

# UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

## Minutes of Meeting 22 March, 2021

Morawa DHS Library, commencing at 3.30pm

**ATTENDEES:** Tonia Carslake (Principal), Tracy Tapscott (Deputy Principal Primary), Lisa Turner, Sara Coaker, Narelle Knox-Atkinson, Nicola Appleton, Helen Walter, Linda Jenkins (MDHS Manager Corporate Services), Gaylea Dawson

<b>1.0</b>	<b>Welcome and Apologies</b>	
1.1	Opening and Welcome. Meeting opened at 3.35pm <ul style="list-style-type: none"> <li>Helen Walter opened the meeting in Chairperson - Greg Payne's absence</li> </ul>	
1.2	Apologies: <ul style="list-style-type: none"> <li>Greg Payne</li> </ul>	
1.3	Confirmation of Agenda  <i>Nicola Appleton moved that the agenda be confirmed. Seconded Lisa Turner. Carried</i>	Agenda confirmed
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	Conflict of Interest.	No conflicts of interest
2.2	A Board member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it should be put on the agenda for discussion at the next School Board meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved. <b>A Board Member or Members who fail to act in this manner can be removed from the Board.</b>	No issues raised
2.3	Call for nominations for Chairperson and vote <ul style="list-style-type: none"> <li>Gaylea Dawson nominated Helen Walter as Chairperson for 2021</li> <li>Helen Walter accepted nomination</li> </ul>	Helen Walter declared Chairperson for 2021
2.4	Call for nominations for Deputy Chairperson and vote	Greg Payne declared Deputy Chairperson for 2021
2.5	Decide date for public meeting <ul style="list-style-type: none"> <li>June 14th</li> <li>September 6th</li> <li>December 6th</li> </ul>	Public Meeting will be June 14 <sup>th</sup>  IPS Assistant to advertise as required

<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	Review Minutes of previous meeting  <i>Nicola Appleton moved the minutes of the meeting held 22 March, 2021 be approved, seconded Lisa Turner Dawson. Carried.</i>	Previous minutes confirmed
3.2	Actions Arising from the previous meeting <ul style="list-style-type: none"> <li>Item 7.3, IPS Assistant sent out a reminder to the Board Chair regarding the presentation Day</li> <li>Resignation of Ellie Cuthbert – finding a replacement was put on hold as Ms Cuthbert had extended her work contract by another 6 months. But this changed and she did leave.</li> <li>General discussion about a replacement and the Board balance</li> </ul>	IPS Assistant will look at a replacement at the end of 2021 as we still hold a good balance and all positions become vacant then
3.3	Business Arising from the previous meeting minutes	Nil
<b>4.0</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>Inwards Email from the Ed Department – Statement of Expectation (this is a separate agenda item)</li> <li>Outwards Nil</li> </ul>	
<b>5.0</b>	<b>General Business</b>	
5.1	<p>Statement of Expectation 2021 – 2024 replaces the Delivery and Performance Agreement for Independent Public Schools</p> <ul style="list-style-type: none"> <li>This statement is the same for all schools (IPS and non IPS)</li> </ul> <p>Working groups were formed and the individual components of the Statement of Expectation was workshopped.</p> <ul style="list-style-type: none"> <li><b>Identify and meet student's needs</b> – Lisa Turner and Linda Jenkins</li> </ul> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>Parent input encouraged and welcomed</li> <li>Good pathways for students</li> <li>Students are encouraged to come to school</li> <li>Principal has everyone's well-being at heart</li> <li>We are developing a history of Aboriginals</li> </ul> <ul style="list-style-type: none"> <li><b>Lead School Improvement</b> – Tracy Tapscott and Narelle Knox-Atkinson</li> </ul> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>Using ESAT as a school review tool</li> <li>School as a good business plan which forms a solid foundation</li> <li><b>Build the capability of our people</b> – Gaylea Dawson and Sarah Coaker</li> </ul> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>We have a positive school culture based on improvement and self-improvement</li> <li>Student achievement documented and celebrated</li> </ul> <ul style="list-style-type: none"> <li><b>Strengthen educationally powerful connections</b> – Helen Walter and Nicola Appleton</li> </ul> <p><b>Key points</b></p> <ul style="list-style-type: none"> <li>School is engaged with the community and works collaboratively</li> <li>Strong school board</li> <li>Opportunities are created and pursued to work within the community</li> </ul> <p><b>Key point from Principal Tonia Carslake</b></p>	<p>Statement of Expectation 2021 – 2024 tabled</p> <p>Board noted document</p> <p>Chairperson and Principal signed the document</p> <p>Principal to email to Director General</p>



	<ul style="list-style-type: none"> <li>Principal have available leadership tools eg. Collegiate Principals</li> <li>These are experience Principals that are sent out to help and support Principals</li> <li>Southern Cluster (District leadership group) met in Jurien Bay last week</li> <li>Director General has a clear vision</li> </ul>	
5.2	DRAFT Annual Report	Draft report to be emailed out by Principal
5.3	Business Plan Review 2019-2021/ Development of Morawa District High School 2022-2024 Business Plan <ul style="list-style-type: none"> <li>Will do 2 workshops with Board</li> </ul>	Principal to research to other Business Plan
<b>6.0</b>	<b>Camps, Incursions &amp; Excursions</b>	
	Camps and Incursions/excursions 2021 <ul style="list-style-type: none"> <li>ABC Haywire visit</li> <li>E mentoring</li> <li>Bullying No Way</li> <li>Harmony Week coming up</li> <li>Inter school Swimming carnival was a success</li> <li>Interschool carnival coming up</li> <li>Other items covered in Principals report</li> </ul>	
<b>7.0</b>	<b>Reports and Updates</b>	
7.1	PRINCIPALS REPORT <ul style="list-style-type: none"> <li>Welcome to the first IPS meeting for 2021</li> <li>School has two new staff members</li> <li>Thank you to Sarah Coaker for taking French classes</li> <li>Tracy Tapscott, Principal, Rosemary Bond, Courtney Kollman, Ambar Richie completed ELM training</li> <li>College has a new Equine teacher</li> <li>Focus on junior literacy</li> <li>Board training link provided</li> </ul>	Principals report tabled  The Board endorsed the Principals report  Principal to check Board training link as the one provided appeared 'broken'
7.2	FINANCE REPORT <ul style="list-style-type: none"> <li>Queries on <ul style="list-style-type: none"> <li>Rubbish removal costs</li> <li>Shire facility hire <ul style="list-style-type: none"> <li>Pool, ovals, rec centre, hockey oval</li> </ul> </li> </ul> </li> </ul> Technology the focus for the next five years Fundraising items listed	Finance report tabled Budget tabled  The Board endorsed the Budget  Manager Corporate services to find out what we pay for the hire of individual facilities  Fundraising endorsed
7.3	IPS Report <ul style="list-style-type: none"> <li>Board require more information on their roles and responsibilities</li> <li>Printed information sheets could be provided</li> <li>More board training required</li> </ul>	IPS Report tabled  IPS Assistant to email Focus 2021 to Board and Strategic Plan  IPS Assistant to email out roles and responsibilities again
<b>8.0</b>	<b>Other Business</b>	

	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>9.0</b>	<b>Next meeting</b>	
	Dates for 2021 to be advised	
<b>10.0</b>	<b>Roundtable Evaluation</b>	
	<ul style="list-style-type: none"> <li>• Meeting ran well</li> <li>• Thank you to Greg Payne for being the Chairperson</li> <li>• Good to see the implementation of the Collegiate Principals program</li> <li>• Thank you to Helen for taking on the role of Chairperson</li> <li>• Focus 2021 document to be an agenda item at the next meeting</li> </ul>	
<b>11.0</b>	<b>Meeting Close</b>	
	Meeting closed at 5.08pm	



Signed (Chair)

21-6-21

Date