

School Board Cunderdin District High School

DATE:	20 August 2024	CHAIRPERSON:	Tracey Irving
TIME:	5.03pm	MINUTE SECRETARY:	Pauline Smart

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

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies 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 30 April 2024 were presented and the Board accepted them as a true and correct record. Moved: Lisa Jasper Seconded: Cameron Hill	
4.	Actions arising from previous meeting		Kaartdijin program will commence in Term 1 2025 which will assist schools with up-to-date student information and parent communication (behaviour attendance) Business Plan has been emailed and placed on the School's website. It is also on the Notice Board in the front office. Growth Hunting – This program is on hold at the moment due to the school being understaffed – Aim to complete for Year 9/10 in Term 4.	
5.	Correspondence Out/In	Secretary	Nil	

6.	Principals Report Staffing Profile and Class Structure	Principal	<p>The Principal's Report was tabled and discussed. (In File)</p> <p>The staff attended the PD in Perth at South Halls Head Primary School on the first Monday of Term 3. This was a Quality Teaching Standards Partnership Initiative (QTS). The Chairperson of the Board said that she had heard positive comments regarding the students having a pupil free day half way through the Term in place of the start of the Term.</p> <p>Faction Swimming Carnival 2025 – Tammin and Meckering Primary Schools might be joining in with Cunderdin in this carnival. There are currently 19 students in Meckering and 14 in Tammin. Tammin wanted to have K to 6 at the carnival all day however Cunderdin does not do this. Paul Jasper is waiting to hear back from both schools regarding their decision.</p> <p>In 2025 the K/P class at Cunderdin DHS will be a very large class and the teachers have not yet made a decision on whether the students will take part in the carnival.</p> <p>Homework club is currently being utilised by mainly Primary Students.</p> <p>Attendance – Our attendance is similar to 2019 (pre Covid). There are only a couple of Secondary students who are continually truant.</p> <p>In Term 3 and Term 4 in 2025 the school is endeavouring to have the Year 9/10 students undertaking Work Experience each Thursday.</p> <p>There is a Principals Networking Day being held at the school on Monday, 26 August. P & C are kindly catering morning tea and lunch for this event.</p>	
7.	Finance	MCS	<p>Pauline tabled the Minimum Expenditure Report and Cash Report to be acknowledged by the Board and noted.</p> <p>Discussion was held.</p> <p>Pauline moved that the Board accept the Finance Reports.</p> <p>Seconded: Dan Byrnes</p> <p>School Board noted</p>	

<p>8.</p>	<p>Staffing and Class Structures</p>	<p>Principal</p>	<p>The Associate Principal position in the Primary is about to close.</p> <p>In 2025 K/P will have 27 students in the class. The Year 7/8 class will also have 29 students in it. The school is considering splitting one or both of these classes depending on funding. There are only 2 Year 7 boys leaving at the end of 2024.</p> <p>Emma Linton will be availing herself of Long Service Leave in Term 4 of 2024. We may be able to secure a teacher for Maths but the Phys Ed may need to be taught by the Associate Principal in Term 4.</p> <p>While we are without an English/HASS Teacher we are utilising SIDE classes for the students until we can obtain a teacher.</p>	
<p>9.</p>	<p>Naplan</p>	<p>Principal</p>	<p>This document was tabled for discussion. There were concerns around the many red flags but the Principal and Associate Principal spoke on the programs being introduced at the school to assist the staff to improve these outcomes.</p> <p>The Associate Primary Principal, Aleesha Hoskins and Teacher, Shannon Chant went to South Halls Head Primary School earlier in Term 3 to meet with the Principal to discuss what we are doing at CDHS and SHHPS. The QTS program allows the school staff to watch other staff and mentor to these staff on the teaching practices involved. Children will pass from year to year understanding that the class teaching structure is the same in all classes. Relief staff will also follow these guidelines. We have been warned that the data could drop initially once the QTS commences. The introduction of the QTS program should also assist in approving behaviour management at the school.</p> <p>There are plans underway for the teaching staff of SHHPS to come to Cunderdin and model in class how they utilise this program at their school.</p> <p>This will create a culture of coaching and feedback.</p> <p>The Principal, Paul Jasper invited the Board members to attend a</p>	

			<p>class to view the QTS program which will be run by Aleesha Hoskins.</p> <p>The Sounds Write Program is also being carried out at the school which is an intervention literacy program for students.</p> <p>Talk for Writing is also being implemented to assist with the reading. Grammar and punctuation of the students.</p> <p>The school is also looking at a whole class reading program.</p>	
10.	PBS Update	Associate Principal	<p>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.</p> <p>Mr Hill has trained as a leader in the Positive Behaviour Support program. Mr Hill did say that the course he attended was a little difficult as we were the only DHS in attendance. Mr Hill, Ms Bradbury (Chaplain) and Mrs Freind have all attended further training with this program.</p> <p>Play is The Way – The Primary Classes are utilising this program however; the Secondary are fighting it at times as they want to do their own thing. It is a work in progress.</p> <p>The Positive Behaviour Plan is currently being developed and Mr Hill is hoping to have a draft to show the Board by the end of 2024.</p> <p>Growth Hunting Program – This is currently on hold due to the school being understaffed at the moment – looking to complete in Term 4.</p> <p>Mr Hill did say that 80% of our students are doing the right thing at all times. On attending the courses it has been identified that our school Behaviour Matrix is too busy. The committee at the school has drafted a simple version but it is seen as an ever changing document. All students, staff and community members that enter the school will be required to follow this document.</p>	

			<p>This document will be placed on the website and emailed out to parents.</p> <p>A member of the Board stated that the past Parent Survey indicates that there is concern around behaviour at the school. Members of the Board asked if children are given consequences for their actions. The school endeavours to handle all situations as they arise.</p> <p>PBS Shop – This is an acknowledgment reward system. There will be a trial period with the Secondary Students to start with and possibly Primary in the future.</p> <p>A suggestion as made that the school could look at inducting new parents and students on the Behaviour Policy and maybe even an Induction Video could be made.</p>	
11	General Business	<p>Principal</p> <p>The school is looking at implementing a new Time Table so that the big block in the morning can be used for Literacy and Numeracy. They are looking at trialling this in the last 5 weeks of Term 4. This will also allow them to align to SIDE’s timetabling. 2 periods before recess, 2 periods prior to lunch and only 1 period after lunch.</p> <p>Youth Council – A question was asked if the school had noticed any difference with the youth Council meetings not being held on school grounds this year. The school did like that there was a positive police presence at the school when attending the meetings. It was also said that the principal is not aware of the happenings of the Youth Council anymore. The Assoc Principal needs to attend the meetings after school hours.</p> <p>Mr Harris</p> <p>Mr Harris informed the meeting that the Shire Christmas in the Park will be in mid-November. A date to be confirmed.</p> <p>Chair – Mrs Irvingl</p> <p>Mrs Irving stated that several Policies need to be updated.</p>		
11	Building and Facilities	MCS	<p>Room 7 is almost complete.</p> <p>Various school outside doors and roller doors are being painted over the October Holidays.</p>	

NEXT MEETING:	Tuesday, 22 October 2024 Last meeting to be held 26 November 2024	MEETING CLOSED:	7.00pm	SIGNED:	