

UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

Minutes of Meeting 22 November 2017

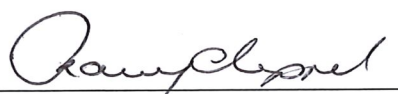
Morawa DHS English Room, commencing at 3.30pm

ATTENDEES: Tracy Tapscott (Principal) Karen Chappel (Chair), Debbie Collins, Greg Payne, Helen Walter, Di Ballantyne, Nicola Appleton, Julie King, Fran O'Neill, Wendy Glassford-Hill, Mike McGann, Lee Jones, Tammy Solomon and Linda Jenkins (MDHS Manager Corporate Services)

1.0	Welcome and Apologies	Actions
1.1	Opening and Welcome. Meeting opened at 3.36pm <input type="checkbox"/> Welcome	
1.2	Apologies: None	
1.3	Confirmation of Agenda with amendments <input type="checkbox"/> No amendments	Agenda confirmed
2.0	Disclosure of Interest	
2.1	Conflict of Interest.	No conflicts of interest
3.0	Minutes of Previous Meeting	
3.1	Review Minutes of previous meeting	Previous minute confirmed
3.2	Actions Arising from the previous meeting	
3.3	Business Arising from the previous meeting minutes	
4.0	Correspondence	
	Inwards <input type="checkbox"/> Letter from Andrew Moore submitting his resignation from the board Outwards <input type="checkbox"/> NIL	
5.0	Housekeeping	
5.1	<input type="checkbox"/> Board members given effectiveness survey, completed and handed back at end of meeting.	
5.2	<input type="checkbox"/> Board chair report presented	
5.3	<input type="checkbox"/> Andrew Moore's resignation letter received last week. Resignation accepted	
6.0	General Business	
6.1	Board self-review survey	Item postponed to the end of the meeting to allow more discussion time

6.2	<p>Board was presented with 'School Performance Data' booklet</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lee Jones addressed meeting with attendance data - attendance processes and their effectiveness discussed. <input type="checkbox"/> Wendy Glassford-Hill & Mike McGann addressed meeting and presented student achievements over the year including NAPLAN data. <input type="checkbox"/> Tammy Solomon addressed the meeting regarding the new behaviour tracking sheets implemented and their effectiveness. <input type="checkbox"/> Tracy Tapscott addressed meeting regarding student, parent, staff survey. 	
6.3	<ul style="list-style-type: none"> <input type="checkbox"/> Review of Business Plan. School Improvement Plan to be presented early next year. <input type="checkbox"/> Operational Plan has been aligned with Business Plan. <input type="checkbox"/> Use Operational Plan as a reference for School Improvement Plan. <input type="checkbox"/> Traffic light system used to help monitor Operational Plan. <input type="checkbox"/> Learning Area Review presented by Helen Walter. <input type="checkbox"/> Learning Area Reviews are used to inform the Operational Plan for the following year including teacher recommendations. Data to be collated and included in reviews. 	
6.4	Annual Report – no draft to be presented. Draft copy to be emailed when available.	Principal to email copy of the draft when available.
6.5	<p>Delivery & Performance Agreement.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Document reviewed <input type="checkbox"/> Debbie Collins suggested meeting more frequently so the amount of reports reviewed aren't so overwhelming. All members are in agreement - Principal to review schedule. 	Principal to email a framework for the course of meetings.
6.6	<p>Languages Update – Monday 11 December scheduled to analyse survey responses.</p> <ul style="list-style-type: none"> <input type="checkbox"/> School to inform the Board of decision before informing parents. <input type="checkbox"/> Options include SIDE (online) or possible face-to-face teaching if French is chosen. 	Principal to email outcome of Language committee meeting.
6.7	<p>Delegation of Board training modules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Module 1 to be delegated 	To be discussed at later date due to lack of time.
7.0	Camps, Incursions & Excursions	
7.1	<ul style="list-style-type: none"> <input type="checkbox"/> T20 Cricket for Primary students in Three Springs on Friday 24 November <input type="checkbox"/> Year 9 Aspire UWA – 27 November (four students attending). 	
8.0	Reports and Updates	
8.1	<p>Principals report</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Development days presented - discussed changing Mingenew Expo to a SD day. Supported by the Board. <input type="checkbox"/> Overstaffed for 2017 – not replacing staff who are leaving which has assisted with staffing for 2018. <input type="checkbox"/> Noelene Carslake, Jacque Conte, Sarah Baden-Powell, Sophie Smith and Paul Smith are all leaving. <input type="checkbox"/> Year Book is on sale and available at the school office. <input type="checkbox"/> School Board Chair's Report to be included in the newsletter. <input type="checkbox"/> Rosemary Bond was nominated for this year's Midwest Education Awards. <input type="checkbox"/> Country Week was a success. The new uniforms donated by the P&C were a great asset. <input type="checkbox"/> NMEITA school visit on Wednesday 1 November: WACOA - M and Morawa DHS School Boards were invited to tour both schools to showcase facilities, as well as Perenjori Principal, Board and Shire Councilors. Julie King thanked the school for this opportunity. 	<p>Principal's report tabled –</p> <p>Principal's report endorsed</p> <p>Principal to survey the school community (Browne Report)</p>

8.2	IPS Assistant Report	IPS Assistant Report tabled
8.3	<p>Finance</p> <p>Points of discussion</p> <ul style="list-style-type: none"> <input type="checkbox"/> Finance reports approved <input type="checkbox"/> Cheque account is low - waiting on December Gateway of \$50,000 <input type="checkbox"/> \$18,000 unused chaplaincy funding to be returned to Department <input type="checkbox"/> Targeted Initiatives haven't been released yet – expected to be \$167,000 <input type="checkbox"/> Personal items list to be emailed and endorsed by Board <input type="checkbox"/> Water costs to be investigated 	<p>Financial statements tabled</p> <p>Manager of Corporate Services to email out personal items lists to be endorsed.</p>
9.0	Other Business	
9.0	<p>Some Board members expressed their opinion on the 'dated-ness' of the school including floor covering, blinds, chairs, desks and general décor.</p> <p>Motion put forward by Julie King:-</p> <p>1. In order that MDHS achieves its vision "... to be held in high esteem.." and mission "... to provide a stimulating learning environment..." the Board will encourage the Finance Committee to include in the budget the means to address the refurbishment and refurnishing of classrooms and the administration block.</p> <p>2. In consultation with staff, the Board will establish a list of priorities with a timeline, ie an Asset Management Plan, for the Finance Committee to consider and ensure that the refurbishment and refurnishing of classrooms and administration block is achieved as soon as possible.</p>	<p>Board member to email the statement read during meeting</p>
10.0	Next meeting	
	<input type="checkbox"/> To be advised in early 2018	
11.0	Roundtable Evaluation	
	A thank you to Tracy Tapscott and the staff from all the Board for their efforts	
12.0	Meeting Close	
	Meeting closed at 6.20pm	


Signed (Chair)

20. 3. 2018
Date

