the two
- Suggestion made that things are kept as they are, with discussions involved with all parties to determine the suitability of keeping Jodi on as an Administrator. A decision to be made at the next Board meeting

5.3

Positive Behaviour Support (PBS) Update

- On the School Development day on Friday May 11<sup>th</sup> the staff had the opportunity to work with Dr Tim Lewis, the founder of the PBS Program which was an amazing opportunity for both Teaching and Non-Teaching Staff
- Staff were given an overview of the program and the philosophy of the approach, which prior to this session only the PBS committee had been privy to
- The school is currently in our third year of our PBS journey. It is a long process so this was a timely opportunity for the school to reflect of what's been put into place so far and what still needs to be done
- The PBS committee have been re-energised by this opportunity and more things will come across through the school in due course
- In the last two days, things have been popping up at the high school such as posters about CARE (Consider, Aspire, Respect, Engage)
- The basics have been reinforced. In summary, instead of punishing behaviour, teaching the correct behaviour is taking place.
- Certain actions will be put in place to utilise the PBS program to deal with behavioural problems by referring students to a learning process where they can learn the triggers to the behaviour, how to manage the behaviour, and what can help prevent those behaviours
- The feedback from staff has been very positive and there is a

		<p>greater understanding of the program with a greater understanding in relation to supporting the children</p> <ul style="list-style-type: none"> <li>• The program focuses on how to respond to challenging behaviour and the way in which challenging behaviour is supported.</li> <li>• The benefits for the whole school involve greater engagement in class, which will eventually lead to academic improvements</li> <li>• This is a cultural shift which will involved a process that will reap benefits in several years times</li> <li>• Question raised by a Parent Representative whether it is possible to get information about this program out to parents.</li> <li>• The program has been communicated to parents via newsletters in the past, but it is a hard program to put into writing. Mike will put some information together and liaise with James to communicate the program to parents.</li> </ul>	
<b>6.0 New business</b>			
	<p>6.1</p>	<p>Community Library Agreement (Department of Education/Shire of Dbk)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         MOU Community Library Donnybrook     </div> <div style="text-align: center;">         ANNEXURE 'AGREEMENT update-     </div> <div style="text-align: center;">         Licence Agreement Community Library.     </div> </div> <ul style="list-style-type: none"> <li>• The agreement is due to expire at the end of 2019</li> <li>• James has commenced working with the Department of Education (DOE) in relation to the renewal of the licence agreement. DOE will work with both the school and the Shire to develop a new agreement</li> <li>• James believes that there needs to be some changes to the agreement</li> <li>• The way in which schools were funded in the past has significantly changed and at the moment the library is costing the school significantly, which the school cannot afford</li> <li>• Most of the work in renewing the agreement will centre on a fair and equitable Annexure</li> <li>• The costs associated with the current agreement have been analysed and it is believed that the DOE will be reluctant to fund some of the items under the new agreement eg the Community Librarian, two days a week Library Officer time plus other costs</li> <li>• Between the Teacher Librarian, School Officer, Cleaners, Utilities (shared meters), books, stationery &amp; consumables the cost was \$181K cost in 2017. The re-coupe from the Shire is just under \$25K, DOE pays \$110K (salary), leaving a deficit of \$45K which is funded by the school</li> <li>• An example of the cleaning involved within the agreement is 200 hours are utilised in cleaning per year, the Shire only pays for 40 of those hours. As the Shire uses the building more than the school, this is inequitable</li> <li>• Under the current funding model, in an ideal world, the school would only open the library two days per week, which further puts the cost to the school into perspective</li> <li>• Some concerns were raised from a Board member regarding the reference in relation to the Seniors Room when the Seniors do upkeep the room. Confirmed that the cleaning of the room is still included in the budget</li> <li>• Clarification was given that the reference made is in relation to the "Seniors Room" and is not directed to the Seniors Group using the room</li> <li>• The DOE will pay for repair, the school is responsible for Maintenance. Other areas of the school have priority over the library so it is highly unlikely that any extra work required on the building will be funded by the school</li> <li>• The school invests significantly in the building and the running of the</li> </ul>	<p>James</p>

		<p>facility and is no longer in a financial position to do that</p> <ul style="list-style-type: none"> <li>• Memorandum of Agreement (MOA) between the Shire and School on behalf of the DOE is not recognised by the DOE. This came about because the Seniors Group contributed funding towards the building</li> <li>• In summary – Board needs to be aware of the upcoming agreement renewal</li> </ul>	
6.2	School Direction (Staffing)	<ul style="list-style-type: none"> <li>• Jeff Brown has announced his retirement effective end of Term 2.</li> <li>• Jeff's position has been advertised as an Associate Principal, Secondary (Level 4)</li> <li>• James is seeking a Secondary Associate/Deputy Principal with a strong curriculum knowledge and a successful teaching background that can be brought into the school to support staff in that area together with pastoral care and a like approach to behaviour management via PBS</li> <li>• The panel appointing the new Associate Principal is: James Milne, Rod Rykers (Principal at Manea Senior College), Kelly Summers (Deputy Australind Senior High School), Denise Duncan (Secondary Teacher DDHS) and David Watson as Board Chair.</li> <li>• David as a Board representative needs to take a community perspective from a parents point of view to identify some of the things that our parent group values from an Associate Principal</li> <li>• This is the most critical decision that will be made since James has become Principal. There is no room for error with the decision</li> <li>• It is a great opportunity for someone to lead and manage a small school. There is a lot of autonomy within the role under James's direction.</li> <li>• Parent Representatives to give some thought to what they deem to be important and to email David directly</li> </ul>	James
<b>7.0</b>	<b>Other Business - NIL</b>		
<b>8.0</b>	<b>Next meeting</b>		
	Thursday 14 <sup>th</sup> June 2018		Chair
<b>9.0</b>	<b>Roundtable evaluation</b>		
	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
<b>10.0</b>	<b>Meeting close</b>		
<b>Action Items</b>			
Action			Responsibility
Forward information for Complete Criminal Screen application to all new members			Jodi
Update the Board members list to include Sarah			Jodi
Board to determine suitability of Board Member as an Administrator on Facebook Page at next meeting **Jodi has since emailed James and requested to be removed as an Administrator from the Facebook group **			Board
Parent Representatives to forward their thoughts on valuable attributes of a Secondary Associate Principal			Jodi, Kirrylee, Jayde, Rebecca