



GENERAL MEETING OF THE SCHOOL BOARD

Date: Tuesday 16 June 2020

Venue: Conference Room, Administration Building, DSHS

Present: David Ford (Chair), Peter Lillywhite (Principal), Steve Galvin (Assoc Principal), Louis Cheeseman, Helen Egeberg (Community Member), Sasha Brennan (Teacher), Barbara Kamarudin (Teacher), Rebecca Newton (Parent), Kristian Ravn (Parent), Vilko Poznovia (Parent), Yuta Murray and Aislinn Fischer (Student Council members)

Minutes: Jane Street

Meeting Opened: 6.00pm by David Ford, Chair

1. Welcome

To all Board members and especially to Yuta Murray and Aislinn Fischer both of whom are Year 12 student Councillors.

2. Apologies

Hannah Von Ahlefeld (Parent) and Justine Avenell (Manager Corporate Services).
Kate Walawski – did not arrive at meeting.

3. Student Report – The Impact of COVID on Senior School Students

- Yuta and Aislinn commenced their report by thanking the school for all the help and support during COVID-19. They felt the school handled the situation very well, keeping students and parents updated at all times. They also commented that they were kept updated on Year 12 events, such as the school ball, which has been postponed from 1 April to 15 October.
- Both students expressed they were happy to be back at school for both the academic and social aspects. They realise that teacher contact is so important to motivate and encourage students. With assessments swiftly followed by exams, grades have been lower than expected due to the uncertainties of COVID-19 and despite early offers from universities student stress has increased for those students who have not heard anything to date and/or have not done as well as expected. Many students are hoping that with reflection and hard work they will be able to improve their marks for the Semester 2 exams.
- The increase in social gatherings outside of school has increased reckless behaviour amongst students generally, which they felt was understandable due to the restrictions, but this would calm down now things were back to normal. They suggested that the school put out a reminder to students to social distance at social events.
- Yuta and Aislinn advised the Board that Year 12 students were planning a fundraiser to help bond the students together and at the same time help the local community. Keeping with the theme 'Were all in this together', they will put a proposal together over the next couple of weeks and action in Semester 2.
- Questions from the Board:
 - What is the best way to inspire students?

Aislinn stated that this is uncharted territory and some students may need extra help to motivate themselves. She suggested that it was important that the school manage this and perhaps invite past students to come back to speak with students about University life, study skills etc.

- Have the early offers from universities caused some of the complacency?
Yes. It has been good to take the pressure off but motivation to work as hard as possible has been lost. Students only need to pass their courses and the need to excel has gone as a result.
- How do feel all year groups are coping?
Morale overall is definitely lower. Student behaviour has also declined. Students need to be reminded that things are back to normal and they need to behave and knuckle down. Students have missed sports and other social events and this has been detrimental.

- David thanked both students for their time and presentation.

4. Minutes of Previous Meeting

The previous minutes of 16 June 2020 were proposed by David Ford to be signed as true and correct. This was seconded by Helen and Vilko. All in favour.

5. Matters Arising from Previous Minutes

None

6. Correspondence

Letters out:-None

Letters in: None

7. Committee Reports

(1) Finance Report – Justine Avenell

Justine presented the Finance Report (attached).

Key points were:

- Expenditure to respond to COVID-19 has increased – additional cleaners, equipment, sanitiser, relief teachers. The loss has been absorbed by savings in staffing costs (no need to use relief staff due to no excursions etc.)
- Debt collection will recommence next semester. We are required by the DOE to adjust course costs. Meetings with HOD's have commenced and a full report will be available by the end of term.
- The requirement for schools to meet the 2020 Minimum Expenditure Requirement of 96% has been relaxed by the department however our planned expenditure meets the requirements. The School Funding Agreement reflects these changes.

Bank Accounts:

- | | |
|------------------|--------------|
| • Cheque account | \$763,431.52 |
| • Investment | \$764,318.54 |
| • Building Fund | \$12 960.45 |

(2) Principal's Report - Peter Lillywhite

Peter presented a review of 2020 to the Board. (attached).

Key points:

- COVID-19 Update
Transitioned to Phase 3 – almost back to normal. Interschool activities, assemblies, camps and excursion can go ahead with groups not exceeding 100 in an indoor setting and 300 in an external setting. Staff must continue to social distance themselves and third party providers on school sites can occur when the school can ensure social distancing measures of one person per 2 square metres
- D&T Upgrade - During Term 4 and over the summer holidays, the Department will be completing a facility upgrade of D & T. This will involve flooring, lighting, painting and dust extraction. This \$800k plus upgrade is part of the Western Australian Government High Priority Maintenance and Minor Works Program and should be completed to begin the 2021 teaching year. Although the upgrade will improve the general area, it should be noted that this project does not address our issues of needing more space with our increasing numbers. An additional woodwork transportable has been requested, to assist with classroom relocation during this period, but is yet to be confirmed.
- Caroline Crosbie will commence as Assoc Principal at the end of Term 2 to the end of the year. Owen Goyder will commence his new position as Associate Principal for Student Excellence at the beginning of Term 3. Advertising for additional staff for 2021 has commenced.

Helen Egeberg informed the Board that university students would soon be looking for work placements and this would be a good opportunity for us to 'try before you buy'.

Q. With increased numbers forecast how is the school planning for the future?

A. We have been putting pressure on DOE to upgrade and extend various parts of the school and we will continue to do this. The Board could assist us with this. What can we do and who can we talk to? David suggested he contact Peter Collier to get some advice and this was agreed by all. Any further suggestions or ideas would be welcomed.

Yuta advised the meeting that he is participating in the YMCA WA Youth Parliament in October this year. This is a national project that gives young people a chance to stand up in parliament and have their voice heard. He suggested that perhaps he could argue our case!

8. Workforce Plan

Steve presented the Workforce Plan to the Board.

Key points:

- Predicted enrolments will be 1937 by 2025 and with more students the requirement for additional staff will also increase and we therefore need to look at how:
 - we can attract and develop high quality staff to enhance teaching and learning;
 - we can engage and develop staff to support our strategic directions; and
 - we can ensure that staff wellbeing is a key element of planning

Q. Do we have much recruitment coming up?

A. We will be looking at employing an additional 10 members of staff for 2021. This will be a state-wide process. We are very lucky at DSHS as we have a very stable staff with the average age being 43.6years.

We will be running a different recruitment process and will introduce teaching practice as part of interview and students will be involved.

Q. Performance Management - is there a formal process?

A. We have a 12month cycle where line managers reflect with staff in 4 meetings across the year. However, with the effects of COVID-19 we have extended this to an 18-month cycle ending at the end of 2021. This is documented and any issues are addressed and staff development offered.

9. Terms of Reference and Code of Conduct

The updated Terms of Reference were emailed to members prior to the meeting for review. The following changes were discussed:

Section 4.1

The Board has the following functions: To take part in:

- a) establishing and reviewing from **time to time**, the school's objectives, priorities and general policy directions (**SEA s.128(a)(i)**);

It was agreed to change this to:

- a) establishing and reviewing **on a biennial basis in line with the School Business Plan**, the school's objectives, priorities and general policy directions (**SEA s.128(a)(i)**);

Section 6

Heading - Qualifications for Membership of Board

It was agreed to change this to Composition of the Board

Section 8.16

The following to be added:

All applications will be considered by the Board's Nominations Committee and, if a candidacy is recommended to the Board, the prospective SB members and a brief profile, based on the information you provide, will be disclosed to the Board members at the Annual General Meeting for endorsement. The candidate will be invited to this meeting but, if unable to attend, the candidate will be notified of the outcome as soon as practicable.

The Code of Conduct was also emailed to members prior to the meeting. All agreed that they were happy to adopt this document. Copies will be distributed to members at the next meeting for signing.

10. Preparation of External School Review

We have been advised that the School Review will take place this year with the date yet to be confirmed. The school will review itself under the following dimensions: Student Improvement Progress, Teaching Quality, Learning Environment, Leadership, Relationships and Partnerships and Resources. As part of the self-assessment timeline, reports, as they become available, will be presented to the Board. With this in mind the Board were asked if there were areas of interest that they would like more information on or clarification of. The following suggestions were made:

- Process for determining the cost of subjects/forward planning
- Changing the positioning of our ATAR ranking – how are we going to make this happen?
- How do we know that our students are getting quality teaching?
- How do we motivate our students?
- Where do our students go when they leave school?



11. Any other Business

- Contact details – update form checked
- National Criminal Check – reminder to update your national criminal check.

12. 2020 Meetings

Tuesdays at 6pm on the following dates. Please add to your calendars

11 August

8 September

3 November

8 December

Open meeting

Meeting Closed at 7.45pm