

# Mukinbudin District High School

An Independent Public School



## School Board Meeting Agenda

Monday 25 March 2024 @ 5:30pm in MDHS Staffroom

Declared open at: 5.30pm

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. Karl welcomed all in attendance.
2. **Attendees:** Karl Moll, Maree Le Moignan, Linda Vernon, Jessica Collins, Jess McCartney, Melanie Walker (Minute Secretary).
3. **Apologies:** Hayley De Lacy
4. **Decide new board chairperson.**
  - Maree Le Moignan nominated Melanie Walker for Board Chairperson and Melanie accepted the nomination.
  - Jessica Collins nominated Linda Vernon for Board Chairperson and Linda accepted the nomination.
  - Karl asked nominees what they prefer for the voting side of things – show of hands or ballot.
  - Ballot was a draw.
  - Karl will run this meeting.
  - Next meeting another vote for chairperson will have to happen with all seven members in attendance.

5. **Acceptance of Minutes of Previous Meeting** – Monday 13 November 2023

**Moved:** Linda Vernon

**Seconded:** Jessica Collins

**Carried**

# Mukinbudin District High School

## An Independent Public School



### 6. Correspondence inward:

- 150 Square flyer came in to distribute to community and staff.
- Shaping the Future certificate received from Lisa Rogers congratulating the secondary staff for their NAPLAN results. Karl will ensure that this is distributed to the community via social media and the assembly on Thursday 28<sup>th</sup> March 2023.

### 7. Correspondence outward: Nil

### 8. Business Arising from previous minutes:

Linda asked about the one-line budget. We will discuss this further.

- New laptops were purchased as per query in minutes – need to be mindful that the new chargers are USBC chargers.
- Purchasing Initialit, SpellEx, Prime
- Draft plan for budget has been made – exact amounts not allocated yet.
- Approximately 94% of the budget was spent and remainder was rolled over into surplus – follow through reporting will be presented.
- Annual report of finances will be sent out once the report is available.

### 9. Regular business:

#### 9.1. Annual Report 2023

- Draft form – members to take home and feedback can be via email or phone call.
- Annual Report 2023 needs to be reviewed and endorsed by Board.
- Karl explained that the report was a snapshot of what has happened in 2023. Showcases what is offered to students, gives data in regard to NAPLAN and attendance.
- Jess M queried if we have a longer term plan – discussed that we have a three year business plan.

# Mukinbudin District High School

## An Independent Public School



- Financial information from 2023 needs to be sent to Board members as the 2022 information was in the Annual Report.

### 9.2 Communication Policy

- Draft Form – Second page – how to contact staff/school.
  - Best forms of communications to parents/teachers/staff.
  - Seesaw the best way to send out bulk announcements.
  - Best way to email administration is via email.
- 
- Biggest complaint from the parent/community is that the communication ??
  - Slow response time from school about differing issues.
  - Need to specify what each avenue is needed for.
  - All forms of communication need to be time bound – eg Seesaw within 48 hours class and teacher, Compass administration and forms, emails and phone calls 48 hours business hours – mainly forms etc.
  - A response within 24 hours email to be sent to MukinbudinDHS and it will get answered.
  - Specific emails to staff within 48 hours.
- 
- Concerns around the changes in the Math timetable and why SIDE was a decision made. Karl to send out specific information to the high school parents about SIDE.
  - If there are any other issues that occur of the magnitude of the current staffing situation that we (the Board) get information early and then the community, with more specific information.
  - Board communication page – Jess C and Linda are unable to access Connect Board page. Are able to access the parent page, but unable to access the Board portal. P number for board says it is not available. Karl and Mel to look into issue on Connect.



### 8.3 Uniform Policy

- Changes were made to the photos included the jacket. Upper body uniform – black jacket. No other modifications.
- Lower body – Black/Green shorts, black/green pants, black/Green skorts.
- Remove checked skirt.
- Student support fund from the P & C. Link on webpage. Include in policy.

### 8.4 Strategic planning – Update

Save the Date received from Caroline from 150 Square.

Caroline to attend the P & C and the School Board to start beginning meetings to get the information out into the community.

Monday 22<sup>nd</sup> April - School Board to meet after the P & C meeting at 5.30 – 6.00pm after the P & C meeting. Karl will speak to Romina about what the plans are for the P & C meeting and see if she plans on having and formal meetings before or after the P& C meeting.

Linda explained to new board members about the reasoning around making a 5 and 10 year strategic plan for the school and the school community.

- What can the school and the community do to retain staff for a longer period time.

### 8.5 2024 Staffing – Update Term 2

- Karl has been in contact with staffing and the flying squad. Staffing is running searches every day to try and find a replacement staff member for a short or long term contract.
- Longer term - Can we as a school go to a University day and promote the school as a place to come? Karl and Mel to investigate this.

# Mukinbudin District High School

## An Independent Public School



- Concerns around new staff needing support in the classroom – are we able to support them with EA's. Do we have funding available to put extra EA's on to help staff? Karl will investigate what funds we will have available once the budget comes in on 26<sup>th</sup> March 2024.

### 8.6 Wheatbelt & Beyond Youth Mentoring Program Update

- At our SDD at the beginning of the year Janine Dayman, Program Director, came out and gave the staff a presentation on Wheatbelt and Beyond Mentoring.
- For those new members, it is a plan to connect our high school students with somebody outside of the community for regular check ins. Each have their own mentor.
- The mentors are supported by staff at WBYM if there is an emergency or a situation that they are not equipped to deal with.
- We were waiting on enough mentors being ready, but now with the current staffing situation we are pushing it back until week 5 in the hope we have stable staffing in the secondary area.
- Website: [wbym.com.au](http://wbym.com.au)

### 8.7 One-line budget and minimum expenditure report – Update

- Money will be coming in tomorrow 26<sup>th</sup> March 2024 thus why the numbers are all 0's.
- Draft budget will be emailed out once we have received.
- The new chair will have to sign off on the budget once it is ready.
- Total numbers 104 and high school 34.
- Need to continue to see high school grow.

### 8.8 Review of Policies

Karl will ensure that the policies will be sent out at least a week prior for revision.

# Mukinbudin District High School

An Independent Public School



**10. Next Meeting:**           **22<sup>nd</sup> April – Board Planning Meeting with 150 Square**  
  **13<sup>th</sup> May – Board Meeting**

**11. Close of Meeting:**   **6.57pm**