| School Board<br>Cunderdin District High School | | | |
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| **DATE:** | 30 April 2024 | **CHAIRPERSON:** | Tracey Irving |
| **TIME:** | 5.03pm | **MINUTE SECRETARY:** | Pauline Smart |

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| **ATTENDEES:** | Paul Jasper, Tracey Irving, Jaimee Tindal, Lisa Jasper, Shannon Chant, Cameron Hill, Kaylee Hamilton and Julie Mussared<br>Invitee – Aleesha Hoskins |
| **APOLOGIES:** | Todd Harris and Dan Byrne |

| ITEM REF | ITEM | LED BY | DISCUSSION / PROGRESS REPORT | ACTION & TIMELINE |
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| 1. | **Welcome**<br>**Apologies**<br>**Confirmation of the Agenda** | **Chairperson** | Tracey Irving welcomed all Members to the meeting. | |
| 2. | **Disclosure of interest** | **Chairperson** | Nil | |
| 3. | **Minutes of previous meeting** | **Chairperson** | Minutes from the previous meeting held 20 February 2024 were presented and the Board accepted them as a true and correct record.<br>Moved: Jaimee Tindal<br>Seconded: Shannon Chant | |
| 4. | **Actions arising from previous meeting** | | Adjustments to previous Minutes in Chairperson's opening comments 2025 change to 2024.<br><br>P & C approved the levy for each student in 2025 to be $10 per student and not the $20 per family that it usually was. | Secretary. This has been completed. |
| 5. | **Correspondence Out/In** | **Secretary** | Nil | |
| 6. | **Principals Report**<br>**Staffing Profile and Class Structure** | **Principal** | The Principal's Report was tabled and discussed.<br>During Pauls absence Amy Freind will be acting Principal. She will also be taking the teaching load from both deputies during this time. | |

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| | | | Currently the 2024 Primary DOTT is covered by the Deputies.<br><br>Tuesday - Home Work Club for Year 4 - 10<br>Reading Club for years 1 – 3.<br>**Attendance** – The school is working hard with the families in the Secondary whose children are suffering from anxiety coming to school.<br>In Year 3 we have a student who only attends for half a day and the school is working with different agencies to come up with strategies to improve this student's attendance.<br><br>**Improving Student Information**<br>The Education Dept is currently looking at one platform of communication with Staff, Parents and Students to replace the multiple platforms that we currently use.<br><br>Website – We have now ascertained support for the new website so that we can add, delete and create new documents onto the website. | |
| **7.** | **Finance** | **MCS** | Pauline tabled the Minimum Expenditure Report and Funding Agreement to be acknowledged by the Board and noted.<br>The Board discussed and accepted the Funding Agreement and the Principal and Board Chair signed the document.<br><br>The Minimum Expenditure report was table and discussed. Pauline moved that the Finances we accepted as a true and correct record.<br><br>Moved: Pauline Smart<br>Seconded: Lisa Jasper<br>School Board noted | |
| **8.** | **Staffing and Class Structures** | **Principal** | The school will be advertising for a Primary Generalist Teacher for Term 3. This is to take some of the pressure of the existing Deputy Principals as well as splitting the large Secondary Classes. Unfortunately, this will be advertised as a fixed position often making it difficult to attract teachers that are looking for something more permanent. This will go live on May 10. | Principal |

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| **9.** | **2024 – 2026 Business Plan** | **Principal** | This document was tabled for discussion. This has been a working document for some time now.<br>Staff changed the Vision Statement. Values, Motto and Priorities remained the same.<br>This document is underpinned by the Quality for Teaching Standards.<br><br>OLNA – Online National Assessment must be obtained for students to obtain their WACE certificate (WA Certificate of Education) when completing Year 10. If a student in Year 10 obtains a certain level in Naplan, then the OLNA test will not need to be taken.<br><br>Staff and Leadership have ongoing meetings to ensure that the targets specified in the Business Plan are being met. | |
| **10.** | **PBS Update** | **Associate Principal** | Cameron Hill advised the Board that the school is aiming for complete transparency in what we are doing and what the school is hoping to achieve in this program.<br><br>Play is The Way – This program is predominately in the Primary, but they are using some of the plans in the Secondary. There is generalised equipment available to each class.<br><br>The Positive Behaviour Support Plan is already underway, but it is still in the very early stages. Mr Hill is hoping to have a skeleton plan written up by the end of 2024.<br><br>Growth Hunting Program – Staff acknowledged that this positive behaviour was evident in the primary classes but no so much in the Secondary. Therefor the GHP has been introduced into the Secondary to enhance the Social and Emotional wellbeing of the students. Admin are endeavouring to run this program with the students away from Core Subject times. The school has committed to a 3 year program. | |
| **11** | **Camps** | **Associate Principal** | Year 5/6 Camp is in Term 2 Week 9.<br>Country Week is in Term 3 Week 10. There has been some difficulty with the accommodation. However, the school is trying to work their way through this. | |

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| **12** | **Good Governance Training** | **Chair** | The Chair asked if the Members had undertaken the online training. Julie Mussared has completed this training. | |
| **13** | **Building and Facilities** | **MCS** | Splitting Room 7 into 2 offices. These officers will then be used by the Chaplain and the Sounds Write coordinator. | |
| | | **Chairperson** | | |

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| **NEXT MEETING:** | Tuesday, 6 August | **MEETING CLOSED:** | 6.42pm | **SIGNED:** | |