



Corrigin DHS

Agenda and Minutes



Council/Board Meeting

Time:
Date:
Location:
Chair:
Apologies:

6.00pm
15 May 2023
Corrigin DHS
Bree Poultney
N/A

Time	Item	Documents	Purpose	Led By	Minutes
6:00pm	<ul style="list-style-type: none">WelcomeIntroductionsApologies	N/A	For noting	Principal	Attendance – Shannon Hardingham (SH), Jo Courboules (JC), Bree Poultney (BP), Kyla Addis (KA), Steph Gibson (SG), Donna Snow (DS), Claire Parsons (CP), Katherine Weguelin (KW) and Shannon Baker (SB).
6.05pm	<ul style="list-style-type: none">Election of Community Member by School Board		For election	Principal	Sophie Birch can no longer be the community representative as she is planning to continue teaching in the near future. SH nominated DS to be on the board. Board agreed unanimously and elected DS to be the community representative for 2023.
6.10pm	<ul style="list-style-type: none">Election of Board Chair	N/A	For election	Principal	SH called for nominations for Chair for the board advising chair can be a parent (preferably) or staff member. KW has nominated interest in the position, however there is a conflict with her current role as P&C President. DS is happy to help and coach anyone that is interested in the position. Requirements of the role include meetings, end of year summary, Edna Stevenson and interview panel for any incoming Principals.

					After a discussion, SH moved that BP take on the position of School Board Chair. BP accepted and with unanimous agreement, chaired the remainder of the meeting.
6.15pm	<ul style="list-style-type: none"> Previous Meeting Minutes 	Previous minutes	For decision	Chair	BP tabled and SH read through the minutes of the previous School Board Meeting. Moved - KW. Sec - SH.
6.20pm	<ul style="list-style-type: none"> Correspondence in and out 	Letter from Melesha Sands	For noting	Chair	School Review letter received. Follow up - review in term 4 for 3 x 1 year returns (Relationships and Partnerships, Learning Environment and Student Achievement and Progress). Noted.
6.25pm	<ul style="list-style-type: none"> Declaration of Conflicts of interest 	N/A	For noting	Chair	No declaration of conflicts of interest.
6.15pm	<ul style="list-style-type: none"> Terms of Reference 	Terms of Reference Updated 2023	For decision	Chair	<p>Recommendations:</p> <ul style="list-style-type: none"> delete the clause regarding who needs to be on the Board and adjust to include up to 2 community reps Section 9 – instead of 6 meetings, the Board will have at least 4 x 2 hour meetings. Meeting quorum is 60% - must be present in person or through technology to have a quorum. <p>We need to try to fill remaining positions, as we require more parents than staff in attendance. Will look at both secondary parents and possibly male members to encourage diverse input. Moved - SH. Sec - KA.</p>
6.20pm	<ul style="list-style-type: none"> Code of Conduct Member Information form and Criminal Clearances 	Code of Conduct Form Member Information Form Criminal Clearance Information	For completion	Chair	BP read the Code of Conduct to the Board. SH highlighted key points are confidentiality and members moving the school forward in a positive way. Member information form to be filled out by members and provided to SB. Criminal clearances required for all members.
6.30pm	<ul style="list-style-type: none"> Financial Report School Board Representative – Finance Committee 	Budget Funding Agreement	For noting	Principal and Manager Corporate Services	SB – operational one line budget statement. Brief explanation of income and expenditure. Current variance \$354 000, which represents a healthy budget. Plans in place to employ extra EAs due to not being able to fill teacher positions. SB has developed a reserve plan to replace items in the school and working on ongoing maintenance records.

					BP called for nominations for a Board representative for the Finance Committee. KW self-nominated. Sec - SG. All accepted Katherine's nomination. Funding agreement – a breakdown of where the school's money is being spent. SH and BP will meet and sign off. Noted.
6.45pm	<ul style="list-style-type: none"> Data Review and Baseline for Business Plan 	PowerPoint Presentation	For noting	Principal/ Deputy Principal	<p>SH and JC went to Leading School Improvement PL which was critical to the development of the new Business Plan. SH presented:</p> <ul style="list-style-type: none"> Student literacy and numeracy data, compared to like schools – some concerns. Attendance rates are very similar to like schools for primary but still needs to be lifted. Regular attendance has dropped significantly with Covid across all WA schools. Secondary Attendance - similar to like schools. Suspension data – suspensions have dropped significantly. School Parent/Teacher and student survey data from 2022 - SH highlighted the areas under a rating of 4. Data was then compared from 2017, 2020 and 2022. Public School Review recommendations – 3 x 1 year reviews. 3 priority areas are literacy, numeracy and well being
7.00pm	<ul style="list-style-type: none"> Annual Report 2022 	Annual Report	For noting	Principal	<p>Annual report presented. It is a public document that is submitted to the department. Noted.</p>
7.15pm	<ul style="list-style-type: none"> Business Plan 2023-2025 	Draft business plan	For consultation	Principal/ Deputy Principal	<p>Last plan expired in 2022 so have continued without one so far. It was agreed that a new plan would be written after the PSR. SH went through the draft Business Plan with the Board that has been developed by staff and students. Following this, a publisher will work on typesetting the plan and present a final copy. Recommendations from board included student voice, extension of capable students and irrelevance of current motto. Noted.</p>
7.45pm	<ul style="list-style-type: none"> Updated Policies 	Attendance Policy Assessment Policy	For noting	Deputy Principal	<p>Jo presented both updated policies to the Board. Noted.</p>
7.55pm	<ul style="list-style-type: none"> Close of Meeting 	Calendar	For noting	Chair	General Business

					<p>KW asked if there were any staffing changes next term. SH advised:</p> <ul style="list-style-type: none">• Rhiannen Austin will return in Term 3.• SG is now doing all secondary maths and secondary Science is being done through SIDE.• BP teaching 2 days per week to split the Year 1 and 2 class.• Anita Stone working an additional 2 days.• Principal – we should anticipate Heather Prance’s return in Term 3. Deputy – Liz Wyber is not expected to return however we will await confirmation of this.• Advertisement has been placed for relief EAs – 2 returns.
--	--	--	--	--	--