

# UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

## Minutes of Meeting 7 December 2020

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, Mike McGann and Linda Jenkins (MDHS Manager Corporate Services)

<b>1.0</b>	<b>Welcome and Apologies</b>	
1.1	Opening and Welcome. Meeting opened at 3.31pm <ul style="list-style-type: none"> <li>Helen Walter opened the meeting in Chairperson - Greg Payne's absence and thanked them for a great year on his behalf</li> </ul>	
1.2	Apologies: <ul style="list-style-type: none"> <li>Greg Payne</li> <li>Ellie Cuthbert</li> <li>Gaylea Dawson</li> </ul>	
1.3	Confirmation of Agenda  <i>Sara Coaker moved that the agenda be confirmed. Seconded Nicola Appleton. Carried</i>	Agenda confirmed
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	Conflict of Interest.	No conflicts of interest
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	Review Minutes of previous meeting  <i>Ellie Cuthbert moved the minutes of the meeting held 10 September 2020 be approved, seconded Gaylea Dawson. Carried.</i>	Previous minute confirmed
3.2	Actions Arising from the previous meeting <ul style="list-style-type: none"> <li>Item 7.1; clarification regarding centenary of the MDHS, a history book written by Robin Clark confirms the school opened in 1923</li> <li>Item 5.1, Greg Payne to follow up with Lisa Criddle regarding the Three Springs bus. Tonia followed up. New 24 seater bus is on order with a new 10-year contract.</li> <li>Item 5.3, no Board members attended the training.</li> </ul>	
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 received from (10<sup>th</sup> November) Ellie Cuthbert signaling her intention to resign at the completion of Term Four 2020.</li> <li>Outwards Nil</li> </ul>	

<b>5.0</b>	<b>General Business</b>	
5.1	Board Chair Report	Not tabled as Board Chair absent
5.2	<p>Tonia Carslake - Review of Business Plan 2019-2021 Strategic Targets for 2020 (no NAPLAN therefore targets 1.1, 1.1.2, 1.3, 1.3.1, 1.4, and 2.4 not assessed in 2020)</p> <p><b>Success for all student:</b> Updates on school self-assessment processes and data analysis</p> <p><b>Presenters</b></p> <p>Tonia Carslake</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Student behaviour results</li> <li>• No NAPLAN results</li> </ul> <p>Tracy Tapscott</p> <ul style="list-style-type: none"> <li>• School self-assessment schedule</li> <li>• Primary student achievements</li> <li>• Literacy intervention program is up to year 9</li> <li>• Attendance is a strategic target</li> <li>• Mini lit, multi lit intervention very successful</li> </ul> <p>Mike McGann</p> <ul style="list-style-type: none"> <li>• Secondary student achievements</li> <li>• Senior Secondary student achievements</li> <li>• Year 9s sat their OLNA for the 1<sup>st</sup> time (No NAPLAN)</li> <li>• If they pass NAPLAN they don't do OLNA</li> <li>• 100% Attainment</li> <li>• 83% Graduation (one student didn't achieve level 3 in OLNA Writing)</li> <li>• Music program very successful – won YOHfest People's Choice Award</li> </ul> <p>Narelle Knox-Atkinson – PBS and BMiS</p> <ul style="list-style-type: none"> <li>• New posters have been really popular. They were designed by students</li> <li>• Suspensions have increased – new enrolments</li> <li>• MO Bucks rewards system rewards positive behaviour- helps support 'Growing Good People'</li> <li>• Tracking behaviours done through rigorous tracking sheets</li> <li>• Tracking sheets are very comprehensive – induction will be offered to new staff</li> </ul> <p>Tonia Carslake clarified attendance and suspensions</p> <ul style="list-style-type: none"> <li>• Data on Sem 2 attendance has not been released by the Department yet</li> <li>• Suspensions were a result of Tier 3 students enrolled in 2020</li> <li>• Good attendance during COVID</li> <li>• Focus with rewards</li> <li>• Home visits increased</li> <li>• Attendance for 5's and Year 9's– 90% (top rate)</li> <li>• Secondary 2020 – dropped to 69.4% (from 70%)</li> <li>• Year 10s identified as high risk</li> <li>• Years 8,9,11 and 12 achieved good attendance</li> </ul> <p>Mike McGann left the meeting at 4.15pm</p>	<p>Lisa Rodgers letter re Senior School success dated 25 February 2020 tabled</p> <p>WACE tracker tabled</p> <p>PBS (Positive Behaviour Support) report tabled</p>
5.3	School Bus Services update regarding the Three Springs	Item covered in Business arising
<b>6.0</b>	<b>Camps, Incursions &amp; Excursions</b>	
	<p>Camps and Incursions/excursions 2021 – presented</p> <ul style="list-style-type: none"> <li>• No Canberra trip until 2022</li> <li>• Kalbarri camp for Year 7's very successful in 2020, will go there again in 2021 instead of Coral Bay (less traveling)</li> </ul>	Endorsed



<b>7.0</b>	<b>Reports and Updates</b>	
7.1	<ul style="list-style-type: none"> <li>• PRINCIPALS REPORT- Graduation went well and thank you to everyone involved</li> <li>• One staff member moving on – have had 10 applicants for the position and a recommended applicant.</li> <li>• New School Psychologist has been appointed and will time table in with WACOA – Morawa</li> <li>• Band played out at Mellenbye Station 31 October – it was a huge success</li> <li>• Artwork being completed by Rachel McKenzie and students doing the Duke of Edinburgh program from MLC</li> <li>• Students have a university immersion camp next week with Mr McGann</li> </ul>	Principals report tabled
	<ul style="list-style-type: none"> <li>• French will be taught again in 2021 by Mrs Sara Coaker</li> <li>• We had in-house NAIDOC celebrations this year due to COVID restrictions</li> <li>• Proposed dates for 2021:- <ul style="list-style-type: none"> <li>➢ School Development Days (Pupil Free)</li> <li>➢ Term1 Thursday 28 January - Friday 29 January</li> <li>➢ Term 2 Monday 19 April</li> <li>➢ Term 3 Monday 19 July TBC</li> <li>➢ Term 4 Monday 11 October and Friday 16 December</li> <li>➢ Easter Good Friday 2 April and last day of Term 1[9-week term] and ANZAC Day is the second Monday at the start of Term 2, 26 April.</li> </ul> </li> <li>• Centenary celebrations will take place in 2023</li> </ul>	<p>The Board endorsed the Principals report</p> <p>The Board endorsed these dates for 2021</p>
7.2	<b>Financial Reports</b> <ul style="list-style-type: none"> <li>• Contractor is being billed for using School bus throughout the year</li> <li>• Water leaks still being found</li> <li>• Dept of Finance will assess the roof for replacement early in 2021</li> </ul>	<p>Financial statements tabled</p> <p>2021 Preliminary Budget</p> <p>Contributions and Charges for 2021 tabled</p> <p>Board endorsed 2021 Contributions and Charges list</p>
7.3	<b>IPS Report</b> <ul style="list-style-type: none"> <li>• Most of the time has been spent on the Year Book which has arrived</li> </ul>	<p>IPS Report tabled</p> <p>Year Book for 2020 was tabled</p> <p>IPS Assistant to email Board Chair a reminder about the Presentation day ceremony</p>
<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>	
	T. Carslake <ul style="list-style-type: none"> <li>• Thank you to Greg and Helen for their support</li> <li>• Thank you to a great Board, looking forward to a good year in 2021</li> <li>• Thank you to Helen for stepping in as Board Chair throughout the year</li> </ul>	
<b>11.0</b>	<b>Meeting Close</b>	
	Meeting closed at 4.50pm	



Signed (Chair)

22 - 3 - 2021

Date