School Board Agenda
Mukinbudin District High School

DATE:	11th March (Rescheduled)	CHAIR PERSON:	Jessica Collins
TIME:	5:30 pm	MINUTE SECRETARY:	Matthew Baltovich

ATTENDEES:	Dion Nicol, Darren Marquis, Timothy Goulter, Matthew Baltovich, Bruce Gibson
APOLOGIES:	Alyce Ventris, Jessica Collins,

ITEM REF	ITEM	LED BY	PURPOSE	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome	Principal / Chair			Bruce chairing meeting in Jess' absence.
2.	Minutes of the Previous Meeting	Chair	For Approval	26th November, 2020	Read and accepted
3.	Business Arising from the minutes	Chair	For Discussion		Nil- Bruce identified a new 'purpose' column which is used to identify whether an agenda item is for approval, discussion or noting.
4.	Board Chair report	Chair	For Noting		No update. Jess would like to step down as board chair. It was also tabled that Janice Melville had emailed Jess to notify her that she was resigning from the school board as a staff representative. Noted
5.	Election of Board Chair	Principal	For Decision		No nominations from attendees. Bruce would like to see a new community member on the board and stated that it was wise that the board chair was a community member, not a member of staff. Discussion around the numbers of board members at MDHS, as boards need to be between 5 & 15. It was discussed not to alter our numbers, but that we could consider an additional community member if required with appropriate expertise. (Community members are not elected)
6.	DoE Changes & Recommendations for Boards	Principal	For Discussion	Further updates to recommended Terms of Reference/Code of conduct for school boards	Boards have changed their role- it used to be about endorsing, now it is primarily for noting. Principals need board members who will question decisions and have open, transparent discussions. The right people are needed to ask the right questions, sometimes the difficult questions, but not of a personal nature. The board are not to handle parent and community complaints. Any complaints have to come to the School. Dion requested that a 'chain of command' become available on the MDHS website.

					Staff also need clarification on what the role of the board is. DoE have recognised that most staff in schools are unaware of how school boards/councils operate. Finally, the board must be supportive of the Principal, and in support of the school. Dion questioned that the role of the board has regressed back to simply rubber stamping, and questioned what the point of the board is with these revisions. It also depends on the 'scale' of discussion topics, not necessarily at a classroom level, but more on the success of the school.
7.	Principals Report	Principal	For Discussion		Focus has been to move to an explicit teaching perspective- moving away from the reliance of software. We will still have iPads and MacBooks at school, but they are now being used in a much more productive manner. Teachers are paid to teach, not supervise. We know kids learn best when there is explicit instruction and all student needs are met. Dion stated for the board to work well we all need to buy into the values and the vision of the school, and is happy to hear that the school is moving to a more explicit teaching approach. Census- 98 students. Knew we would be down, originally estimated 91,92. May only get 97 as one has not enrolled elsewhere. 2020 was 106, year before was 119. 21 kids down from 2 years ago = $200,000. One extra Year 9 lost, one extra Year 12 gained, but the new student enrolled after the census. We had a good carryover, but most was on salary. Gives us the ability to run the same class sizes as last year. Caitlin is working 3 days per week; a couple of complaints regarding her time, but this is due to personal factors by the complainants, who needed to be aware of other factors, including her return to study. Basketball courts complete, some repairs already required due to 'puffballs'. Already fixed. Capital works visited last week. Had a stroll around the school and spoke about parts around the school, especially the toilets in the Primary. More boys than girls, with new Covid rules, toilets are now non-compliant. Possibly more funding available for ECE- will contact us re funding and decisions. Fencing originally meant to be paid by us, but DoE are now paying. Staffing - Gardener advert closes Friday. Currently have 3 applicants. 2 are local applicants; very confident we will have one. Will has been appointed to the Secondary Generalist Pool; appointed from that to Science teacher on a permanent basis. Not able to appoint Maths teacher; panel was not satisfied with applicants. New position to be advertised soon, with an appointment hopefully being made in Week 9. Arasu only here until Week 9, but he may apply for the permanent position. Gavin's leave was approved; Bruce and Matt both extended until the end of 2021. End of 2021 Gavin will have to resign and then positions will come up as permanent. New website up. Has been promoted. A lot more user friendly. Old developers were no longer able to host our website, and it was too difficult to manage ourselves, so we sought the support of Sally Putt who designed the website and trained Elle and Lara who can maintain it. Bruce is completing Gatekeeper training. There is an acknowledgement by Governmental services that the wider local area has been impacted by 4 deaths by suicide in last 6 months. Matt and Allison are the only current staff trained. Next Monday Protective Behaviours program. 6-8 (one session) and then 9-12 (two sessions). A little more targeted at some of the older behaviours. Staff session after school, parent session 6-8pm. Only one parent has responded.

					Darren questioned whether Connect was an effective platform for communicating with parents. It has been communicated that it isn't the most user friendly, however it is a mandated platform and we must use it to its potential. Bruce displayed DOE resources for new council or board member induction,
8.	Statement of Expectation	Principal	For Discussion & Noting	New document from DoE regarding school operations – replacing the DPA (Delivery Performance Agreement)	Every year the school gets a DPA, signed by the board chair, Principal and DG. DoE has replaced the DPA by the Statement of Expectation. Clarifies the expectations and responsibilities of the school and the department. Term one is to be used to look at and understand, with the board chair to sign and acknowledge that it has been "noted" at a board level.
9.	2020 Annual Report	Principal	For Noting		Has been very difficult to analyse progression - 6 of the 7 targets for review can't be reviewed as they are NAPLAN and attendance based, which were both adversely affected due to COVID. PBS - has been implemented but in 2021 not 2020, so technically not achieved. 800 schools - 16 collegiate principals who will come out and work with principals. Ensuring we know who we can go to in central office. Deals with compliance and policy and legislative requirements. Currently working on analysing on-entry and PAT testing for data. Gives us good data sets but similar to NAPLAN one test one day. Will give more information on behaviour- staff/parent satisfaction survey sent out in middle of Covid. Hardly any responses, so DoE said we will push it again in 2021/2022. Difficult to analyse. Can easily report on financial information, but formatting has been changed from 2019. Needs to be completed by the end of Term 1 2021. Bruce to send out and requested for any questions or feedback to email him by the end of Term. Noted
10.	Finance Update	Principal	For Noting		Preliminary Salaries Plan- see document Preliminary Cash Plan- see document Preliminary One Line Budget Statement- see document Noted
11.	PBS Update	Deputy Principal	For Discussion		PBS is being relaunched at MDHS- new values/expectations have been defined. Rebecca Clarke is the team leader, with Matt providing support. About 8 on committee - mix of admin, teaching and non-teaching staff. Still looking for a community member.
12.	2021 Dates	Chair	For Discussion		11 May 2021, 5:30pm

NEXT MEETING:	11 May 2021, 5:30pm	SIGNED:		
MEETING CLOSED:	7.26pm		CHAIRPERSON	DATE

School Board Members and tenures

Parent Representatives:	Tenure End (Dec)
Jessica Collins	2022
Darren Marquis	2021
Dion Nicol	2022
Community Representative:	
Alyce Ventris	NA
Staff	
Timothy Goulter	2021
Janice Melville	2021
Principal	
Bruce Gibson	NA
Deputy Principal / Minute Secretary – Ex Officio	
Matthew Baltovich	NA