

Mukinbudin District High School

An Independent Public School



School Board Meeting Minutes

Monday 18th September 2023 @ 5:30pm in MDHS Library

Declared open at 5.31pm

1. **Welcome and Acknowledgement of Country:** I would like to show my respect and acknowledge the traditional custodians of this land, of Elders past, present and emerging, on which this event takes place. Caitlin welcomed all in attendance.
2. **Attendees:** Karl Moll, Caitlin Hogan, Linda Vernon (arrived 5.36pm), Jessica Collins, Mike Louwen, Hayley De Lacey, Bronwyn Palm, (Melanie Walker – Minute Secretary).
3. **Apologies:**
4. **Acceptance of Minutes of Previous Meeting** – Monday 26th June 2023
Moved: Karl Moll Seconded: Bronwyn Palm Carried
5. **Correspondence inward:**
 - 5.1 Department of Education – Deputy Director General Education letter recognising Mukinbudin DHS's progress in the latest school review process.
6. **Correspondence outward:** Nil
7. **Business Arising from previous minutes:** Nil
8. **Regular business:**
 - 8.1 **School Board Year Planner**

Planner was sent out to Board Members today. The planner includes policy reviews, surveys, bushfire plans (in draft form) which runs alongside our incident plan – will be sent out once completed. Peruse and then feedback at the next meeting any changes that may need to be done and any additions
 - 8.2 **School jackets**

Contacted some suppliers from previous suppliers that the school has utilised. Quotations were received from Jessica Collins our school uniform supplier \$90.00, alternative supplier was sourced and came back at \$96.00.

Concerns raised that if we went through the alternate supplier that the jackets would not be available for future years if new students would like a jacket. If we go with Jessica Collins the jackets will be available in future years.

Discussion around the pricing between hooded and non-hooded.

Uniform policy will be reviewed for the hooded/non-hooded and then it will be sent out to members and discussed at next meeting in preparation for 2024.

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All in agreement of the above.

Acknowledgement of conflict of interest for Jessica Collins. Board members were surveyed, and Jessica was permitted to stay for discussion.

8.3 Play first lunch timetable trial

P&C approached school to trial changes to the lunch break so that students can have time to play and then eat before going back to class. Will be trialled in Term 4 to decide if it is practical to go ahead with permanently. See attached schedule – Option 1 was the one nominated by staff as the best option at this stage. Karl will notify parents and the community about the changes. Survey will be done by Karl for staff, students and parents. The results of the trial will be presented to the Board at the meeting in Term 4.

8.4 PBS behaviour data

See attached – PBS data is utilised to target PBS fortnightly foci.

8.5 2024 (staffing, strategic planning, things Board needs to be aware of)

Staffing – Term 4 - Tino Alberti – Flying Squad will be in the 3/4 class.

Staffing - 2024 advertisement has gone live on the jobs.wa.gov.au website advertisement finished 9th October 2024.

Strategic Planning - Linda will put a motion forward to the P & C to contribute to the cost of Caroline coming on board as a consultant. Potentially go ahead to pre-planning stage in Term 4 to then implement in 2024.

9. Financial report: Operational one line budget, minimum expenditure report and student centred funding statement.

Potential for budget to be lower in the 2024 year due to less students enrolled.

\$60,000 will be allocated to High School area again in 2024.

Funding from this year has gone to purchasing HOLA's to support the HS teachers. Home economics teacher has been employed for the high school year. Discussion about communicating to the community that these programs are in place at the school to enhance the profile of the school as a school of choice.

On track to be in good place for spending at the end of year.

Utilities, facilities and maintenance – One Line Budget – query around money still in these accounts. Karl explained that there are still some expenditure to come out of these – windows to be replaced, updating the first aid room, updating the HPE room. Balances will be transferred to “N” accounts.

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Moved: Caitlin Hogan

Seconded: Mike Louwen

Carried

10. General Business:

DISA review – survey sent out to all schools and parents within the DISA schools – only three official responses at this stage. Hayley is aware of details that need to be changed for 2024.

Community comment was about the lack of morning tea.

Linda felt that the running of the DISA carnival for the high school needed to be improved, and the opportunities for the high school students to be discussed.

Karl and Hayley will take a proposal to DISA to include high school students.

11. Next Meeting:

11.1 Public meeting date - Monday 13th November @ 5.30pm Staff room

12. Close of Meeting: 6.28pm