



## Mukinbudin District High School

### Minutes

**Subject:** Board Meeting  
**Meeting Opened:** 5.32pm  
**Date:** Monday 12<sup>th</sup> August, 2024  
**Location:** School Staff Room  
**Chair:** Maree Le Moignan  
**Attendees:** Maree Le Moignan, Karl Moll, Melanie Walker, Hayley de Lacy, Linda Vernon, Jess McCartney  
**Apologies:** Jess Collins

Time	Item	Documents	Purpose	Led by	Recommendations
5.30pm	<b>Welcome</b> Includes introductions, apologies and noting of minutes of last meeting.  Correspondence in and out, conflicts of interest.	Minutes from 25 <sup>th</sup> March 2024 and 13 <sup>th</sup> May 2024.	For Approval (minutes)	Chair	<ul style="list-style-type: none"> <li>Minutes of the meeting from 25<sup>th</sup> March and 13<sup>th</sup> May be endorsed.</li> </ul>
	Minutes of the meeting dated 25 <sup>th</sup> March 2024 be endorsed.  Moved Linda Vernon <span style="float: right;">Seconded Jess McCartney</span>  Minutes of the meeting dated 13 <sup>th</sup> May 2024 be endorsed.  Moved Jess McCartney <span style="float: right;">Seconded Hayley de Lacy</span>				

5.40pm	<b>Financial Report 2024</b>	2024 Financial Report	Update and Tracking	Principal	<ul style="list-style-type: none"> <li>• Board notes the presentation of the financial report.</li> </ul>
	<ul style="list-style-type: none"> <li>• A large surplus in salary due to teacher on extended leave.</li> <li>• Surplus can be carried over into 2025.</li> <li>• Finance have contacted school about the surplus we have.</li> <li>• Water to be attached to Barbalin. Shire organising to the fenceline.</li> <li>• Maree to follow up with the shire as what the status is to get this completed.</li> <li>• \$6000.00 allocated by school for connection and tank.</li> <li>• \$5000.00 in publicity includes teacher release if necessary.</li> <li>• Linda requested that the financial information be sent through to the board a week prior to enable questions to be formulated.</li> <li>• Reserve account \$50,000 set aside for Kiln.</li> <li>• Money that rolled over from 2023 was spent on computing and WAPS.</li> <li>• <i>Action: Updated 2024 budget and expenditure to be issued to Board members as soon as is available – Karl Moll.</i></li> <li>• <i>Action: Remind parents to pay their volunteer contributions – incentive to pay fees to be researched – Mel Walker</i></li> <li>• <i>Action: Advertise to the parents why it is important to pay their fees and how it supports the students in our school – Mel Walker</i></li> </ul>				
5.55pm	<b>Strategic Plan (150 Square)</b>		Overview and Target	Principal and/or Chair	<ul style="list-style-type: none"> <li>• Board notes the information.</li> </ul>
	<ul style="list-style-type: none"> <li>• Caroline emailed Karl and said that she had data available but had been unwell and not able to get back in contact.</li> <li>• Meeting set for 2<sup>nd</sup> September @ 10am to view survey results and draft plant which will then be distributed to the board via email.</li> </ul>				
6.00pm	<b>NAPLAN</b>		Feedback on 2024 results School direction	Principal	<ul style="list-style-type: none"> <li>• Board review points of interest, discussion points.</li> </ul>
	<ul style="list-style-type: none"> <li>• Karl referred the meeting to view the article in the West Australian newspaper.</li> <li>• One in three WA students is struggling with reading, writing .....</li> <li>• NAPLAN results have dropped significantly from 2023 across all years and strands.</li> <li>• Karl presented the meeting with discussion points (ppt slides attached).</li> </ul>				

	<ul style="list-style-type: none"> <li>• <i>Action: school to acknowledge that there are concerns with NAPLAN and we have actions in place to try and rectify the areas of concern to be sent out to parents/community – Karl Moll</i></li> <li>• <i>Action: Parent Teacher night to be investigated for term 4. Elastik to be utilised to give parents a good overview of how their children are progressing. In person or via Teams. - Mel Walker</i></li> </ul>				
<b>6.30pm</b>	<b>Staffing Update</b>		Update	Principal	<ul style="list-style-type: none"> <li>• Board notes the current term three update.</li> </ul>
	<ul style="list-style-type: none"> <li>• Flying Squad – advertisement. One teacher chose our school out of ten school possible schools. Unable to arrive now until Week 7.</li> <li>• Moving away from SIDE for high school, discussion around unhappiness in the community with no face to face teaching.</li> <li>• LAT coming for term 4 – teaching maths and PE.</li> <li>• Investigate Teach, Learn, Grow program.</li> <li>• EA's - if we employ EA's we have to make them permanent after 3 months with no funding.</li> <li>• Sarah Moug has returned 3 days per week and has been scheduled in classes a point of need.</li> <li>• Have asked staff for definitive answer by end of Term 3.</li> <li>• <i>Action: investigate possible maths programs that can be taught by teachers face to face with limited experience – Karl Moll.</i></li> </ul>				
<b>6.35pm</b>	<b>Regional Education Strategy - Draft</b>	Regional Education Strategy - Draft	Board members to read and bring back any comments they would like to be presented – preferably in document form for ease of collating	Linda Vernon	<ul style="list-style-type: none"> <li>• The Board endorses feedback to be sent to Education Department</li> </ul>
	<ul style="list-style-type: none"> <li>• General dissatisfaction with the standard of the report at this stage.</li> <li>• <i>Action: Submissions to be completed for board and sent out to for endorsement prior to submission to Department of Education – Mel Walker and Maree Le Moignan</i></li> </ul>				

<b>6.50pm</b>	<b>Summary of meeting and board reflection</b>		For discussion	Chair	
	<ul style="list-style-type: none"> <li>• Updated finance to be sent out</li> <li>• Better understanding of NAPLAN results</li> <li>• Staff – making progress</li> <li>• Linda said that she would be happy for the school to utilise spare funds to support Admin staff to return to doing the job they are employed for.</li> <li>• Uniform and Communication next meeting.</li> </ul>				
	<p>Next Meeting:</p> <p>Public Meeting:      Monday 21<sup>st</sup> October</p> <ul style="list-style-type: none"> <li>- Uniform Policy and Communication Policy</li> <li>- Fees and Charges</li> <li>- SDD schedule/apply for extra for Dowerin.</li> </ul> <p>Board Meeting:      Monday 2<sup>nd</sup> December</p>				
<b>Close</b>	<b>7.05pm</b>				