

School Board Cunderdin District High School

DATE:	22 October 2024	CHAIRPERSON:	Tracey Irving
TIME:	5.03pm	MINUTE SECRETARY:	Pauline Smart

ATTENDEES:	Paul Jasper, Tracey Irving, Pauline Smart, Todd Harris, Lisa Jasper, Shannon Chant, Jaimee Tindal, Cameron Hill, Julie Mussared and Kaylee Hamilton
APOLOGIES:	Dan Byrne

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 20 August 2024 were presented and the Board accepted them as a true and correct record. Moved: Lisa Jasper Seconded: Shannon Chant	
4.	Actions arising from previous meeting		The following Policies are to be looked at: <ul style="list-style-type: none"> • Behaviour Policy • Phone Policy 	
5.	Correspondence Out/In	Secretary	22 October 2024 - Letter received for the Board from John and Julie Snooke. The Letter was sent to all Board Members on 22 October 2024. This inward correspondence was tabled and discussed.	

Chairperson

The objectives that the Board is **not to take part in:**

- The Board is not to discuss individual issues relating to teachers, staff, students or parents.
- The Board is not to take part in the management or day to day running of the school.

The Chairperson received a phone call from a parent on 30 August where the parent outlined his concerns and was wanting to know the correct procedure for making a formal complaint. The Chair informed the parent of the correct procedure on Sunday, 1 September (after she had sought clarification of the Board's protocols, via the Department's website, and outside counsel from a previous longstanding Chairperson). The Chair informed the parent they needed to direct their complaint to the Wheatbelt Education Office, where the Chair provided the contact details, along with the Complaints Advice Line contact number. Once this was done, the Chair then contacted the current Principal on Sunday, 1 September to say that she had received a call from the parent and the information that they had supplied to the parent. The Principal confirmed that the Chair had taken the right course of action, given the Board's position on handling of School/Department's complaints. The Principal and Chair then waited for formal advice from Wheatbelt Education Office (WEO) that a formal complaint had been made.

When the Inward Correspondence was received, this was emailed to all Board Members (BM).

The principal drafted a response addressing the letter's statements and emailed this to WEO. As the School Board are not to discuss Operational Matters, individual students or staff, a revised response was issued by the WEO.

The Board reiterated that the staff at the school do not want any student being hurt or frightened at any time. They did have concerns over the length of time the issue has been going on.

The principal is unable to address any staff or student incidents to the Board as this is not part of the Board's Governance.

It was also noted that Katie Wallace, Director of Education in Northam had only held that position for a short term. Only Suspensions are recorded at a school level and flagged by the Wheatbelt Education Office.

A Board Member asked who has the power to exclude a student?

A principal is the only person delegated the authority to make a recommendation for exclusion. Principals must notify their director of education that a student is being recommended for exclusion.

The principal can consider recommending a student for exclusion if:

- there are no other remaining behavioural support options
- the student's behaviour poses a risk to the school community.

Before a principal recommend a student for exclusion, meeting with the student and their family. In the meeting, raise the possibility of future exclusion.

During the meeting, a behaviour support plan is developed to help the student avoid a recommendation for exclusion. – Appendix A

Give the student reasonable time and opportunity to achieve the desired behaviour identified in the plan.

Appendix B outlines student details and the grounds on which the student has been recommended for exclusion. Once principals have completed Appendix B, they email it to their director of education, where it goes before a panel.

A BM asked why the Appendix A had not been sent. The principal

			<p>responded by stating that as this an Operational Matter it is not up for discussion at Board level.</p> <p>A BM commended the principal and staff on the improvement so far.</p> <p>The following dot points were also discussed:</p> <ul style="list-style-type: none"> • All students are entitled to an education and the school is trying to follow the guidelines. • Has the Principal been receiving adequate support from the Education Department. • BMs were wondering why the Education Department has not stepped in to assist in this matter. • The current Director of Education has supported the school significantly while in office. <p>A response will be drafted by the Chairperson and then shown to the Board prior to sending. It is the hope that even though the school received a complaint, that it will enable the school to receive further support.</p> <p>The principal offered to all BMs to meet with him if they require any clarification.</p>	
6.	Principal's Report	Principal	<p>The Principal's Report was tabled, and a discussion was held.</p> <p>The Admin Team have been very conservative in the students figures for 2025 and they currently stand at 146. Currently there are 20 students identified for Kindy in 2025 but we only have 17 confirmed Applications for Enrolment currently.</p> <p>Parents will be notified shortly of the Kindy days for 2025.</p> <p>The school is currently running a process for Primary Teachers for 2025.</p>	

7.	Finance	MCS	The Cash Report was tabled and discussed. The Board noted the Finance Report.	
8.	Staffing and Class Structures	Principal	Currently a Pool of Primary Teachers is being run.	
9.	Reporting	Principal	<p>SCSA has modified the 2025 reporting requirements. CDHS is currently doing more than most schools and the Admin Team and Teachers will be looking at modifications closely.</p> <p>Possibly General Comments in the Secondary for Maths, English and Science. And in the Primary a generic Class Comment followed by a personal statement.</p> <p>SCSA are looking at reducing teaching workload.</p> <p>If BMs need further clarification on the changes in reporting the principal invited them to contact him for further clarification, or if they do not agree with the schools document then they are to let him know.</p>	
10.	Board Tenures	Chairperson	<p>The Chair mentioned that BM, Lisa Jasper, is due to finish her Tenure on the Board at the end of 2024 and that the school will readvertise this position. Mrs Jasper is more than welcome to re-apply.</p> <p>School staff are a one-year term and they are voted onto the Board by the staff.</p>	
11	Positive Behaviour	Associate Principal	<p>All students, not just the more challenging ones, are being rewarded for good choices. The PBS Shop has commenced. The Positive Behaviour Committee (PBC) have worked tirelessly to support this program.</p> <p>After the staff have approved the Positive Behaviour Matrix, Mr Hill is</p>	

			<p>hoping to bring the draft document to the next Board meeting.</p> <p>The PBC are now working on incentives for the primary students going into 2025.</p> <p>The committee have been supported greatly in the wider program for this initiative with financial assistance from Lions, P & C, Football Club and the school.</p> <p>The Chair asked has the behaviour improved. Mr Hill said Yes, it is having a consistent positive outcome, particularly in year 7/8. However, the year 9/10s are a little more challenging.</p> <p>The program is being offered in many schools over WA.</p> <p>The PBC are currently looking at procedures and how to monitor the correct use of tickets. This is a work in progress as the program is only in its initial stages.</p>	
12	Building and Facilities	MCS	<p>Solar Panels – The school is in the process of receiving a donation from Global Power Generation Australia Pty Ltd (GPG Naturgy Group) for the installation of Solar Panels. This is still in the planning stages.</p> <p>Painting - The school has just completed having all external window frames and doors painted.</p>	
13	General Business	Mr Harris	<p>The pool will open on 24 October 2024. Halloween at the Museum is on 31 October 2024.</p> <p>The Board has requested that as we are only having 1 meeting per term would it be possible for the school to send out an information page to the Board something as simple as Board notes and a report from the principal. It was agreed that the principal would do this.</p>	Principal

NEXT MEETING:	26 November 2024	MEETING CLOSED:	7.00pm	SIGNED:		