****

**SCHOOL BOARD MINUTES**

|  |
| --- |
| **Term 1 24 February 2022 4.30 pm – Webex** |
|  | Attendees: David Watson (Chair), Jamie Milne, Iain Browning, Amanda Biddlestone, Lauren Brown, James Jarvis, Karen Martella, Jesse Richards, Eileen Annandale |  |  |
|  |  | WHO | ACTION |
|  | **Welcome and apologies** |
| 1.1 | Opening and welcome | David Watson |  |
| 1.2 | Acknowledgement of Country | David Watson |  |
| 1.3 | Apologies/absentees: Jonelle McLoughlin | David Watson |  |
| 1.4 | Confirmation of Agenda: Additional item request - Carpark progress | David Watson |  |
|  | **Disclosure of Interest** |
| 2.1 | No conflicts of interest noted |
|  | **Minutes of previous meeting & Business Arising** |
| 3.1 | Minutes of previous meeting **Accepted:** DavidWatson**Seconded:** Jessie Richards  | David Watson |  |
|  | **Financial Report** |  |  |
| 4.1 | * **One Line budget statement**

Eileen outlined the 2022 preliminary budget explaining the 2021 rollover (salary and cash) amounts, along with the anticipated funding we will receive and the predicted income and expenditure for 2022.* **Student Centred Funding**

Eileen outlined the breakdown of the student-centred funding that the school will be receiving aligning with the recently submitted student census numbers.* **Salary Plan**
* Eileen explained the salary plan for 2022, highlighting the low variance of the salary budget, however outlining that savings will hopefully be able to be made throughout the course of the year.
* **Preliminary 2022 Cash Plan**

Eileen explained the cash plan with, 2021 rollover amount, predicted locally raised revenue and the transfer to cash from Student Centred funding. Highlighting the need to reduce the expenditure to budgets due to the reduction in available cash funds for 2022. Advised that the finance committee meeting held earlier in the week, approved a 10% reduction of cost centre budgets to reduce the overall expenditure and balance the school cash budget for 2022.**Further Discussion**Discussion took place regarding the 10% reduction in budgets and what effect this will have on individual classroom teaching needs. Jamie outlined this and explained we also have additional admin budgets to support literacy and numeracy needs of the school. Further requests for funding could be available throughout the year, as savings are made to address any additional needs that may arise.Due to spending 100.9% of our 2021 budget, this has resulted in reducing our carryover amount and needing to tighten our 2022 budget.The board requested to be allowed to see ‘how’ and ‘why’ the school budget resulted in a 100.9% spend in 2021, rather than the predicted 96% they were advised of. Jamie outlined a few of the areas he had noted, however Eileen will look into the 2021 expenditure more closely and present to the board at next meeting.The board would like a more detailed presence at board meetings with the finance situation of the school for consultation and discussion at future meetings. Jamie also offered the board to be provided with the finance meeting minutes to help understand the financial situation of the school over the course of the year.  | Eileen Annandale | The board requested a review from the school regarding the diversion of the predicted expenditure and actual expenditure for 2021.  |
| 4.2 | * **P & C Report**
* AGM was held in week 2 all positions were filled. The committee losing a few members, gained a few, with approx. 16 members on the committee. Replacement of Belinda Watson (uniforms) with two ladies, sharing the volunteer uniform role.
* Recently advertised the Canteen manager position at the SC, which was replaced, however the replacement has had medical issues, so hasn’t been able to work. The canteen has been closed a few days due to this, however the volunteers have been employed to keep it operating. The committee is now recruiting for more volunteers.
* Contributions to the school’s projects was approx. $ 24,000 in 2021, we would like to at least match that again this year.
* Due to covid restrictions we may have issues with event bases fundraising, however we are going to try and do other events, like free dress days to continue to build our fundraising.
* The committee is going through some changes due to the new members and longer term members moving on, however a transition stage and are hoping to continue with fundraising and our ongoing support to the school.
* Jamie outlined that $3,000 of funding provided last year had not yet been spent, those projects will be completed early this year.
 | Karen Martella |  |
|  | **Business Arising** |
| 5.1 | * Business Plan review

Staff were able to spend time at our School Development Days to look at our Business Plan. Staff completed a Microsoft form looking at our strategies, what’s working well and where we need to go from here. This has been cross referenced with our milestones in our Operation Plan* Last year we took a little bit of a backward step with our business plan and operations plan, but already this year with discussion with administration we are already back on track moving forward with a renewed focus.
* Green strategies can still be refined and improved to achieve our goals
* Using the information to implement across the board in classrooms and with consistency.
* Lauren and Amanda will work with teachers where assistance in needed to support implementing consistency in lessons.
* High performance in numeracy and literacy based on Naplan data.
* Professional learning, PLC’s opportunities were not consistent last year, however this year we will be working with this, and sharing information in the clusters
* Extension programs are working well in the senior campus, we are looking at implementing this engagement in the Junior Campus this year.
* Macqulit reading program working well in both the Junior and Senior Campuses
* Mental health action plan - implemented Smiley Minds at our Junior Campus, we will continue to refine this.
* PBS a lot of work still to do, consistency with classroom language and structures, we are working towards improving this by building on it.
* Engagement with students and the wider community, making sure we are sharing our successes with the community
* Strengthening communications with our stakeholders, through Facebook and with as many platforms as possible. Showcasing what is happening particularly in the Senior Campus to showcase the achievements to parents to consolidate the student numbers moving into the Senior Campus in future years.
 | Lauren Brown |  |
|  | **New Business**  |
| 6.1 | * Covid-19 planning
* DDHS Covid-19 Continuity Plan tabled (continuing to be updated as changes come through)
* Teacher Guidelines tabled
* Teacher Guidelines tabled

Continuing to change and updated with information as it comes through from the Education department with advice from the Health Dept guidelines. | Jamie Milne |  |
| 6.2 | * Secondary Individual Pathway Planning tabled
* Documents supplied as a guide
* Being a smaller school, students are known well by staff, and their needs will be able to be structured for each individual student
* Students to work with a chosen teacher for an interest based skills learning journey, to develop a pathway from Year 7 through to Year 10 and potentially moving to further studies post school. Numeracy and literacy support around those goals
* New initiative this year, supported by the department, continuing to grow as we progress with the plans, re-evaluating specialisation areas to cater for students’ interests.
* Supporting this approach STEM funding for 1 million dollars to upgrade the STEM facilities on the senior campus.
* Another 1 million dollar funding from the state government election promise, upgrading the other areas of the senior campus
 | Iain BrowningJamie Milne |  |
| 6.3 | * Board Representation
* Junior campus still has a vacate position to date, Jamie will continue to pursue a staff member representative to fill this position.
* A community member is also needed, suggestion to have someone with financial knowledge would be helpful. David to check regarding whether the community member can also be a parent for this vacant position.
* Helpful to have both Deputy Principals at the meeting, providing more overall information. All members happy to have them at the meetings.
 | Jamie Milne |  |
|  | **Other Business** |  |
| 7.17.2 | * Carpark

Since being away from the school in 2021, Jamie highlighted that he would follow up on the potential plans put forward in 2020.* Shire community plan, development of the youth advisory council. Youth leadership group, something the shire will be working on and the shire will work with the school to help develop this plan.
 | David WatsonJames Jarvis |  |
|  | **Next meeting** |
| 8.1 | Thursday 31 March 2022 |  |  |
| **CHAIRPERSON:** | David Watson | **SIGNATURE:** |  | **DATE:** |  |